



# PlicGo!

## Lab User's Manual

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*PlicGo! is a web based administrative software for schools that lets users, login and re-print ID cards, awards, certificates, etc. as well as download and create any administrative or yearbook exports. PlicGo! is very user friendly and allows the studio to set up their school's account from the comfort of their office or home. When layouts are finished rendering they can be downloaded as a PDF file that can be printed from their computers or emailed.*



# Table of Contents

GETTING STARTED .....	2
SET YOUR PASSWORD .....	2
DASHBOARD .....	3
MENU .....	3
PROJECT TEMPLATES .....	3
PROJECTS .....	4
ADDING SUBJECTS .....	5
ADDING LAYOUTS .....	6
EDITING LAYOUTS .....	7
ADDING USERS .....	8

## Getting Started

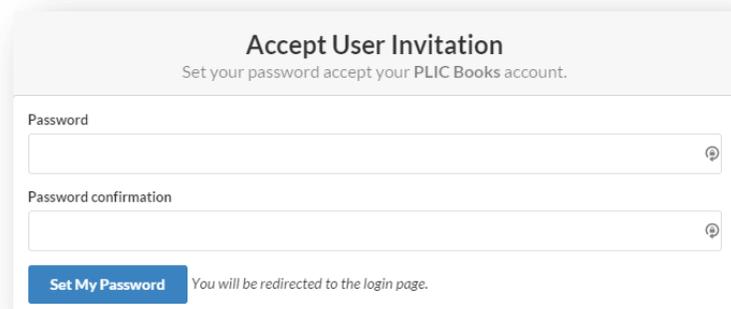
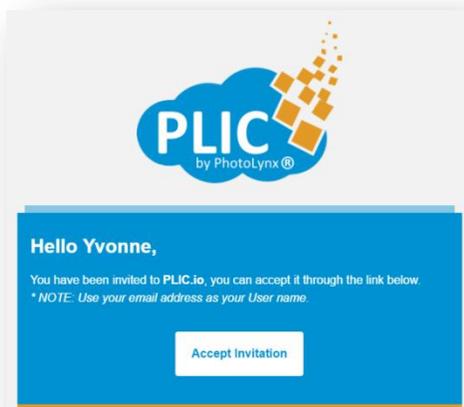
You will receive an email from [info@photolynx.com](mailto:info@photolynx.com) stating that an account has been created for you on PlicGo!. Click the *Accept Invitation* link to take you to the registration site. Your account will not be created until you access this link and set your password.

**Note:** A quality internet connection is required to effectively use the program. We recommend being connected to the internet via hardwire, rather than through a wireless connection, to ensure accuracy of your orders.

## Set Your Password

The very first thing you will need to do is set up a password. Once you have entered a unique password, click the blue *Set My Password* button.

**Note:** Keep a note of your password somewhere. We do not have access to look up any password information for you.

A screenshot of a web form titled "Accept User Invitation" with the subtitle "Set your password accept your PLIC Books account." It contains two password input fields: "Password" and "Password confirmation", each with a visibility toggle icon. At the bottom is a blue button labeled "Set My Password" with the text "You will be redirected to the login page." to its right.

## Dashboard

Every time you log on to PlicGo!, you will be taken to your *Dashboard*. Here you can see all of your projects you have set up, as well as how many subjects are available in each project.

## Menu



In the top right hand corner of your screen, you will see your menu items. These items include:

- **Dashboard** – click here to quickly be taken back to your main dashboard to view your projects
- **Organizations** – click here to see a listing of all your organizations you have set along with the contact for this organization. You can also email or call this contact from this screen as well.
- **Project Templates** – click here to see a listing of all your project templates, or to create a new project template
- **Projects** – click here to see a listing of all your projects or to create a new project
- **Users** – click here to see a listing of all your users, email your current users or to set up a new user
- **Support** – click here to access any support links or contact information

## Project Templates

Before you can create a project, you first need to have a project template created. A project template is a list of all the field names you will be using when importing your data. Depending on the school, you may want to have more than one project template to choose from. To create a project template:

1. Go to your menu, and select *Project Templates*
2. Press the *New Template* button
3. Type in a *Name* for your Project Template
4. Press the gray *Add Subject Field* button
5. To select a common field name, such as *First Name* or *Last Name*, select the field in the *Field Type* drop down
6. If you do not see the field name you are looking for in this drop down, select *Custom* and type in the field name under *CustomLabel*
7. Follow steps 4-6 to continue adding all of your desired fields
8. Once complete, press the green *Save* button



## Projects

Your *Projects* are the assembly of your organizations information and subject images and data. When your school logs into their account, they will view their project in which you had set for them. To create a new project:



1. Go to your menu and select *Projects*
2. Press the *New Project* button
3. Type in the *Name* of your project (**For Example:** *Jones Elementary 2016-2017*)
4. Select your [project template](#) in the *Template* drop down
5. Select your *Season* from the drop down menu
6. Select your *Organization* from the drop down. If your organization is not listed, press the green *New Organization* button
  - a. For a new organization, type in the *Organization Name* (**For Example:** *Jones Elementary*)
  - b. Select the organization *Role* from the dropdown (Typically this is *School/Customer*)
  - c. Type in the contact information for the organization (this is not the user log in information, just the main contact for the school)
7. Once complete, press the green *Save* Button

### New Project

<b>Name *</b>	<b>Template *</b>	<b>Season</b>
<input type="text" value="Jones Elementary 2016-2017"/>	<input type="text" value="School Subjects"/>	<input type="text" value="2016 - 2017"/>
<b>Organization *</b>		
<input type="text" value="New Organization"/>		
<b>Organization Name *</b>		<b>Role *</b>
<input type="text" value="Jones Elementary"/>		<input type="text" value="School / Customer"/>
<b>Contact Name</b>	<b>Contact Email</b>	<b>Contact Phone</b>
<input type="text" value="Yvonne Walker"/>	<input type="text" value="yvonne@photolynx.com"/>	<input type="text" value="760-787-1177"/>
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>

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*Once your project is saved, you will be taken to your project's main dashboard page. Here you will have the ability to upload subject data and images to get your organization's project set up.*

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## Adding Subjects

Once you are on your project's main dashboard, you have the ability to upload subject images and data. To upload their information:

1. Click on the *Subjects* icon on the main screen
2. Click the *Upload Subjects* option
3. You will be taken to a plic.io screen, if you are not logged in you can log in with the same credentials you use to log into PlicGo!
4. Once logged in, you are then able to select a folder of images and data that you have saved on your computer. To do this, press the *Select Folder* button and browse out for your folder (**Note: If you have multiple folders within this main folder, keep "Also include files within sub-folders" checked**)
5. Select your data file from the drop down menu. If your data has a header, turn on the slider next to *First row of data file is header row*.
6. Press the green *Continue* button
7. You will now see a screen where you can map in your data fields. At the top you should see your image names already mapped in. To map additional fields, press the down arrow above the field to select the appropriate field header, such as *First Name*
8. Once everything is mapped together, press the green *Start Uploading* button



Subject Data File

Import subjects from selected data file: Package Export/Student Data.txt ▾

First row of data file is header row

Continue →

Image Field: Image Name 149 matching photos ▾

Upload Which Photos: Upload matching photos ▾

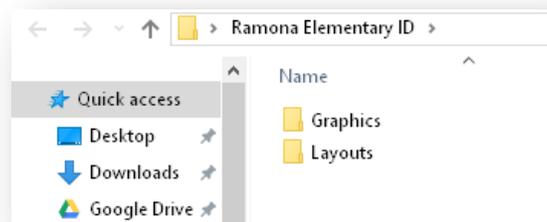
Perform subject merge based on merge keys

First Name	Last Name	Student ID	Address	City	State
First Name ▾	Last Name ▾	Student ID ▾	Set Mapping ▾	Set Mapping ▾	Set Mapping ▾
Christina	Thomas	29236			
Chelsey	Orihuela	28885			
Evelyn	Jacobo Patino	28820			
Alajjah	Smith	29069			
Ezequiel	Gutierrez	28571			
Nayeli	Gonzalez	29006			
Samuel	Brown	26920			
Veronica	Himmelrick	29013			

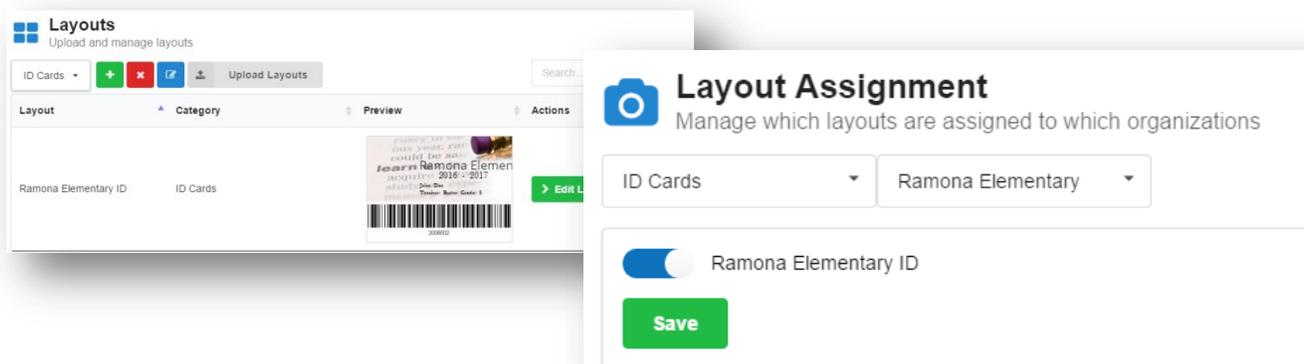
Start Uploading →

## Adding Layouts

Before your school can reprint ID cards and/or awards, you first need to upload layouts for them to use. Before you get started, be sure you save your .lyt file or .tem file in a folder along with any graphics that correlate with this layout. We will upload both the templates and the graphics at the same time. (*Hint: If using Flow®, an easy way to do this would be to load your layout from the Layout screen, then choose the Export option*) Once you have your graphics and layouts saved in their own subsequent folder, we are now ready to upload. To do this:



1. Go to [PlicLayouts.com](http://PlicLayouts.com) and log in using the same credentials used to log into PlicGo!
2. On your main *Layouts* screen, press the green plus sign to add your layout category (**For example: ID Cards**)  
**Note:** This is how your *Layouts* dropdown will display for your schools
3. Once your category is made, press the gray *Upload Layouts* button
4. On your *Layout Uploader*, press the green *Select Folder* button (**Hint: It is recommended to leave "Also include files within sub-folders" checked**)
5. Browse out for your folder that contains your layouts and graphics you wish to upload and press *OK*
6. Press the green *Start Uploading* button
7. Once it is finished uploading, you will be taken back to your main *Layouts* screen. You should now see a preview of your layout. To make any adjustments to this, press the green *Edit Layout* button
8. Once your layouts are all uploaded, you are now ready to assign these layouts to the specific schools. To do this, click on *Layout Assignment*
9. In your upper left dropdown, select your layout category you are choosing from. In the upper right dropdown, select the school you wish to assign layouts to
10. Press the slider next to the layouts you wish to have included for your school until it lights up blue. Once you have selected all your layouts, press the green *Save* button
11. Your layouts will now be available to the school to print on their PlicGo account



## Editing Layouts

Once your layouts are uploaded, you have the option to edit them within PlicLayouts. The edits made here will reflect how your layout will print for your schools through PlicGo. To edit your layouts:

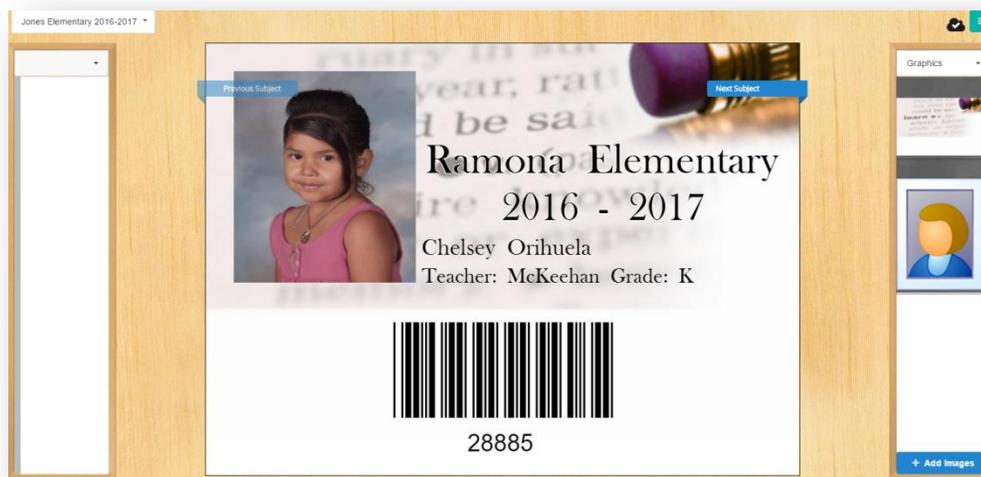
1. Access your desired layout on your *Layouts* screen
2. Press the green *Edit Layout* button
3. On your *Edit* screen, you can simply drag and drop any item to move them around on your working space
4. To add a *Text* item, simply double click on any space within your working space to start typing. You will see different text editing tools appear above your text box which will allow you to change the font, font size, font color, background color, bold, italics, underline and justification. Additionally you can add a stroke around your text, a drop shadow behind your text, layer your text boxes and apply styles to the entire page.



5. Any graphics that were uploaded with your layout will be available for you to use to drag and drop on your working space. To add more graphics to use, press the blue *Add Images* button at the bottom right hand side of your page. Once a graphic is on your page, you have additional options to customize your graphic. These items include layering, cropping, stroke, drop shadow, invert, grayscale, blur, opacity, saturation, contrast, brightness, hue, and flipping vertical or horizontal. Additionally you can add these styles to the entire page or add different image tags.



6. At any time you can preview how your layout will print by selecting a school from the top left hand corner of the screen



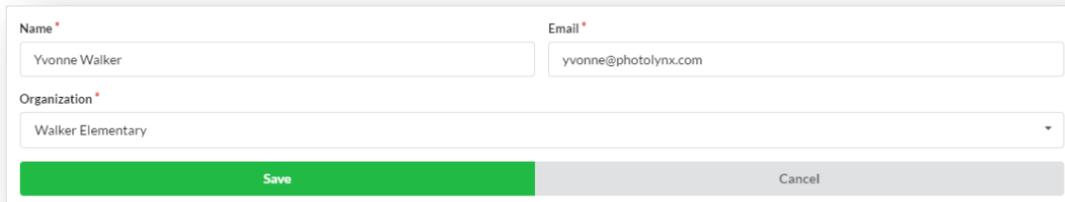
## Adding Users

Once you have your school's account all set up with subject images and data as well as their layouts they can print, you are now ready to set up a user. To do this:



1. Click on the PLIC Go! Menu in the top left hand corner
2. Click on *Users* - By default you will see all the users previously set up, whether for your internal account or for your other schools
3. Click on *New User*
4. Type in the user's *Name* and *Email*
5. Select which *Organization* this user belongs to
6. Press the green *Save* button

Once your user's information is set up, PLIC Go! Will automatically email your user to allow them to set up their password and log in. For this reason, it is recommended to wait to set up your user's information until all of your school's information is in place first.



The screenshot shows a user creation form with the following fields and values:

Field	Value
Name *	Yvonne Walker
Email *	yvonne@photolynx.com
Organization *	Walker Elementary

At the bottom of the form are two buttons: a green "Save" button and a grey "Cancel" button.