



PLIC Match User's Manual

PLIC Match is a high-speed-low-drag web application used by Professional Photographers and/or Studios to upload, prepare, submit photos and subjects to participating labs for processing. Simply upload your images and data to the PhotoLynx Image Cloud, log into the PLIC Match website with your credentials and assign the correct data to the corresponding image. You also have the ability build/assign packages, submit directly to your lab, and view the status of your order directly from the website.



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Getting Started

You will receive an email stating your lab has created an account for you on PLIC Match. 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 submit completed yearbooks to your lab for processing. We recommend being connected to the internet via hardwire, rather than through a wireless connection, to ensure accuracy of your orders.

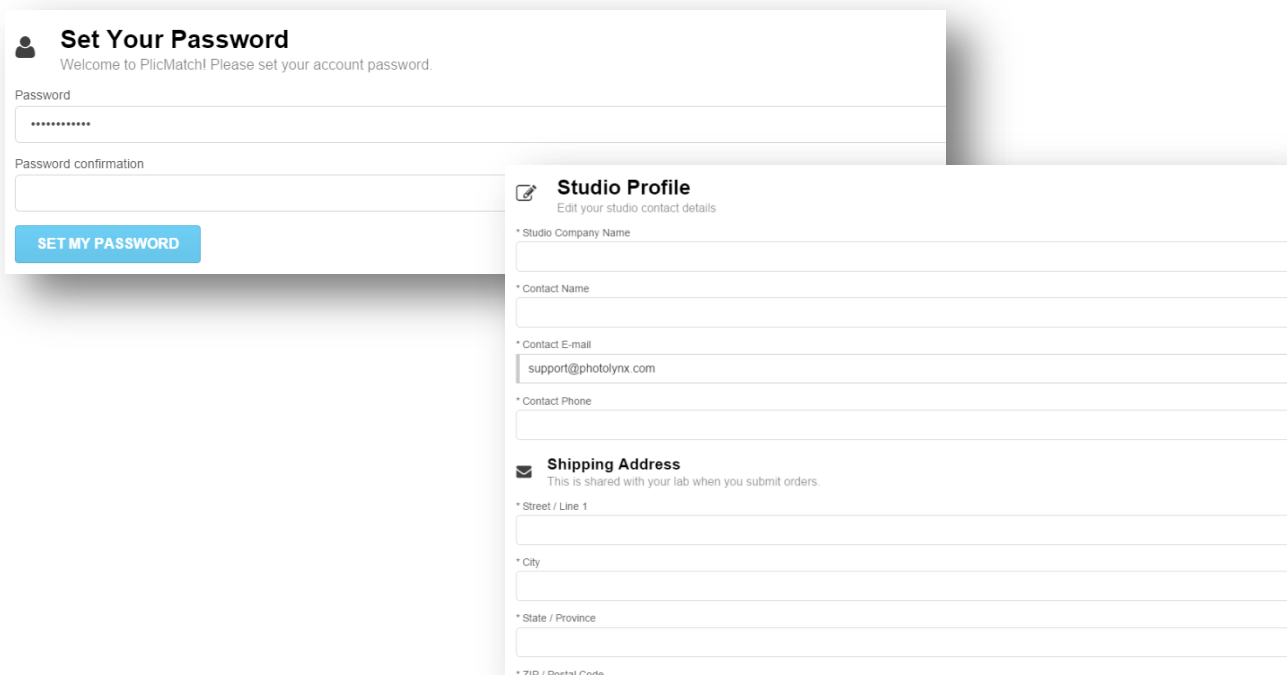
Set Your Password

The very first thing you will need to do is set up a password. Once you've 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.

Set Up Your Studio Profile

Your next step will be to set up your studio profile information. This is the information your lab will use for contact and shipping information. Once you have finished setting up your profile, press the blue *Save Profile* button.



The image displays two overlapping screenshots of the PLIC Match registration interface. The top-left screenshot is titled "Set Your Password" and includes a welcome message, a "Password" field with masked characters, a "Password confirmation" field, and a blue "SET MY PASSWORD" button. The bottom-right screenshot is titled "Studio Profile" and is divided into two sections: "Studio Profile" (with a pencil icon) and "Shipping Address" (with an envelope icon). The "Studio Profile" section contains fields for "Studio Company Name", "Contact Name", "Contact E-mail" (pre-filled with "support@photolynx.com"), and "Contact Phone". The "Shipping Address" section includes fields for "Street / Line 1", "City", "State / Province", and "ZIP / Postal Code".

Studio Snapshot

Your main screen of PLIC Match will show your *Studio Snapshot*. Here you can see your active jobs, how many credits are remaining, how many subjects you have in your active jobs, how many images are in your active jobs, how many orders and your top 5 packages.


Studio Menu

Your *Studio Menu* to the left of your main PLIC Match screen will allow you to view other menus available for you:

- **Snapshot** - will take you to your [Studio Snapshot](#) screen
- **My Projects** - will take you to [My Projects](#) screen. Here you will see all of your active jobs.
- **My Orders** - will take you to your [My Orders](#) screen. Here you can view any orders you have pending, submit orders to your lab, and view any orders you have submitted to your lab. You can also *Search* for specific subjects in the *Find by subject* search box.


Account

Your *Account* menu to the left of your main PLIC Match screen will allow you to view *Your Profile*. Select this option to change/edit any of your account information you entered when setting up your PLIC Match account.




Studio Snapshot

Overview of your studio account.




Low on Credits

You are running low on credits (92 remaining). Contact your lab to purchase more credits.




10 Subjects

Total subjects in all active projects




14 Images

Total subjects images in active projects




4 Orders

All orders grouped by order status



Top 5 Packages


Most popular packages ordered

Studio Menu


Snapshot
4

My Projects

My Orders

Account


My Profile

Creating a New Project

To create a job in PLIC Match, select *My Projects* from your *Studio Menu* screen.

1. Type in the name of your job (ie: Jones Middle School)
2. Select your Project Type
3. Select your Catalog Program (your packages)
 - a. If your lab has packages available for you to choose from, you can select *Use default package program from lab* and select your program from the drop down.
 - b. To create your own packages, select *Create your own packages from the catalog* and be sure your lab's PUD is loaded in the drop down menu.
4. Select *Create Project*

Edit Project Template

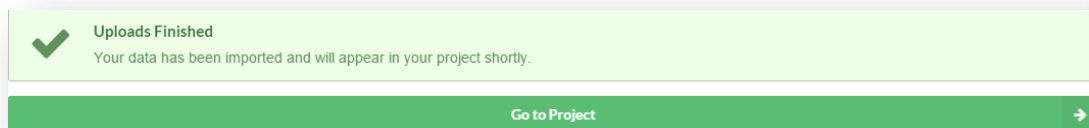
Your lab will specify which data fields are necessary in order to process your orders. On this screen, you can select the order you'd like to have them when inputting data. Simply drag and drop the fields to select their order. Select *Save Project Settings* when finished.

Note: Your top 3 fields will be marked as "Primary Fields".

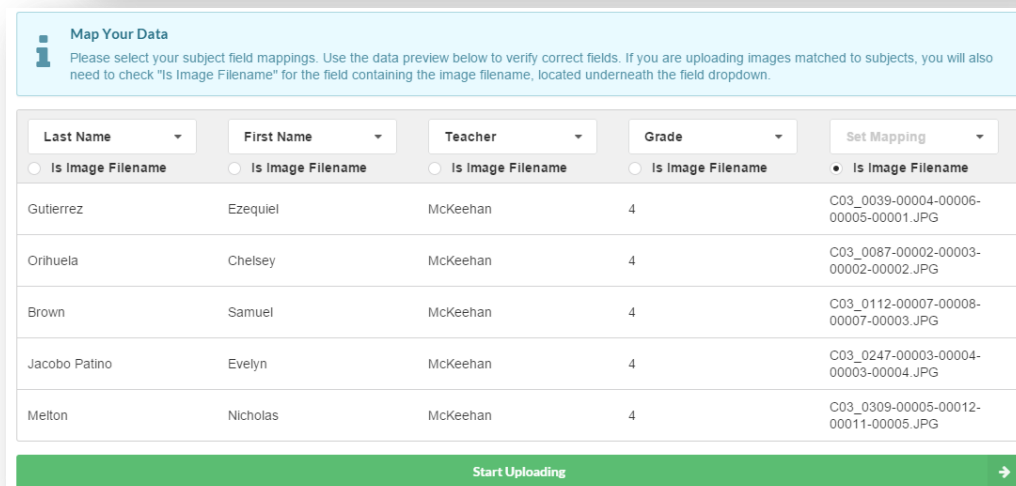
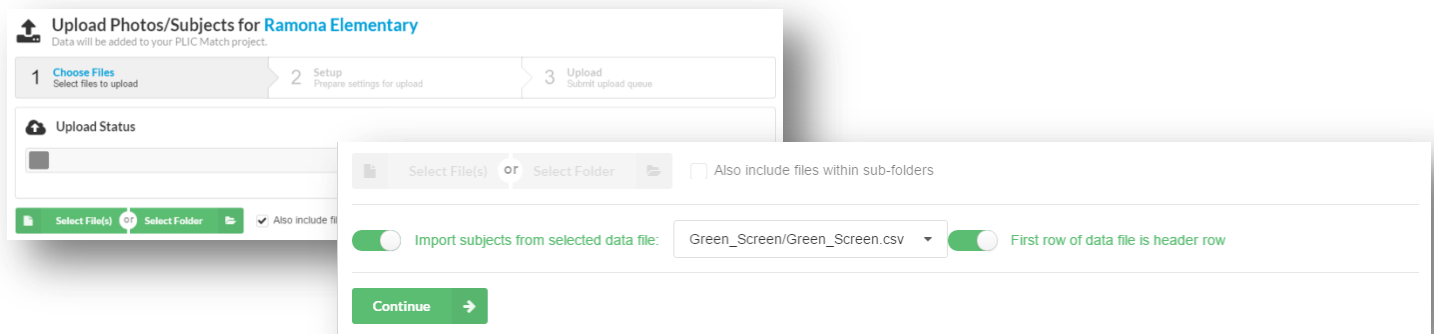
Upload Photos/Subjects

Once you are finished editing your data fields, you are now ready to upload your images and data for this job. To do this:

1. Select the *Select Files* (for images only) or *Select Folder* (for images and data) button to browse out to your files. If your images are separated among subfolders, check *Also include files within sub-folders*
Note: Each individual image must be a PNG or JPEG image that is no larger than 10 MB
2. If loading in data, slide the slider for *Import Subjects from selected data file:* and make sure your data file is selected in the drop down. If your data has a header, slide the slider for *First row of data file is header row* and press *Continue*
3. Go through and map your data to the correct fields. When you get to the field for your image name, select *Is Image Filename*. Press *Start Uploading* when done
4. Depending on how large your images are and how many you have, the upload process can take a few minutes. You can choose to have PLIC Match email you once your upload is complete
5. When your images and data are finished uploading, you will see the following notification:



6. Select *Got to Project* to begin assigning data and packages to your images.



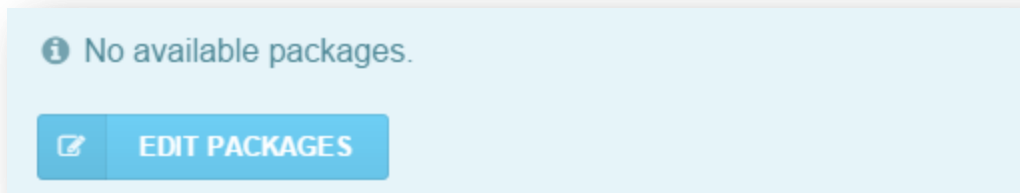
Creating Catalogs/Packages


If you would like to create your own packages rather than use a package available from your lab, you can select the *Edit Packages* button on your [Match](#) screen. This will take you to your *Edit Catalog Program* screen.

Creating a Catalog

You will first need to create a *Catalog*. Your *catalog* is what your group of packages will be filed under (ie: Fall Portraits). Your *Packages* for this corresponding catalog will be listed under this *Catalog* (ie: Package A).

1. Type in the *Name/Description* of your *Catalog*
2. If you want taxes to be charged, type in your correct *Tax Rate* and check box next to *Taxed*.



 **Edit Catalog Program**
Add, edit, and remove packages for this project's catalog.

ⓘ Remember to save your changes when you're finished!

Name / Description	Tax Rate (%)
	0.0000

Taxed

☰ Packages

SAVE CATALOG PROGRAM
OR
+ ADD PACKAGE

Creating a Package

After you have typed in all the information for your *Catalog*, select the *Add Package* button.

1. Type in your *Package Description* (ie: Package A)
2. Type in your *Price* (optional)
3. Type in your *Cost* (optional)
4. Type in your *Commission* (optional)
5. Check off whether this package is to be *Taxed* (optional)
6. Click the green *Add Unit* button
7. Select your *Catalog Unit* from the drop down menu
8. Select your *Quantity* from the drop down menu
9. Follow steps 6-8 until all of your units are selected for this package
10. You can then *Add Package* to create more package options (follow steps 1-9).
11. When finished adding all of your packages to your catalog, select the blue *Save Catalog Program* button.

Once you are finished adding/editing all of your packages, you will be taken to the *My Jobs* screen. You can select the green *match* button to continue on to input data for your images.

Package Description

Price (USD) Cost (USD) Commission (%)

Taxed

Package Units

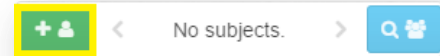
Catalog Unit <input type="text" value="1 8x10"/>	Quantity <input type="text" value="2"/>	Remove <input type="button" value="x"/>
Catalog Unit <input type="text" value="2 5x7"/>	Quantity <input type="text" value="2"/>	Remove <input type="button" value="x"/>
Catalog Unit <input type="text" value="2 3 5x5 & 4 2 5x3.5"/>	Quantity <input type="text" value="1"/>	Remove <input type="button" value="x"/>
Catalog Unit <input type="text" value="10 2x3.5"/>	Quantity <input type="text" value="2"/>	Remove <input type="button" value="x"/>
Catalog Unit <input type="text" value="16 1.75x2.5"/>	Quantity <input type="text" value="1"/>	Remove <input type="button" value="x"/>

Match

Your *Match* screen is where you will enter data and packages for your images. You will see your images lined up at the top, a section for entered records to the left (will say *No Subjects* if you have not uploaded data) and your packages listed to the right.

To start entering data for your subjects:

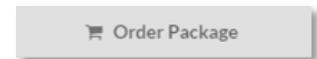
1. Select the green plus sign to add a subject
2. Enter the subject's information
3. Hover over their image, and select *Assign Pose* (if they have more than one image, do this for all their images)
4. If they are purchasing a package, click on the *Order Package* for the package they have ordered
5. Click the green *Save Subject* button



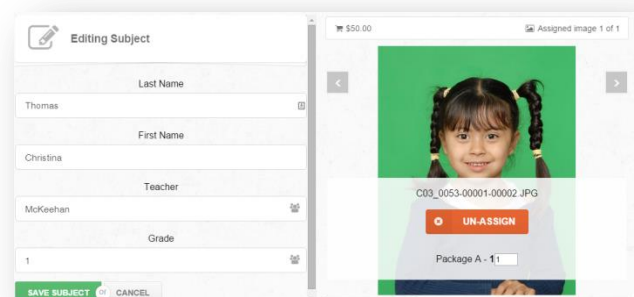
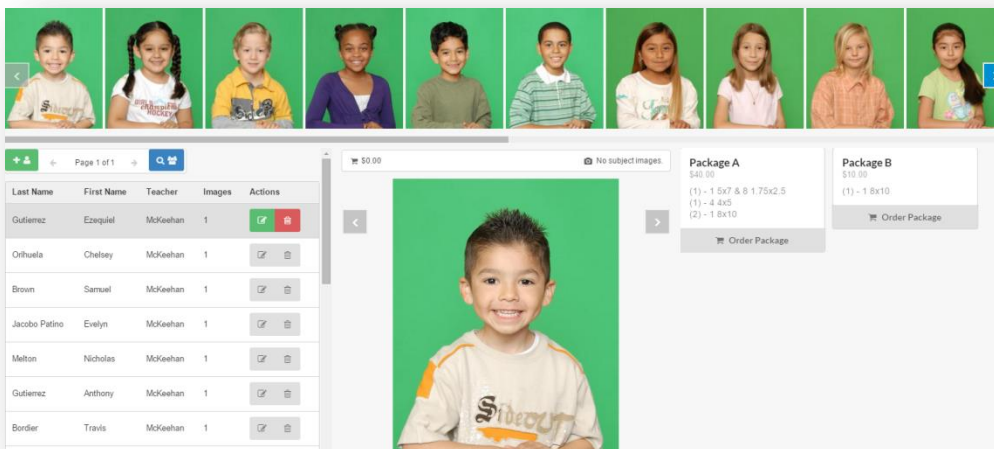
You will then see your subject's information populate to the left of the screen. Continue steps 1-5 until all of your images have data assigned to them.

To edit data/assign packages to an already matched job:

1. Select the green *Edit* button on the subject's record
2. Edit any data information
3. Click the gray *Order Package* button for the package they have ordered
4. Click the green *Save Subject* button



When complete, hit the *Exit Fastmatch* button to go back to your main PLIC Match menu screen.

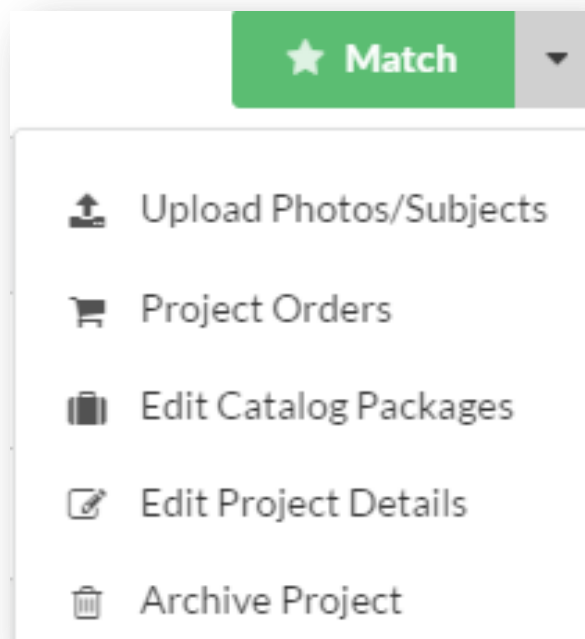


Match Menu Options

Under your *My Projects* screen, you will see a listing of all your projects, the type of job they are, how many images are assigned and unassigned, and the number of subject. Under the *Actions* menu, you will see a green *Match* button. Clicking the dropdown button next to the green *Match* button will show you your different *Match Menu* options.

Your options here are:

1. **Upload Photos/Subjects:** This will take you to your [Upload Photos/Subjects](#) screen, allowing you to add more images and data to your job.
2. **Project Orders:** This will take you to your [My Orders](#) screen. Here you will see a listing of all your orders, their status and access your order form.
3. **Edit Catalog Packages:** This will take you to your [Edit Catalog Program](#) screen. Here you can edit your *Catalog* information and add/edit *Package* information.
4. **Edit Project Details:** This will take you to your [Project](#) screen, allowing you to change the name of your project.
5. **Archive Project:** This will allow you to archive your project and remove it from your screen.



Submitting Orders to Your Lab

Under your *Studio Menu*, you should see a notification that you have new orders. Click *My Orders* to access this.

My Orders

1 new

Under *My Orders* you will see how many job orders you have, their status and the actions you can take for them. Before submitting your orders, you must first verify your order:

1. Click the green *Order Form* button
2. Confirm your order is correct by verifying the information under *Overview*
3. Click *Full Order Details* to confirm you have all the packages ordered for this job
4. If you need to assign more packages, or delete a package from a subject, click the green *Continue Matching* button to go back to your [Match](#) screen
 - a. Click the green *Edit Subject* button to add/delete packages
 - b. Once complete, hit your *Exit Fastmatch* button and go back to *My Orders* screen.
 - c. Repeat steps 1-3

Submit Your Order

1. To submit only subjects that have ordered packages, select the first option
2. To submit your entire job, even those who have not ordered packages, select your second option

Note: Both options will show you how many credits this will cost. If you do not have enough credits to submit, you must contact your lab for more credits.
3. If your job has any service items, change the drop down option from *No* to *Yes*
4. Press the green *Send Order to Lab* button

Once submitted, you will receive a *Project Order ID Number*, and will see your order status, how many credits spent, and be able to see your full order details including the date it was submitted. An email with this information will be sent to the email under *My Profile* as well as to your lab.

Project Order (ID 569)
Packages ordered for Sample 2015

Order Status: Submitted
This order has been submitted to the lab.

6 credits spent
Credits were deducted from your account when you submitted this order.

Overview

Project Name	Sample 2015
Submitted	Wed, 24 Jun 2015 12:11:14 -0500
Total Subjects Having Orders	6
Total Images Ordered	6
Total Packages Ordered	7
Total Price of Packages	\$360.00
Total Cost of Packages	\$92.00
Total Packages Price - Cost	\$268.00

[Full Order Details](#)