

InformationNOW – Pictures

About this Guide

This Quick Reference Guide provides an overview of the picture matching options available in *InformationNOW*.

Picture Files

Generating Picture Files

Users may generate an .XML file to give to a professional photographer when necessary. The file is named *student.xml* or *staff.xml*, depending on the type of exported created. Data fields included in this file are:

- **State ID Number**
- **Last Name**
- **First Name**
- **Student Number** (applicable only for the student export)
- **Staff Number** (applicable only for the staff export)

To generate a picture file to give to a vendor, go to **Utilities | Pictures**. Click the *Generating* tab. Select the following criteria. Required fields are indicated with an asterisk (*).

The screenshot shows the 'Pictures' application window with the 'Generating' tab selected. The 'Generate Pre Pictures Specifications' section contains the following settings:

- *Filter Type: Student
- Filter: Identification Number
- Order By: Last Name
- Identification Number: Student Or Staff Number
- Format: Delimited
- Delimiter: Comma
- Wrapper: None

The 'Include' section has a checked checkbox for 'Field Names'. A 'Generate' button is located at the bottom right of the form.

- ***Filter Type**: Select to generate a *Student* or *Staff* file.

- **Filter:** To generate a file for a subset of staff or students, select the filter from the available list.
- **Order By:** Select to order the records in the file by *First Name, Last Name, Person Number* or *State ID Number*.
- **Identification Number:** Select to include the *Alternate Number, State ID Number* or *Student/Staff Number*.
- **Format:** Select the format of *Delimited* or *XML* based on the specification from the picture vendor. If the user selects *XML*, the **Delimiter** and **Wrapper** fields will become inactive.
- **Delimiter:** If creating a delimited file, select the field delimiter of *Colon, Comma, None, Pipe, Semicolon* or *Tab* based on the specifications provided by the picture vendor.
- **Wrapper:** If creating a delimited file, select the field wrapper of *Double Quotes, None* or *Single Quotes* based on the specifications provided by the picture vendor.
- **Field Names:** If creating a delimited file, select *Field Names* to add a header row to the export that will contain the names of the fields.

Note: If the format created by *InformationNOW* does not match the format needed for the vendor, please contact STI Support for help creating a unique file.

Picture Matching

A *Picture Matcher* feature is provided to match pictures of students/staff to their records. This may be performed manually on a per-record basis or automatically for multiple records.

Acceptable picture file formats include:

- .bmp
- x-windows .bmp
- .gif
- .jpeg
- .jpg
- .png

Automatically Matching From a Vendor Import File

To import the file that was received from the picture vendor that contains the student/staff import details, go to **Utilities | Pictures**. Click the *Matching* tab. Select the following criteria. Required fields are indicated with an asterisk (*). The process is similar to other import file options in *InformationNOW*.

Troubleshooting Note: When importing picture files, be sure of the following:

The size of any individual picture file imported must be LESS than 4MB.

Picture files and link files cannot be inside a folder when compressed.

- **Criteria:**
 - ***Job Type:** Select to import a file for students or staff.
 - ***File Type:** Select to import a *Delimited*, *Fixed* (width) or *XML* file. Depending on the file type selected, different fields will be enabled on the screen.
 - ***Match On:** Select to match the records in the import file with *InformationNOW* records based on *Alternate Number*, *State ID Number* or *Student/Staff Number*.
- **File Options:**
 - **Delimiter:** If importing a delimited file, select if the fields are delimited by *Colon*, *Comma*, *None*, *Pipe*, *Semicolon* or *Tab*.
 - **Wrapper:** if importing a delimited file, select if the fields are wrapped with *Double Quotes*, *None* or *Single Quotes*.
 - **Specification File's extension:** Depending on the File Type selected, this field will automatically be populated with *CSV* (Delimited), *TXT* (Fixed) or *XML* (XML) but may be modified as needed.
 - **Has Header Record:** Check if the file to be imported has a header record with the field names. This field is disabled if importing an XML file.
- **Required Matching Fields:**
 - **Delimited File:** If importing a delimited file, in the **Column Index** column enter the column number that corresponds to the column from the import file that contains each of the following data elements:
 - **Identification Number:** Enter the number of the column that contains the unique identifier that was selected in the **Match On** drop-list above.
 - **Picture File Name:** Enter the number of the column that contains the name of the picture file to be matched with the student/staff member.
 - **Person Number/File No:** Enter the number of the column, if exists, that contains the student's S number (ex. S10001) or the staff member's ST number (ex. ST10001). During the import, the program will first match records based on what is selected in the **Match On** drop-list and entered in the **Identification Number**. However, if duplicates exist in the import file, users may enter a secondary matching criterion in the **Person Number/File No.** field. If the import file from the vendor contains the student's S number (ex. S10001) or the staff member's ST number (ST10001) that is automatically assigned by *InformationNOW*, users may enter the column that contains this information from the import file in the

Person Number/File No. field. Then, if duplicates are discovered when the program tries to match on **Identification Number**, the program will then look in the **Person Number/File No.** field in the import file to match picture files with student or staff.

- **First Name:** If exists, enter the column number that contains the student or staff's first name.
- **Last Name:** If exists, enter the number of the column that contains the student or staff's last name.
- **Fixed-width File:** If importing a fixed-width file, enter the **Starting Position** and **Length** of each of the following data elements contained in the import file:
 - **Identification Number:** Enter the starting position and length of the field that contains the unique identifier that was selected in the **Match On** drop-list above.
 - **Picture File Name:** Enter the starting position and length of the field that contains the name of the picture file to be matched with the student/staff member.
 - **Person Number/File No:** Enter the starting position and length of the field, if exists, that contains the student's S number (ex. S10001) or the staff member's ST number (ex. ST10001). During the import, the program will first match records based on what is selected in the **Match On** drop-list and entered in the **Identification Number**. However, if duplicates exist in the import file, users may enter a secondary matching criterion in the **Person Number/File No.** field. If the import file from the vendor contains the student's S number (ex. Ex. S10001) or the staff member's ST number (ex. ST10001) that is automatically assigned by *InformationNOW*, users may enter the column that contains this information from the import file in the **Person Number/File No.** field. Then, if duplicates are discovered when the program tries to match on **Identification Number**, the program will then look in the **Person Number/File No.** field in the import file to match picture files with student or staff.
 - **First Name:** If exists, enter the starting position and length of the field that contains the student or staff's first name.
 - **Last Name:** If exists, enter the starting position and length of the field that contains the student or staff's last name.
- **XML File:** If importing an XML file, enter the tag for each of the following data elements contained in the import file. It is not necessary to enter the << >> symbols.
 - **Identification Number:** Enter the XML tag of the field that contains the unique identifier that was selected in the **Match On** drop-list above.
 - **Picture File Name:** Enter the XML tag of the field that contains the name of the picture file to be matched with the student/staff member.
 - **Person Number/File No:** Enter the XML tag of the field, if exists, that contains the student's S number (ex. S10001) or the staff member's ST number (ex. ST10001). During the import, the program will first match records based on what is selected in the **Match On** drop-list and entered in the **Identification Number**. However, if duplicates exist in the import file, users may enter a secondary matching criterion in the **Person Number/File No.** field. If the import file from the vendor contains the student's S number (ex. Ex. S10001) or the staff member's ST number (ex. ST10001) that is automatically assigned by *InformationNOW*, users may enter the column that contains this information from the import file in the **Person Number/File No.** field. Then, if duplicates are discovered when the program tries to match on **Identification Number**, the program will then look in the **Person Number/File No.** field in the import file to match picture files with student or staff.
 - **First Name:** If exists, enter the XML tag of the field that contains the student or staff's first name.
 - **Last Name:** If exists, enter the XML tag of the field that contains the student or staff's last name.
- **Files:** Click **Browse** to locate the import file that was received from the picture vendor.

Note: Picture files should first be copied from CD to a folder on the local computer. If the file is larger than 4MB, break out the picture files to different folders and zip each folder. Make sure that the text file from the vendor is also in each of the zipped folders. Perform these steps as follows:

- Copy pictures from CD to a folder on local computer.
- Open up the text file and determine the positions of each picture file and student/staff number.
- If the picture folder is larger than 4MB, break out the picture files to different folders and copy the text file into each folder (the file that is uploaded cannot be larger than 4MB).
- The user must open each folder and select all files and zip them up.
- Now import them into *InformationNOW* using the automated picture matcher.
- **Add another file:** Click to select another import file from the picture vendor to be imported.
- **Match:** Click to match the students/staff to their picture files.

Manually Matching One Individual Student Picture

To match a student to a picture file, go to **Students | Student Maintenance**.

- Search for and select to **View** the student.
- Click **Change** below the *Photograph* box.

Edit Student: S1004 - Aikman, Tom Enrolled

Summary Main Misc Custom Contacts Access Addresses School Enrollment

Personal

*First Name: Tom Middle Name: Last Name: Aikman Generation: Photograph: [Change](#) [Remove](#)

Preferred Name: Tom *Date of Birth: 11/12/1992 Age: 17 Phone: [More](#)

Social Security No.: *Gender: Male *Race: White [More+](#) Hispanic

School Next Year: Expected Graduation Date: MM/dd/yyyy Original Enrollment Date: 08/03/2008 Graduated

*Grade Level: 12 [Hist](#) *Lunch Code: Reduced [Hist](#)

Special Instructions:

Mailing Address [More](#) **Physical Address** [More](#) Same as Mailing

Address Line 1: 708 Cowboy Dr Address Line 1:

Address Line 2: Address Line 2:

City: Hometown State/Province: Illinois Zip Code: 61102 City: State/Province: Zip Code:

County: United States Of America Country: United States Of America

OK Close

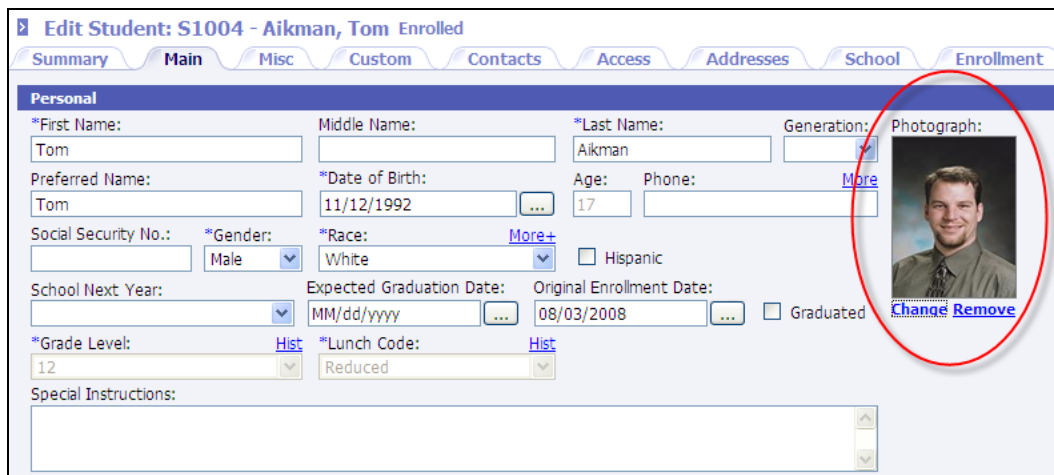
- Click **Browse** to locate the picture file for the student. Acceptable file types include bmp, x-windows-bmp, gif, jpeg, pjpeg, and png.



- Select the location and file of the student picture.
- Click **Open**.
- Click **OK**.



- The picture will display in the *Photograph* area.



Manually Matching One Individual Staff Member Picture

To match a staff member to a picture file, go to **Staff | Student Maintenance**.

- Search for and select to **View** the staff member.
- Click **Change** below the *Photograph* box.

Edit Staff: ST1004 - Benton, Laura

Summary Main Misc Custom Class Contacts Addresses Access

Personal

Title: [v] First Name: Laura Middle Name: *Last Name: Benton Generation: [v] Photograph: []

Preferred Name: Laura Date Of Birth: 01/15/1980 Age: 30 Phone: [] More

Social Security No.: [] *Gender: Female Race: White [v] More Hispanic

Primary Classification: Teacher Aide Primary School: Hometown High School Resides in School Zone: [v] [Change](#) Remove

Mailing Address More **Physical Address** More

Address Line 1: 248 Ludicrous Speed Way Address Line 2: []

City: Hometown State/Province: Illinois Zip Code: 60601 City: [] State/Province: [v] Zip Code: []

County: [v] Country: United States Of America County: [v] Country: United States Of America

OK Close

- Click **Browse** to locate the picture file for the staff member. Acceptable file types include .bmp, x windows .bmp, .gif, .jpeg, .jpeg, and .png.

Photograph: [] [Browse...](#)

OK Cancel

- Select the location and file of the staff picture.
- Click **Open**.
- Click **OK**.

Add/Edit Photograph

Photograph: [] [Browse...](#)


OK Cancel

- The picture will display in the *Photograph* area.

Edit Staff: ST1004 - Benton, Laura

Summary Main Misc Custom Class Contacts Addresses Access

Personal

Title:	First Name:	Middle Name:	*Last Name:	Generation:	Photograph:
<input type="text"/>	Laura	<input type="text"/>	Benton	<input type="text"/>	
Preferred Name:	Date Of Birth:	Age:	Phone:	More	
Laura	01/15/1980	30	<input type="text"/>		
Social Security No.:	*Gender:	Race:	More	<input type="checkbox"/> Hispanic	
<input type="text"/>	Female	White			
Primary Classification:	Primary School:	Resides in School Zone:		Change	Remove
Teacher Aide	Hometown High School	<input type="text"/>			