



Photogize® Lab Reference

Version 6

© 2015 Graphx, Inc.

March 13, 2015

Rev 1.1

Table of Contents

Getting Started	5
Using Photogize Lab	6
CATEGORIES	6
INFORMATION	7
PHOTOS	1
Working with Accounts	11
ACCOUNT TYPES	11
CREATING AN ACCOUNT	12
DELETING AN ACCOUNT	13
RE-ACQUIRING SERVANT ACCOUNT PROPERTIES	13
REGENERATE MASTER ACCOUNT	14
BACKING UP AND RESTORING ACCOUNT PROPERTIES	15
COPYING ACCOUNT PROPERTIES	16
REPUBLISHING	16
Harvest Rules	17
LOCAL HARVEST RULES	17
MASTER HARVEST RULES	18
Working with Photos	21
LOCAL PHOTOS	21
PHOTOS IN AN ORDER	21
Viewing Photos	22
Custom Cropping	22
Pre-Judging Photos	24
Edit Photo with Photo Editor	24
Photogize WorkForce™	25
Edit Multiple Images(Specialty Products Only)	27
Cut, Copy, Paste and Delete Photos	28
Drag and Drop	28
Printing Photos	28
Working with Orders	29
ORDER SOURCE	29
ORDERS IN PHOTOGIZE LAB	29
Order Status	30
Order Settings	31
Checking/Setting Order Status	33
Cut, Copy, Paste and Delete Orders	33
Drag and Drop	33
Find Orders	34
Exporting Order Data to Excel	35
Exporting and Importing Archived Orders	36
Order Harvesting	37
AUTOMATIC HARVESTING	37
MANUAL HARVESTING	38

SELECTIVE HARVESTING.....	38
EXCLUDED ORDERS	38
HARVESTING A NAMED ORDER.....	38
HARVESTING ORDERS FROM DLS.....	38
Local Orders	41
CREATING ORDERS	41
UPLOAD PHOTOS TO WEBSERVICES.....	41
Order Printing	42
MANUAL PRINTING.....	42
AUTOMATIC PRINTING.....	42
INDEX PRINTING.....	44
ORDER INVOICE PRINTING.....	44
Automatically Print Invoices	45
Working with Direct Printers.....	46
CREATING A DIRECT PRINTER.....	46
PRINTER SETUP DIALOG.....	47
Manufacturers	47
Windows Printer Edit Dialog.....	50
Working with Products	51
CREATING PRODUCTS	51
PRODUCT CATEGORIES	51
Standard	51
Specialty	51
Downloading and Fulfilling Products	52
PRODUCT SHEET	53
PRINT TO FILE.....	56
PUBLISHING PRODUCTS.....	57
Working with Promotions.....	58
WebServices.....	60
SECURITY.....	60
UPLOAD CHANGES.....	61
Business Rules	62
Branding.....	68
LINKS.....	69
EMAIL NOTIFICATIONS.....	70
XCONNECT SETTINGS.....	72
WHOLESALE ORDER INFORMATION	73
Product Groups	74
WORD MATCHING.....	75
PRODUCT SELECTION.....	76
DEFAULT GROUP.....	76
CDs and DVDs.....	77
PREMIUM DVDS AND CDS	77
Producing CDs and DVDs	83
STANDARD PHOTO CDS.....	83
Burning Standard CDs	86

Program Options	88
GENERAL	88
DISPLAY	90
EMAIL CONFIGURATION	92
BARCODE	95
PHOTO EDITOR	96
MERCHANT DETAILS	97
EASY OPERATOR MODE (EOM)	98
EOM – Main Screen	100
EOM- Prejudge	101
Using Photogize with X-keys	102
The PrintWizard Print Order Channel	103
INSTALLING THE CHANNEL	103
DISTRIBUTING PRINT WIZARD ELECTRONICALLY	103
DISTRIBUTING PRINT WIZARD ON CD	103
MAINTAINING THE CHANNEL	104
HARVESTING ORDERS	105
CHANNEL LIMITATIONS	105
BRANDING	105
USING PRINT WIZARD AS AN XCONNECT CLIENT	105
PRINT WIZARD SETUP	105
PHOTO GIZE LAB SETUP	107
PRINTING REMOTELY	108
ICC Color-accurate Workflow	109
ENABLING ICC COLOR MANAGEMENT	109
SPECIFYING PRODUCT PROFILES	110

Getting Started

Photogize® Lab is a Windows application that lets you acquire, organize, and print digital photo print orders. Photogize Lab makes it easy to provide your customers with a wide variety of connected digital printing services. With Photogize Lab, WebServices, and Photogize Kiosk, you can:

- Download online photo print and specialty orders from Photogize servers
- Download photo print and specialty orders from photo kiosks
- Upload photos to WebServices for customer preview and select.
- Print disk based digital photo files to virtually any digital minilab or photo printer

In order to use Photogize Lab, you need a PC with a minimum configuration of:

- Windows XP, Windows 7 or Windows 8
- Pentium 4 processor
- 1GB MB of internal memory
- 80 GB hard disk space
- Ethernet network card
- USB interface
- 17" or larger display with 24-bit color

For general setup, configuration, and usage information for Photogize Lab, please see the Getting Started with Photogize manual.

Using Photogize Lab

Photogize Lab looks and feels like Microsoft® Windows™ Explorer. The main application window is divided into three panes: *Categories*, *Information*, and *Photos*.

Categories

The items in the Category pane can be expanded or contracted by clicking on the plus (+) or minus (-) signs next to the item name. There are two main categories and three subcategories.

Accounts

Accounts are entities for which you have defined Products, Business Rules, Order Rules, and Branding. The Account category also contains Orders and archived Orders.

Orders

Orders that have been harvested from Web Services or Photogize Xconnect, as well as locally created Orders.

Orders Archive

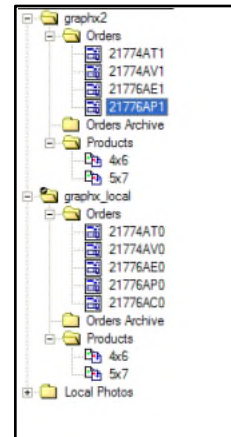
Orders that have been manually or automatically moved from the Orders category.

Products

The list of Products that you have created.

Local Photos

You can expand and browse to all photo files that can be accessed locally on the PC's hard disks, removable media, and instantiated network drives.



Information

The Information pane changes depending on the item you have selected in the Category pane or Photo pane. If you select a main category, the Pane simply shows the title of the Category. If you choose an Order, the pane shows the details of the Order.

If you select a Product, you will see a description of the Product in the Information pane. And if you select a Photo, you will see a description and media-formatted preview of the photo in the information pane.

Order Information

Photo Central Order: 58936IE4	
Email:	davee@graphx.com
Date:	07/24/07 Sp. Instructions
Status:	Harvested
Producer:	Not Selected
Source:	WebServices
Prints:	0 Total: \$ 41.85
CDs:	0 Price Each: \$ 0.00
DVDs:	0 Price Each: \$
Bill To:	David Evans
	400 W Cummings Park
	woburn MA
	01801 781-392-0430
Ship To:	
Ship Method:	
Pickup at:	Rte 97, Main St. Salem, NH
Payment:	
Credit Card:	
Expires:	Jan (01) 2000 Sec:
Transaction:	
☒ Index Print	<< Smallest Product in Order >

Account Information

Account: Photo Central

Display Name:

Photo Central

☒ Lock

☒ Use WebServices

☐ Default Account

Type:

Servant

User:

Pete_5

Password:

xxxxxxx

Channel:

PhotoCentral

Store ID:

Email:

HomePage:

<http://www.photogize.com/bponet/>

Upload Changes:

Immediately

10:03:46 AM

☐ Use Master Harvest Rules

☐ Use Local Harvest Rules

Only Harvest Orders shipped via

☐ USPS

☐ UPS

Only Harvest Orders for pickup at

☐ 1112 Northwest 19th Ave.

☐ PMA Orlando: Booth 1915

☐ 111 Main St

Only Harvest Jobs in above-selected Orders using

☒ 3.5x5 Matte

☒ 4x6 Matte

☒ 5x7 Matte

☒ 6x8 Matte

Product Information

Photo Central Product: 4x6 Ma	
Name:	4x6 Matte
Description:	4x6 Matte
Unit Price:	** See Quantity Price Schedule
Weight:	0.10
Fulfillment:	Print To Disk
Media:	
Print Size:	4.00 in x 6.00 in
Sizing:	Crop
Style:	Standard Print Product
	☒ Publish to WebServices
	☐ Don't use WorkForce

Photo Information

sample4.jpg			
Name:	sample4.jpg		
Filename:	1\PeterT\LOCALS~1\Temp\lab45.tmp		
Size:	1M		
Date:	11/08/02	Time:	11:22AM
Dimensions:	1350p x 2025p		
Product:	5x7		
Print Size:	5.00 in x 7.14 in		
Copies:	1		
Sizing:	Crop photo		
Adjustments:			



Photos

The Photos pane shows all the photos in the Order or folder that you have selected in the Categories pane. Only Photos in folders that meet the defined filtering criteria will be displayed when you select a Local folder. For more information on filtering criteria, see the [Working with Photos](#) section of this manual.

You can set the Photos pane to display a descriptive list or a thumbnail list. To show a descriptive list, select **View...Photo Details** from the main menu. To show a thumbnail list, select **View...Photo Thumbnails**.

Working with Accounts

Accounts are entities for which you have defined Products, Business Rules, Order Rules, and Branding. You can create, delete, and rename Accounts. An Account does not necessarily have to be connected to WebServices. For example, you might have one Account for WebServices, one Account for Kiosks, and one Account for local photo printing. The Properties of an account (Products, Business Rules, Order Rules, Order Rules, and Branding) are unique to each Account, but can be selectively copied from one Account to another Account.

Account Types

There are two principal Types of accounts that you can create with Photogize Lab.

Master Account

A *Master* Account lets you publish Business Rules, Branding and Products. It also lets you harvest Orders.

Servant Account

A *Servant* only lets you harvest Orders. The reason you create *Servant* accounts is to create distributed printing options. Typically, a *Servant* uses the same User and Password as an existing Master account, and you define Harvest Rules for each Account which tells Photogize Lab what types of Orders it should harvest.

Note that you can provide a unique password for Servant accounts (see Creating an Account).

Creating an Account

To create a new Account, do **Account...New Account** from the main menu. A dialog will be displayed in which you enter the following information:

New Account

Display Name:

☐ Kiosk ONLY - No WebServices

☐ Default Account

Type:

User:

Password:

Channel:

Store ID:

Upload Changes:

Servant Account

☒ Use Master Password

Unique Password:

☐ Use ONLY Master Harvest Rules ☐ Print All Invoices for this location

Copy Settings From:

Settings To Copy:

☐ Order Settings ☐ Business rules ☒ Branding

☐ Products ☐ Email Triggers ☐ CD Settings

☐ Promotions ☐ Profile ☐ Product Groups

Display Name	Enter the name of the account. This name will be displayed in the left, Category, pane in Photogize Lab.
Kiosk ONLY – No WebServices	If checked, this Account will NOT harvest orders and/or publish properties from and to a WebServices account. You will be able to enter an Account user name supplied by Graphx. The user name will be used to access Specialty Product information associated with this user name.
Default Account	If checked, the Products in this Account will be used when you print Local Photos. This will also be the Account used by Lab to check for application updates and application licensing. You can only have one Default Account and only a Master Account can be a Default Account.
Type	You can select either a Master Account or Servant. A Master Account lets you publish Account properties and

	harvest orders. A Servant only allows you to harvest orders.
User (WebServices Only)	Enter the Account user name as supplied by Graphx.
Password(WebServices Only)	Enter the Account password as supplied by Graphx.
Channel(WebServices Only)	Select the Channel of the Account as supplied by Graphx.
Store ID	Optionally enter textual information that uniquely identifies this store. This information will be used to identify which store has harvested a particular Order. The information is also used if you are setting Master Harvest Rules.
Upload Changes	When you add/edit/remove products, change business rules, or change logos in a Master Account, changes are made to the WebServices information in one of three ways: Immediately: Changes will upload as soon as you make them. Manually: Changes will never upload in real time. You need to do a manual Tools...Republish Products, Logos and Business Rules to upload the changes. Each Day At: You can set the time that Lab will upload to WebServices. This will happen each day at the time specified if changes are pending.
Servant Account	If you check <i>Use Master Password</i> , another Photogize Lab user must use the original password for this account when creating a Servant Account. If you do not wish to give your Photogize account password to the creator of the Servant account, uncheck this and enter a new password in the field. This is the password that the creator of the Servant account should use when creating the Servant.
Copy Settings From	You can choose to create your account using existing settings from another installed account. Just select the account from which you wish to copy and check off the properties you wish to copy.

Deleting an Account

To delete an Account, highlight the Account and do **Edit...Delete** from the main menu. All Account properties, Products and Orders will be deleted from your PC and from Web Services (if applicable).

Re-acquiring Servant Account Properties

Photogize Lab checks for new Master Account properties every time you harvest Orders with a Servant Account. If the Master properties have changed, Lab will automatically download them. You can also re-acquire these properties anytime by selecting **Account...Re-acquire Servant Account Properties** from the main menu.

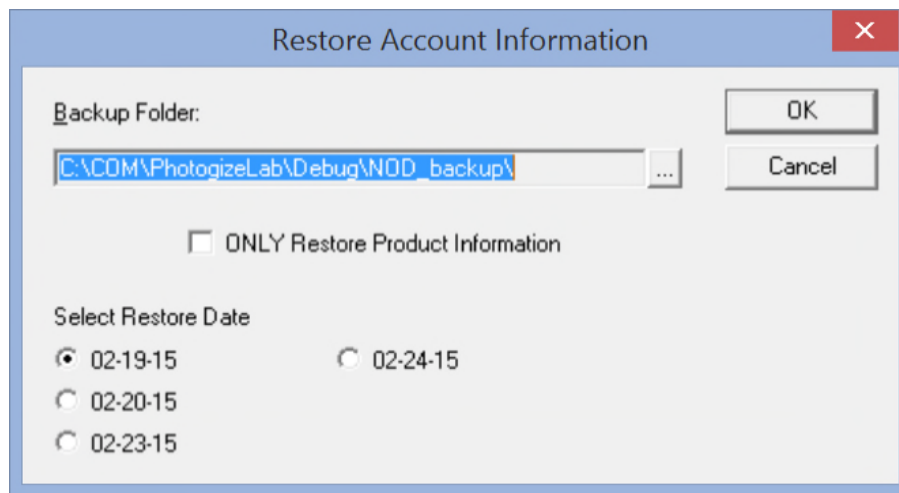
Regenerate Master Account

If you install Photogize Lab on a new PC, or if your system crashes, *and* you have already created a Master Account on WebServices, you can use the regenerate feature to recreate your Master Account. To regenerate a Master Account, select **Account... Regenerate Master Account** from the main menu.

Backing up and Restoring Account Properties

Photogize Lab automatically backs up all account data every hour (if the application is not busy). These backups are maintained for up to 7 days. You can also force a backup of all your account data by selecting **Tools...Backup Account Information** from the main menu. Your account and product settings and order lists will be backed up. Note that only pointers to the downloaded photos are backed up – not the originals.

To restore a backup set, select **Tools...Restore Account Information**. Select a Restore Date from the list and click **OK**.



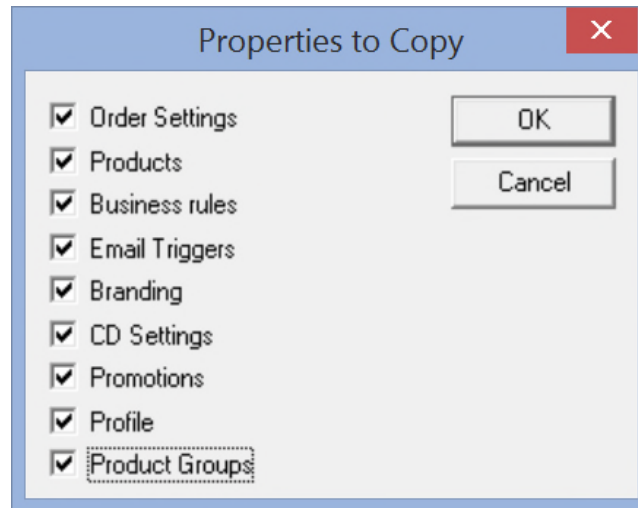
ONLY Restore Product Information

Check this selection if the Order and Order Archive information do not need to be recovered.

Copying Account Properties

You can copy selected Properties (e.g. Branding, Order rules, etc.) from one Account to another at any time. Just select the Account to which you wish to copy Properties and do **Account...Copy Selected Account Properties From...** from the main menu. Select the Account from which you wish to copy Properties from the submenu that appears.

A dialog will be displayed that will let you select the Account Properties you wish to copy:



Check the Properties you wish to copy and click OK. Your existing Properties will be deleted and your new Properties will be copied to the target Account.

Republishing

If you have set *Upload Changes* to *Manual*, or if your Products, Logos, or Business Rules are not in synch with those on WebServices, you may need to republish your local data set. To do this, select **Account...Republish your Products, Logos and Business Rules** from the main menu. The local Photogize data set will be uploaded to WebServices.

Harvest Rules

Normally, a WebServices-enabled account harvests all new Orders from WebServices. However, you can define certain Harvest Rules that define exactly what types of Orders Photogize should harvest for this Account. The rules are based on the Pickup and Ship Business Rules as well as Products. You can define two types of rules: *Local Harvest Rules* and *Master Harvest Rules*.

Local Harvest Rules

Local Harvest Rules are rules that are created and managed at each Photogize Lab client. If you are only setting up two or three Lab clients, Local rules are usually sufficient.

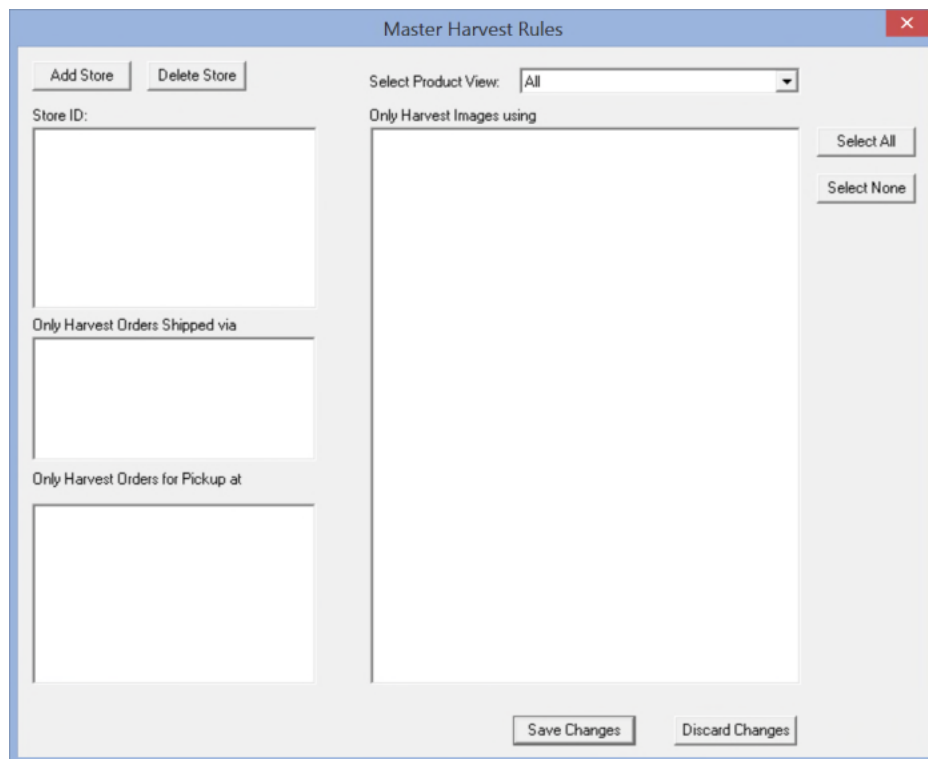
In order to enable Local Harvest Rules for an Account, select the Account for which you wish to enable Local Harvest Rules and do **Account...Account Properties** from the main menu. Click the Account tab and check the *Use Local Harvest Rules* box. Now check the Pickup and Ship types and Products for this rule. The next time you harvest, only the Orders that have Ship or Pickup types AND the Products that match the ones you checked will be harvested. If you define Product Harvest Rules and an Order has some matching Products and some non-matching Products, each Account will get the Order and the Order name will have the word (*Partial*) appended to it.

NOTE: Only WebServices-enabled Accounts can have Harvest Rules.

Master Harvest Rules

Master Harvest Rules are rules are created and managed from a Master Account. Master rules are used by the Master account and by any copy of Lab attached as a Servant to the same account. Master Harvest Rules are useful if you would like to manage order routing for multiple Lab locations.

In order to define Master Harvest Rules, select a Master account, and do **Account... Edit Master Harvest Rules**. You will see the following dialog.



Add Store	The Store ID must match the Store ID on the Photogize WebServices tab in the Account Properties dialog box. There should be an entry for the Master Account and every servant account that will be harvesting orders from Web Services.
Delete Store	Delete the selected Store ID.
Select Product View	Select the category of products that will be displayed in the “Only Harvest Images using” list box. Changes made to prior categories will be retained when Save Changes is clicked.
Select All	Select All Products in the current Product View.
Select None	Deselect All Products in the current Product View.
Save Changes	Update the Master Harvest Rules with All changes.
Discard Changes	Discards All changes and reverts to the Master Harvest Rules to the state when entering the edit dialog box.

Click Add Store to add a Store ID to which you wish to assign a set of Harvest Rules. You should enter the ID of every store, including the Master store, and define rules for each store. For example, to route all orders destined for pickup on 415 Main St. to store 415, enter the following:

After you have defined and publish your Master Harvest Rules, make sure that each Master and Servant Account in the Order routing network has *Use Master Harvest Rules* checked in the Account Properties page.

The next time you harvest from any Master Servant Account that uses Master Harvest Rules, only the Orders that have Ship or Pickup types AND the Products

that match the ones assigned to their Store ID will be harvested. If you define Product Harvest Rules and an Order has some matching Products and some non-matching Products, each Account will get the Order and the Order name will have the word (*Partial*) appended to it.

Working with Photos

Photogize Lab lets you preview, print, cut, copy, or paste all popular digital photo files. Photo file formats supported by Photogize Lab are:

- JPEG (.jpg)
- GIF (.gif)
- TIFF (.tif)
- Windows BMP (.bmp)
- Targa (.tga)
- Portable Network Graphics (.png)
- Flashpix (.fpx)
- Exchangeable Image File or EXIF (.jpg)
- Kodak Photo CD (.pcd)

Photogize Lab can access photos on your hard disk, floppy disks, CDs, or digital film devices; harvest photos from Photogize Web Orders, download photos from digital minilab archives, or acquire photos via any TWAIN-compliant scanner.

Local Photos

Photo files located on your hard disk, floppy disks, CDs, or digital film devices are called Local Photos in this document. Simply click **Local Photos** on the Photogize Lab tree and browse to the desired disk, folder, or device and you will see all valid photos in the right-most pane.

Photogize Lab uses two criteria to determine whether a disk file is a valid photo file.

1. The file must have a valid photo file extension. The default extensions are: .jpg, .gif, .tif, .bmp, .tga, .png, .fpx, and pcd. You can change the default valid photo file extension list by selecting **Tools...Options** from the Photogize Lab main menu and clicking the **General** tab. Enter the desired list of acceptable extensions in the **Valid photo file extensions** edit box separated by semicolons.
2. If and only if the file passes the first test, the file is opened and the structure of the file is examined. The structure must match that of one of the supported file formats listed above.

Photos in an Order

Photos that are part of Orders can be manipulated in the same manner as Local Photos once the Order has been harvested. Simply click on the Order in the left-most pane and the photos will show up in the right most pane.

Viewing Photos

All valid photos are displayed in a detailed or thumbnail list in the right-most pane of Photogize Lab. To switch between the detailed view and the thumbnail view, select **View...Photo Details** or **View...Photo Thumbnails** from the Photogize Lab main menu. If you click one of the entries in this pane, the attributes of the photo along with a larger preview image will be displayed in the center pane. The center pane preview is WYSIWYG; it is displayed based on the current media and image sizing attributes.

Custom Cropping

When you select a photo from the photo pane, you will see a larger preview in the information pane in the center of the app. The preview pane can be set to show the photo as it will look when printed on the target device (*Media View*) or can be set to show the full photo with a superimposed point-of-interest cropping rectangle set to show (*Photo View*).

You can switch from Media View to Photo View and back again by clicking on the appropriate toolbar icon



Media View

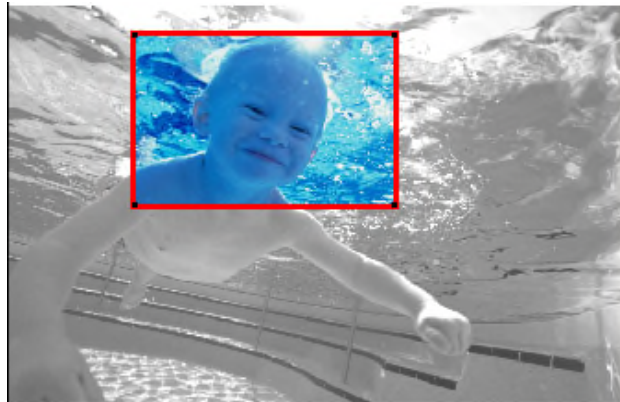


Photo View

In *Media View*, you can zoom the picture in or out within the Product frame by clicking the  or  controls. As soon as you start zooming, the Sizing will change to Custom Crop and Zoom. Once zoomed, the photo can be moved within the Product frame by simply clicking and dragging.

In *Photo View*, you can zoom, resize and move a properly aspected media rectangle within the photo. This rectangle represents how the photo will be cropped into the media. Note that you must first select *Custom Crop and Zoom* in the Sizing combo box before you can enter *Photo View*.

Pre-Judging Photos

You can alter various attributes of photos on your Local drives or in Orders. These alterations are stored in Photogize Lab and are applied when the photos are previewed or printed – *the original photo is never altered*. To adjust the photos, click on a photo in the photo pane and use the Photo Edit Toolbar on the right side of the application to make adjustments. You can adjust:

Rotation	Present the photo in a tall or wide orientation. Changing the Rotation does not affect the actual output, only the preview is affected
Lighten/Darken	Lighten or Darken the photo.
More/Less Contrast	Increase or Decrease the contrast of the photo.
More/Less Saturation	Increase or Decrease the saturation of the photo.
Sharpen/Unsharpen	Increase or decrease the sharpness of the photo.
Cyan, Yellow, Magenta	Increase or decrease the amount of each color in the photo.
Magic Levels	Increase the contrast of a photo by centering, maximizing, and proportioning the range of intensity values. This button is a toggle.
WorkForce	Toggle Workforce on or off for selected photos.
WorkForce Settings	Adjust WorkForce settings for selected photos.
Remove Redeye	Remove redevye from the photo. After clicking this button, use the mouse to draw an ellipse around an area containing redevye. After you have drawn the ellipse, the redevye will be removed. To remove redevye in another area of the photo, click the <i>Remove Redeye</i> button again.
Grayscale	Convert the photo to a grayscale photo. This button is a toggle.

You can *Undo* and *Redo* each change. You can also *Revert* to the original photo.

You can apply the above changes to multiple photos by simply selecting multiple photos in the photo pane and applying the corrections.

Edit Photo with Photo Editor

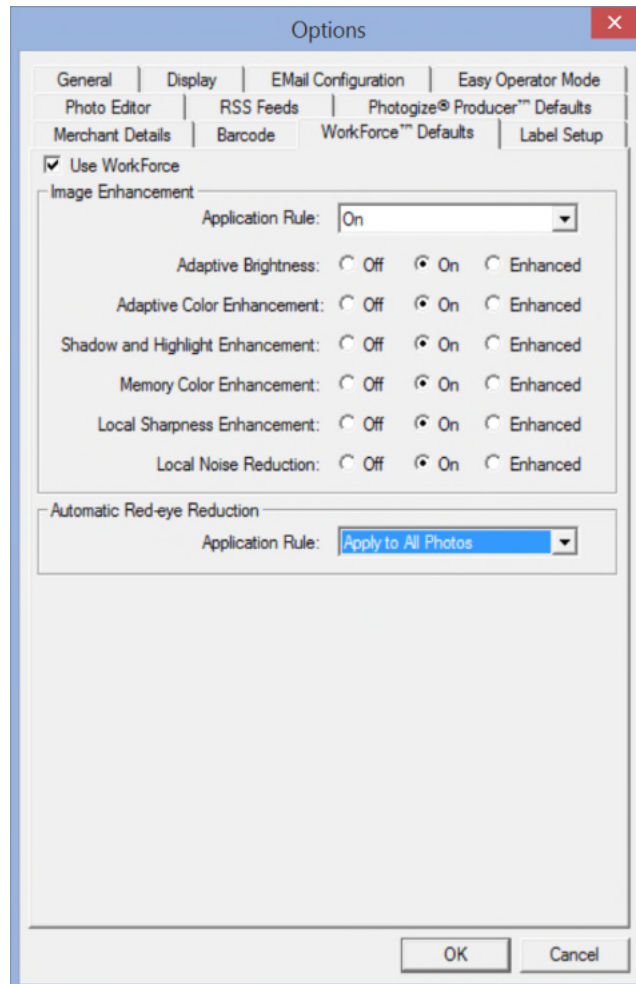
You can use your favorite photo editor (e.g.: Photoshop, Fireworks, etc...) to do advanced editing on the photos in the Photogize Lab system. See the Options section of this manual for information on specifying an editor). To do this, select one photo (multiple-select is not allowed) and select **Edit... Edit with Photo Editor**. Photogize Lab will pause and wait for the editor to close. Once you have edited your file and closed the editor, Lab will ask if you want to retain the changes you made. If you say yes, your original photo will be overwritten with the changes you made in the editor.

Note: All changes are permanent. You cannot get back the original file.

Photogize WorkForce™

WorkForce™ is a plug-in for Photogize Lab that automatically enhances the quality of photos in Photogize Orders. When WorkForce is turned on, all photos (online, xconnect, and local) that come into the Lab workflow are enhanced by default. You can turn off some or all of the individual WorkForce filters on a photo by photo basis.

WorkForce requires a separate license. When you first install or upgrade Lab, you get 1000 uses of WorkForce. WorkForce filters are applied to thumbnails, previews, as well as the final output, so you get true WYSIWYG in the workflow, each of these formats constitutes a use. After these 1000 uses are exhausted, you must activate the plug-in. Please contact Graphx sales for activation information. To turn WorkForce on by default, click **Tools...Options** and click the **WorkForce™ Defaults** tab. You will see the following dialog:



Use WorkForce

Check this if you want WorkForce to automatically be applied to all Photos that enter the Lab workflow.

Set any of the following Image Enhancement features *On* to achieve the described effect. Set to *Enhanced* to increase the strength of the filter.

Adaptive Brightness	Uses object recognition technology to classify the images and so determine the optimum settings for white- and black-point level and gamma correction.
Adaptive Color Enhancement	Can remove linear and nonlinear casts. Nonlinear means that the color cast in the shadows can be different then the cast in the highlights.
Shadow and Highlight Enhancement	This is one of the most important image enhancement steps. The enhancement results are obvious especially in the shadow areas where much more detail will be shown. Also acts on the highlights which are near saturation.
Memory Color Enhancement	A local color enhancement of key colors that have to be pleasant for the human eye. These are colors of skin, sky, vegetation and others.
Local Sharpness Enhancement	Performs a variable sharpening of the image depending on object recognition algorithms.
Local Noise Reduction	Performs a special noise reduction on some parts of the image. This algorithm mainly reduces thermal noise in the spatial domain.

The WorkForce automatic redeye reduction filter can be set to:

Off	Do not apply the red-eye reduction filter to the image.
Apply to Flash Photos	Only apply to JPEG photos which have an embedded tag indicating that they were captured using a flash.
Apply to All Photos	Always apply the redeye reduction filter to all files regardless of the flash setting.

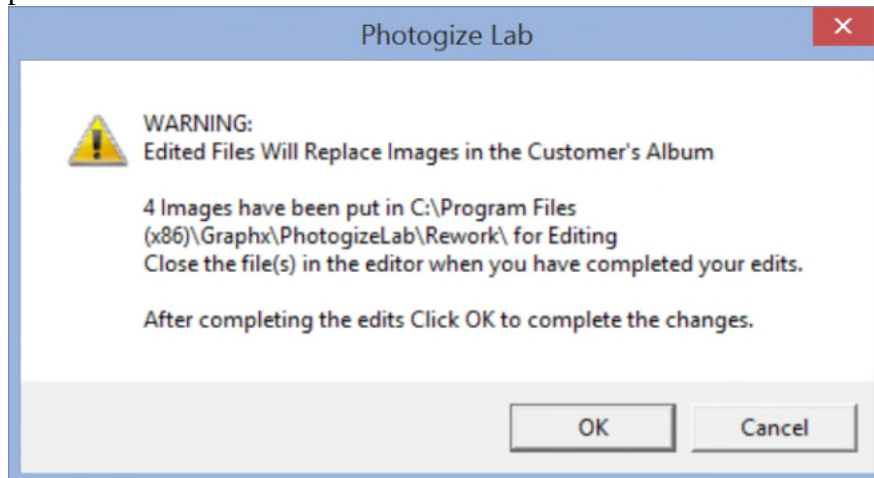
NOTE: Apply to All Photos is the recommended setting since not all digital cameras set the embedded tag.

Edit Multiple Images(Specialty Products Only)

You can use your favorite photo editor (e.g.: Photoshop, Fireworks, etc...) to do advanced editing on the photos in the specialty products.

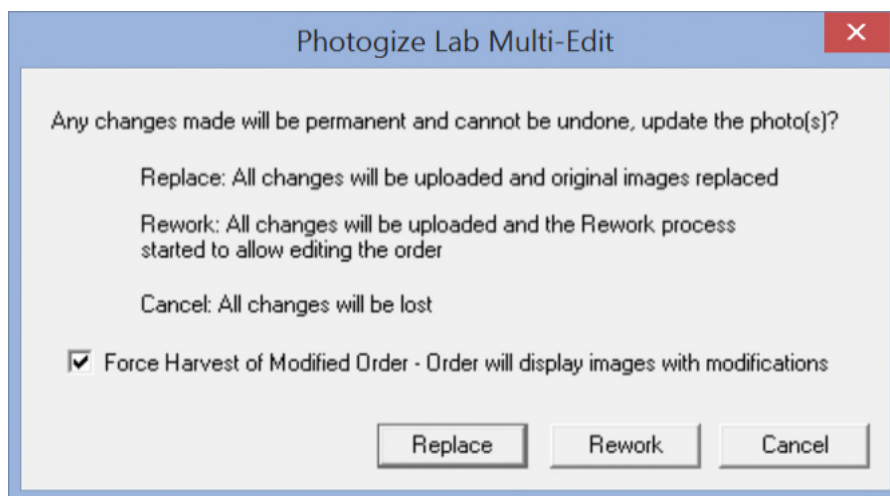
To do this, select one photo or multiple photos and select **Edit... Edit Multiple Images**. All of the images on all of the selected photos will be copied to the folder specified on the **Photo Editor** of the **Tools...Options** dialog box.

A dialog box will be displayed with the number of files, images, to be edited and how to proceed.



Click OK when you have completed editing.

Another dialog box will be displayed the will provide option on how the processing will proceed.



Click Replace or Rework to upload the changes.

Note: All changes are permanent. You cannot get back the original file.

Click Cancel to NOT upload images. All images modifications will be lost.

Cut, Copy, Paste and Delete Photos

You can use the main menu **Edit** commands to **Cut**, **Copy**, **Paste** and **Delete** selected photos. You can copy photos to the folders or existing Orders. If you paste a photo on the Order category, you will be prompted to create a new Order that will hold the selected photo. You can also access the edit commands by right clicking on selected photos.

Drag and Drop

You can click on selected photos and *move* them to other locations using the mouse. If you hold down the *Ctrl* key while moving, the photos will be *copied* to other locations.

Printing Photos

Any selected photos can be printed by selecting the **Account...Print** menu command or by right clicking and selecting **Print**. The photos will be printed to the Product(s) specified in the middle pane of the Photogize Lab application.

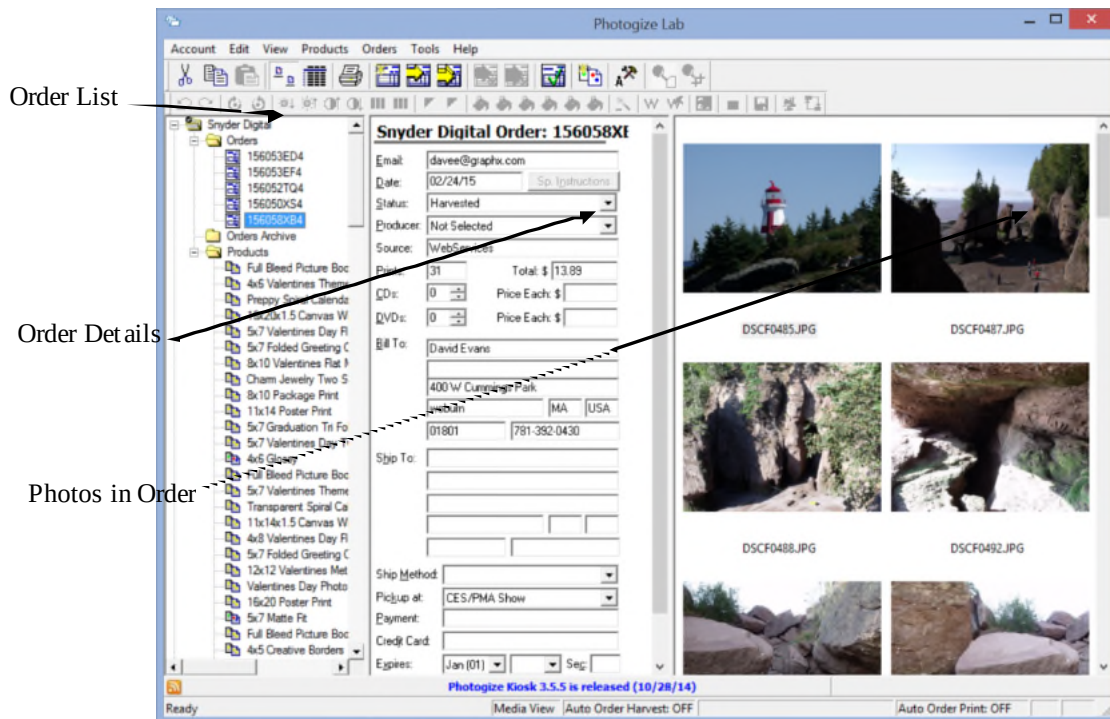
Working with Orders

Order Source

WebServices	The Order was harvested from WebServices.
Local	The Order was created locally
XConnect	The Order was harvested from an Xconnect folder.
DLS	The Order was harvested from a DLS StoreIt archive.

Orders in Photogize Lab

A Photogize Lab Order is a collection of photos that have attached order information. Orders can be harvested from WebServices, from a KIAS-enabled Kodak® DLS system, from an Xconnect folder, or can be created using Photogize Lab.



Order Status

When you select an Order, the middle pane will display information about this Order. You can make changes to any field. The Order **Status** field has special significance. The Status can be:

Created	The Order was created locally by doing Orders...New Order or by dragging photos to the Order category.
Submitted	The Order was submitted by a user through an online channel (e.g. PhotoCentral) or a kiosk.
Printed OK	The Order was printed successfully
Error Printing	There was an error printing the Order
Complete	The Order is Complete. You can manually set this or set an option to have Lab set the status to complete when an Order is moved to the Archive. You can also associate an Email Notification with this status setting so that an email is sent when the order is considered "complete."
Ready For Pickup	Manually set this when the selected Order is ready to be picked up by the customer.
Shipped	Manually set this when the selected Order has been shipped.
Archived	The order was archived to disk.

Order Settings

There are several other options on the Order property page that let you define how Photogize Lab manages Orders.

Automatically print invoice to default printer on Harvest	Lab will print the Order invoice immediately after an Order is harvested.
Move Orders To Order Archive after successful printing	Lab will move all successfully printed Orders to the Archive.
Mark Archived Orders as Complete	Orders will be marked with the Complete status when moved by you or Lab to the Archive.

Update Order Status on WebServices	Lab will update the status of an Order on WebServices whenever the status changes.
Update Photogize RetailerCentral	If checked, and if you have entered a valid Photogize Retailer ID (assigned to you by Graphx, Inc.), order summary information from all local and online orders will be uploaded to Photogize servers. You can use RetailerCentral to analyze this data.
Do Automatic Housekeeping on Order Archive Folder	Lab will automatically delete and/or export Archive Orders to disk. If <i>Export and Delete Orders older than</i> is set, Archive Orders older than <i>n</i> days will be exported to the <i>Export Folder</i> and then deleted. If <i>Delete Orders older than</i> is set, Archive Orders older than <i>n</i> days will simply be deleted.
Only download Orders – don't get photos	Only Order data will be downloaded; no photos will be harvested.
Show Credit Card info on invoice	If unchecked, no credit card numbers will be displayed on printed or previewed invoices.
Show Credit Card info on Screen	If unchecked, no credit card numbers will be displayed on the center order pane of the screen until your mouse or keyboard focus enters the credit card field.
Print by Default	Index Prints will be printed when you print an order (can be disabled on an order-by-order basis) in Order Properties.
Default Product	Select the default Product to be used for Index Prints.
Order Summary	Set to <i>None</i> if you do not want a first-page order summary in the Index Print stack. Set to <i>With Images</i> to show images on the first page. Set to <i>Without Images</i> to show a first page order summary without images.
Image Pages	Set to <i>Order Information</i> to show the selected products under each image on the Index Print. Set to <i>Image Names</i> to show the names of the photos on the Index Prints. Set to <i>Both Types</i> to show the product and photo name.

Checking/Setting Order Status

Right click on any Order in Lab and select **Check/Set Order Status** to view/change the status. You can also scan an order's barcode - the order will be found and the status dialog box will be displayed.

Production Status:

- Created
- Submitted
- Printed OK
- Error Printing
- Complete
- Ready for Pickup
- * Harvested
- Shipped
- Archived
- Processing

Payment Method:

Open

Billing Status:

- * Open
- Billed
- Authorized
- Paid

Customer Status:

Order 156058XB4 was received by the lab on Tuesday, February 24, 2015 at 12:29PM and is ready for processing.

* = current setting

The current setting for an order will be marked with an asterisk. If you change the Production, Billing status and then click OK, the status of the order will be changed in Web Services.

Production Status	The status of the order as set by Photogize Lab or an operator.
Customer Status	The string reported to the customer if they check the status of their Order online.
Payment Method	The method of payment for the order.
Billing Status	The status of the payment. If you are doing automatic online billing, this is where you do the actual debit on the customer's charge card.
Credit Card Transaction Details	The status received from AUTHORIZE.NET after debiting the customer's credit card.

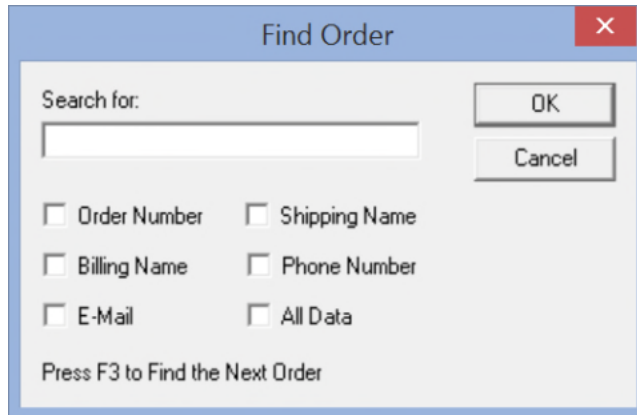
Cut, Copy, Paste and Delete Orders

You can use the main menu **Edit** commands to **Cut**, **Copy**, **Paste** and **Delete** selected Orders. You can also access the edit commands by right clicking on selected Orders.

Drag and Drop

You can click on selected Orders and *move* them to other locations using the mouse. If you hold down the *Ctrl* key while moving, the Orders will be *copied* to other locations.

Find Orders

A screenshot of a Windows-style dialog box titled "Find Order" with a red close button in the top right corner. The dialog contains a "Search for:" label above a text input field. To the right of the input field are "OK" and "Cancel" buttons. Below the input field are six checkboxes arranged in two columns: "Order Number", "Shipping Name", "Billing Name", "Phone Number", "E-Mail", and "All Data". At the bottom of the dialog, there is a text instruction: "Press F3 to Find the Next Order".

You can search the Order and Order Archive databases for all Accounts for a particular string of text. Just click **Orders...Find Order** and enter a text string. Photogize Lab will attempt to find the text string in all Orders on your system based on the search field(s) specified. If it finds a match, the Order will be highlighted. To repeat a search, click the **F3** function key.

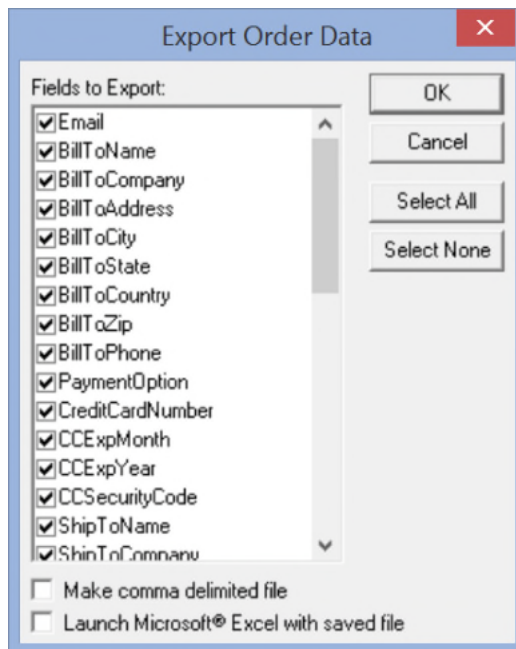
If you click **Orders...Find Order and Set Status** when a match is found the Order Status dialog box will be displayed.

Selecting one or more of the specific fields will reduce the search time required.

You can also scan an orders barcode and the Lab will search for and highlight the order in the list if it exists.

Exporting Order Data to Excel

You can export information from selected Orders to a Microsoft® Excel spreadsheet file (.XLS). You can also automatically view the exported file in Excel (if Excel is installed on your PC). To do this, select one or more Orders and select **Orders...Export Order Data to XLS or CSV File**. You'll see the following dialog.



Check the data fields you wish to export. When you click OK, you will be prompted for a file name. If you wish to automatically launch Excel to view the file, click **Launch Microsoft® Excel with saved file**. Note that you can also specify the file format to be comma delimited by checking the **Make comma delimited file box**.

Exporting and Importing Archived Orders

You can export Orders in the Archive, along with the photos associated with the Order, to a file or to a CDR. To do this, select the **Orders Archive** category and select Export Orders to Archive. You'll see the following dialog.



If you check **Include Photos**, the photos in the Orders will be included in the export. If you uncheck this, only the Order information will be exported. If you check **Delete Orders from list when finished**, the Orders will be removed from the Orders Archive on successful export.

If you select **Export to CD**, the Photogize CD burning dialog will be displayed when you click OK – click **Write Disc** to burn the CD. If you select **Export to Folder** you will be prompted to select a folder on your PC when you click OK.

In either case, the archive data file name will be of the form `order_archive_date.pao`, where *date* is the date you exported the Orders.

To import the Orders you exported back into Orders or Orders Archive, select the Orders or Orders Archive folder and select **Orders...Import Archived Orders**. You will be asked to select the Photogize Order archive file (.PAO) that contains the data you wish to import.

Order Harvesting

Automatic Harvesting

To *automatically* harvest new orders on a regular schedule, select the Account then select **Account... Account Properties** from the main menu. Click the **Orders** tab. Now check the box next to “Automatically harvest Orders every:” and enter the desired time interval to the right.

The screenshot shows the 'Snyder Digital Account Properties' dialog box with the 'Orders' tab selected. The dialog has a title bar with a close button (X) in the top right corner. Below the title bar is a tabbed interface with the following tabs: Wholesale Order Information, Email Notifications, XConnect, CD - Producer™ CD/DVD, Promotions, Product Groups, Account, Photogize WebServices, Orders (selected), Branding, and Business Rules. The 'Orders' tab contains several settings:

- ☒ Automatically harvest Orders every: 10 mins (dropdown)
- ☐ Automatically print Submitted Orders every: 10 mins (dropdown) [Rules]
- ☐ Automatically print Invoice to default printer on Harvest
- ☐ Move Orders to Order Archive after successful printing
- ☐ Mark Archived Orders as Complete
- ☐ Update Order Status on WebServices
- ☐ Update Photogize RetailerCentral
- Retailer ID: [text box]
- Retailer Password: [text box]
- Confirm Password: [text box]
- ☐ Do Automatic Housekeeping on Order Archive Folder
 - Export and Delete Orders older than [dropdown] 7 Days (dropdown)
 - Export Folder: [text box: C:\Program Files (x86)\Graphx\PhotogizeLab\Ord] [button: ...]
- ☐ Only download Order data - don't get photos
- ☒ Show Credit Card info on invoice
- ☒ Show Credit Card info on Screen
- Index Prints
 - ☒ Print by Default
 - Default Product: [dropdown: << Smallest Product in Order >>]
 - Order Summary: [dropdown: With Images]
 - Image Pages: [dropdown: Order Information]

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Manual Harvesting

To download all new orders from WebServices for a specific account, select a Photogize Account in the left pane and then select **Orders...Harvest from Photogize WebServices for Selected Account** from the main menu. Photogize Lab will connect to WebServices and will download any new Orders. To download all new Orders for every Account, select **Orders...Harvest from Photogize WebServices for All Accounts** from the main menu.

Selective Harvesting

You can also selectively harvest orders with Photogize Lab. To do this, select an Account in the Photogize Lab left pane and then select **Orders...Harvest Selected Orders from Photogize WebServices for selected Account**. Lab will download a list of available orders and present them to you in a dialog box, you can then check off the orders you wish to download.

Excluded Orders

Whether you download all or a selected number of Orders, Lab will *ignore* Orders that fall into the following categories:

- Orders that don't match local or master harvest rules
- Orders that have already been downloaded
- Orders that are marked as *archived* on the server

Harvesting a Named Order

You can force Lab to download a named order by clicking **Orders...Harvest Named Order from Photogize WebServices**. As long as the Order was placed to one of the Accounts you created in Photogize Lab AND it doesn't already exist in your list, Lab will download it. Harvest rules and archive status are ignored.

Harvesting Orders from DLS

If you have a Kodak® DLS enabled digital minilab or photo printer, you can acquire photos and Orders from the DLS StoreIt archive. In order to use this feature you need to have DLS 2.x or above software installed on the DLS server and KIAS software installed on the DLS server and the Photogize Lab PC. If you don't have DLS 2.x or above, please contact Kodak for update information. If you do, please follow these steps to enable DLS order harvesting:

1. Install KIAS on the DLS server

Contact Kodak Support for more information on installing the KIAS server on your DLS machine.

2. Install KIAS On the Photogize Lab PC

The setup software for the DLS installation is located on the Photogize installation disk in the folder *KIAS for client*. KIAS uses Java so you need to have the Java Runtime Environment (JRE) installed on the PC where

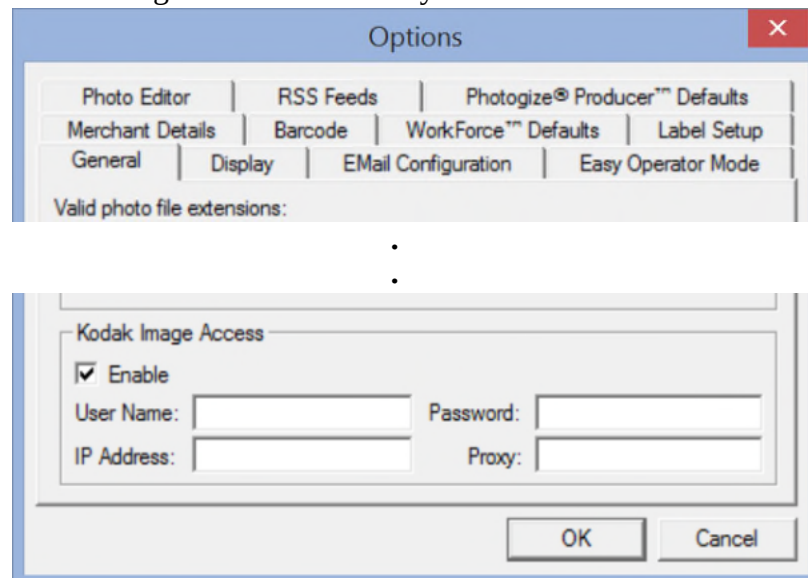
Photogize Lab is installed. To do this, execute the J2RE130-.EXE application located in the *KIAS for client* folder. After you have installed the Java runtime environment, execute the SETUP.EXE application. Follow the setup instructions.

3. Photogize Lab setup

Once you've installed KIAS on the DLS server and the Photogize Lab PC, you'll need to configure Photogize Lab. Do **Tools...Options** in Photogize Lab and click the General tab. Check **Enable KIAS**. Now enter the KIAS User Name and Password. Usually, this is:

User Name: kiassu
Login Password: kimyaxyz

Now enter the IP address of the DLS machine. Only enter a Proxy address if you are accessing the DLS via a Proxy.



4. Using Store It

When you are processing photos to the StoreIt archive, type in the customer's email address in the Customer ID field – this makes it easier to identify and organize Orders in Lab.

5. Harvesting Orders in Photogize Lab

Do **Orders...Harvest Orders from DLS** in Photogize Lab. All Orders in the Store It archive will be retrieved. If you harvest again, only Orders that have not been previously harvested will be retrieved. You can now View, Print or do a Send Thumbs Confirmation on these Orders.

You'll need to enter your KIAS administrator name (usually *kiassu*), password (usually *kimyaxyz*) and the IP address of the DLS. You may also need to put a proxy server address in. To install KIAS on your DLS, please contact your Kodak representative.

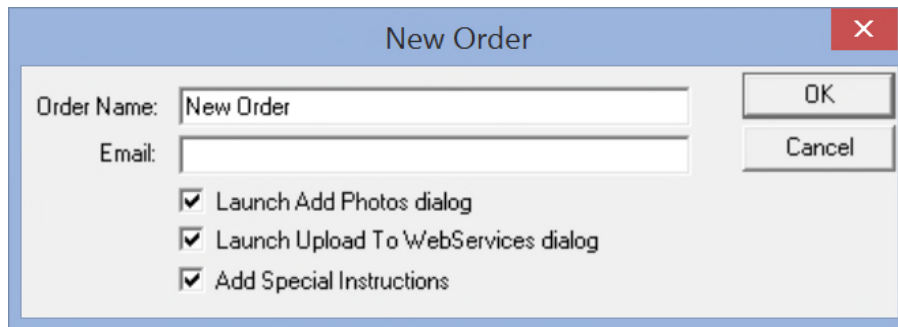
When you check the Enable box, Photogize Lab will check to see if you have the Java Runtime Environment installed, which is required for KIAS access. If you do not have Java, Photogize Lab will launch your browser and direct you to the Sun® Microsystems site where a JRE auto-installer will launch.

To gather Orders from the DLS StoreIt archive, select **Orders...Harvest Orders from DLS** from the Photogize Lab main menu.

Local Orders

Creating Orders

You can create a new Order in Photogize Lab by selecting the Order category and selecting **Orders...New Order** from the main menu. The following dialog box will be displayed.



Order Name:	Enter a name to identify this order.
Email:	Enter a valid email address.
Launch Add Photos dialog	Check to this box to launch an <i>Add Photos</i> dialog box which will allow you to select images to add to this order.
Launch Upload To WebServices dialog	Only available if <i>Launch Add Photos</i> dialog is selected. If selected, a dialog box, <i>Upload Photos To WebServices</i> , will be displayed that will allow you to upload the selected photos to an album in a WebService account.
Add Special Instructions	Check this box to display a <i>Special Instructions</i> dialog box. Use this box to enter information about the order.

Upload Photos to WebServices

If you select an Order with a status of *Created*, you can select **Orders...Upload Photos to WebServices** to have an email sent to the user specified in the **Email** field of the Order form. When the recipient clicks on the thumbnails in the email, he will be sent into the same web-ordering loop as if he/she had emailed or web uploaded the photos.

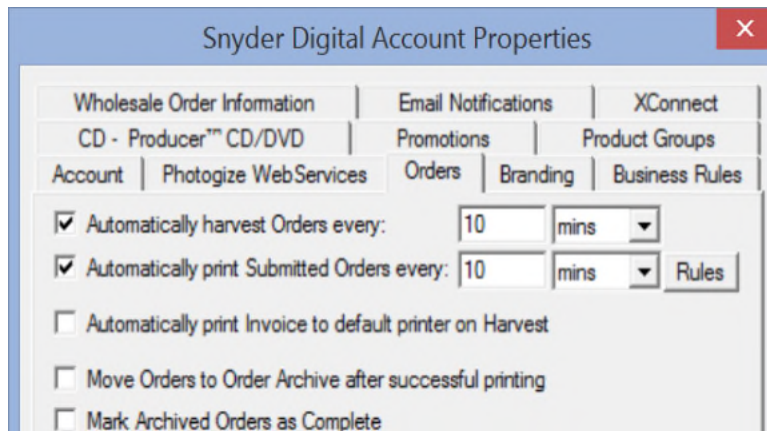
Order Printing

Manual Printing

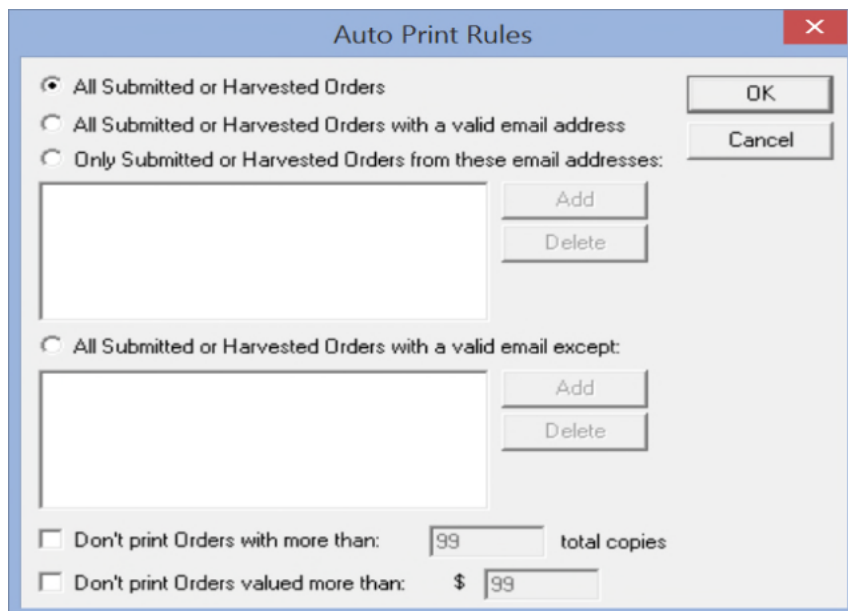
Any Order can be printed by selecting the **Account...Print** menu command or by right clicking the Order and selecting **Print**. The photos in the Order will be printed to the Product(s) specified in the middle pane of the Photogize Lab application.

Automatic Printing

To *automatically* print newly Submitted orders on a regular schedule. Select the Account you wish to edit and the select **Account...Account Properties** from the main menu. Click the **Orders** tab. Now check the box next to “Automatically print Submitted Orders every:” and enter the desired time interval to the right.



To set the rules by which automatic printing will occur, click **Rules**.



The following rules are mutually exclusive.

All Submitted Orders	Auto print all Orders that have a <i>Submitted</i> status.
All Submitted Orders with a valid email address	Only print <i>Submitted</i> Orders that have a valid email address in the email field.
Only Submitted Orders from these email addresses	Only print <i>Submitted</i> Orders that have an email that matches an email on the list.
All Submitted Orders with a valid email address except from	Print all <i>Submitted</i> Orders that have a valid email EXCEPT ones that have an email that matches an email on the list.

These rules can be appended to the aforementioned rules.

Don't print Orders with more than x total copies	Don't print any Order that contains a total of a predefined number of print copies.
Don't print Orders valued more than \$x	Don't print any Order that has a total value of more than a predefined dollar value.

Index Printing

If you checked *Print Index by Default* in the **Account Properties...Orders** property page, an index print will automatically be printed to the specified Product. This index print will include shipping information, print size and quantity, and thumbnails. The logos used on the Index print are defined on the **Account Properties...Branding** property page.

The Product used for the Index will default to the Product selected on the **Account Properties...Orders** property page. You can override this setting for a particular Order by changing the Index Product in the Order information center pane.

You can also print just the Order Index by right-clicking on an Order in the Order tree and selecting **Print Order Index Only To** and then selecting the Product to which you wish to print the Index.



Order Invoice Printing

To Print Preview an Order Invoice, right click on the Order and select **Print Preview Order Invoice**. You can click **Next Page** or **Prev Page** to see other invoices.

To Print an Order Invoice, right click on the Order and select **Print Order Invoice**.

To Preview all Order Invoices, right click on **Order** in the tree pane and select **Print Preview All Order Invoices**. You can click **Next Page** or **Prev Page** to see other invoices.

To Print all Order Invoices, right click on **Order** in the tree pane and select **Print All Order Invoices**.

Your *Web Page Top File* logo is printed at the top of each Invoice.

Automatically Print Invoices

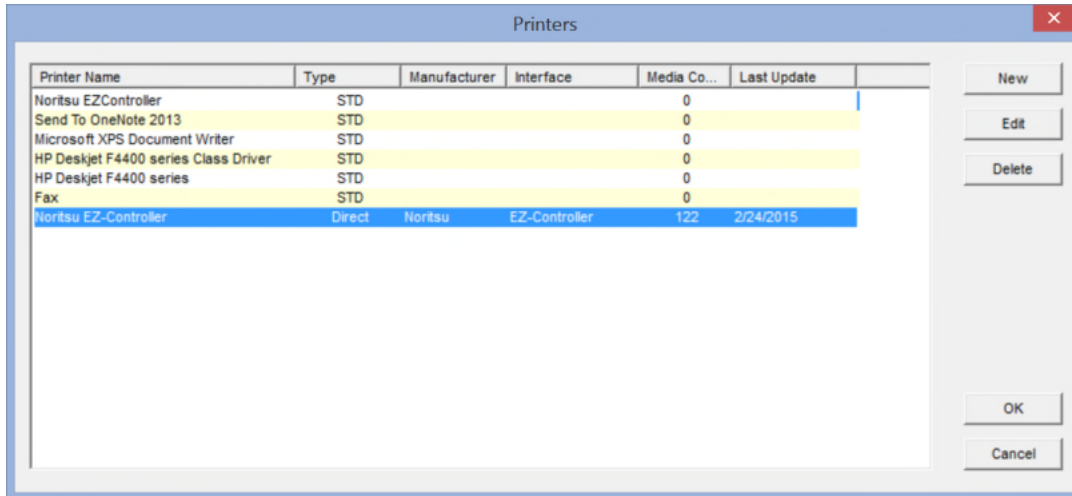
If you check **Automatically print Invoice to default printer on Harvest**, available on the **Order tab in the Account Properties** dialog box, the invoice will be automatically printed to your PCs default printer when the Harvest is complete.

Working with Direct Printers

Photogize Lab can print directly to some print devices. You can create multiple printers that access either the same or separate devices. For example, it might be advantageous to create multiple printers to the same device to create different backprint information for the same size product.

Creating a Direct Printer

Select **Tools...Printer Setup**. The following dialog box will be displayed.



Printer Name:	The name assigned by you for this Direct Print device. Also contains a list of all Windows Printers.
Manufacturer:	Manufacturer of the device to be used by Direct Print device.
Interface:	Name of the selected interface for this manufacturer's device.
Media Count:	Number of media defined for this device and interface.
Last Update:	Last date that the media information has been retrieved from device.
New:	Define a new Direct Print device. See Printer Setup dialog.
Edit:	Edit the selected print device. A Direct Print device will display the Printer Setup dialog box. A Windows printer will display a Windows Printer Setup dialog box.
Delete:	Delete the selected Direct Print device. This option is not available for Windows printers.
OK:	Close the Printers dialog box and save information for print device(s).
Cancel:	Close the Printers dialog box and restore prior information for print device(s).

Printer Setup Dialog

Manufacturers

Fuji

Name:	Enter the name you want to identify this printer device.
Manufacturer:	Select the Fuji from the dropdown box.
Print Interface:	Select the interface for the manufacturer's device.
Product Folder:	Enter the name, or use the browse button to select the name, of the folder on the MS01 PC which contains the product files.
Load Media:	Click the Load Media button to create the list of media available for this device. Media Count and Last Update fields will be update.
Jobmaker Folder:	Enter the name, or use the browse button to select the name, of the folder on the MS01 PC which will receive the orders submitted.
Auto Correct:	Click Auto Correct to use the auto correct feature in the Fuji device.
Default Backprint for this Printer	The information in the default backprint area will be available for all prints to the printer. Click the information that you want to be printed on the backprint line 1 or 2. Filename Date Submitted Email Order Number

	Color Adjustments Adjustment made in Lab Custom If selected enter text that you would like displayed in the backprint line.
OK:	Close the Printer Setup dialog box and save information for the printer.
Cancel:	Close the Printer Setup dialog box and restore prior information for the printer.

Noritsu

Direct Printer Setup

Name:

Manufacturer: Print Interface:

Channel File: ... Load Media Media Count: 0

Order Folder: ... Last Update: Media Not Defined

☐ Auto Process when Printed by Lab

Default Backprint for this Printer

Line 1

☐ Filename ☐ Date Submitted ☐ Email

☐ Order Number ☐ Color Adjustments

☐ Custom:

Line 2

☐ Filename ☐ Date Submitted ☐ Email

☐ Order Number ☐ Color Adjustments

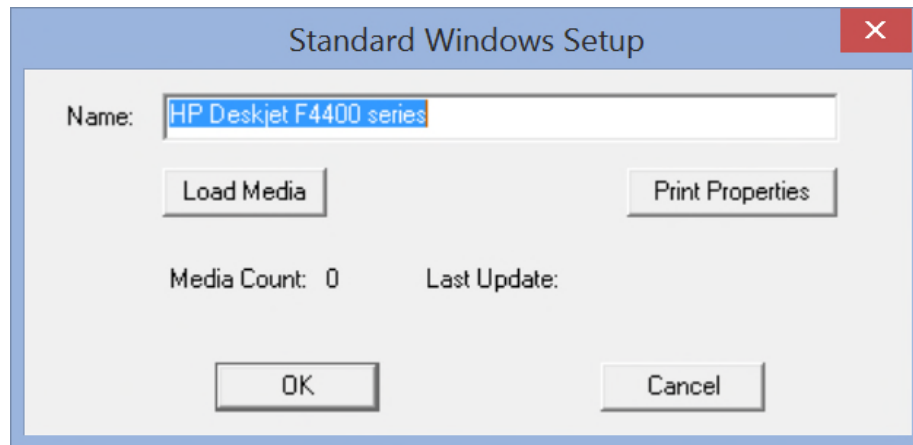
☐ Custom:

OK Cancel

Name:	Enter the name you want to identify this printer device.
Manufacturer:	Select the Noritsu from the dropdown box.
Print Interface:	Select the interface for the manufacturer's device.
Channel File:	Enter the name, or use the browse button to select the name, of the folder which contains the Noritsu channel information file.
Load Media:	Click the Load Media button to create the list of media available for this device. Media Count and Last Update fields will be update.
Order Folder:	Enter the name, or use the browse button to select the name, of folder which will receive the orders submitted to this Noritsu direct printer.
Default Backprint for this Printer	The information in the default backprint area will be available for all prints to the printer. Click the information that you want to be printed on the backprint line 1 or 2. Filename Date Submitted Email Order Number Color Adjustments Adjustment made in Lab Custom If selected enter text that you would like displayed in the backprint line.

OK:	Close the Printer Setup dialog box and save information for the printer.
Cancel:	Close the Printer Setup dialog box and restore prior information for the printer.

Windows Printer Edit Dialog



Load Media

Read the configuration file for the selected printer and updated the media count

Print Properties

Display the Document Properties dialog box for the selected printer and update the Last Update field.

Working with Products

Printing in Photogize Lab is done to Products, not devices or printers. A Photogize Product can be a named combination of printer, printer settings, media, and unit price. You can also create a print-to-disk Product for jobs in an Order that will be fulfilled outside of the Photogize workflow.

Once defined, a Product is published to WebServices where it will be made available to users who are ordering output.

Creating Products

Photogize Lab lets you create, price and publish Products that can be fulfilled through a Lab Direct Printer, a RasterPlus printer, a hot folder, a Windows printer, or a PDF file. When you print photos or Orders in Photogize Lab, you print to a specific Product. And when customers upload photos to you on the web, they will be directed to an order page that lists the Products you've defined as available output options.

Before you can print or accept orders, you **MUST** create at least one Product.

To create a Product, select the Account for which you wish to create a Product. Now Select **Products...Setup** from the main menu. A Product Sheet dialog box will be displayed that will allow you to create and edit products.

Product Categories

Standard

You can create a standard product named, e.g. *4x6, 5x7, 8x10, etc.,*. Once created, this product will also be available for connected channels (e.g.: PhotoCentral) and kiosks.

To create a standard product, select the Account for which you wish to create a Product. Now Select **Products...Setup** from the main menu. A Product Sheet dialog box will be displayed that will allow you to create and edit products. Click the New button on the Product Sheet to create a new standard product.

Specialty

You can publish and fulfill photo specialty product orders with Photogize Lab. Before proceeding, be sure that your copy of Lab is licensed for Specialty Products (you may need to contact the Graphx sales department to obtain this license).

Activating Specialty Products

Select **Products...Setup** from the main menu. A Product Sheet dialog box will be displayed. The Product Sheet will contain all of the specialty products that are available for the selected account. To activate a specialty

product select the product then click on the Edit button, edit the product information selecting the publishing option for the selected product.

Downloading and Fulfilling Products

PhotoCentral standard print and specialty product orders are downloaded and fulfilled in Lab.

Note that specialty products are rendered on the server after the order is placed, so there could be a delay between the time that the order is placed and available for download.

To download an order, click on the *Harvest* icon on the Photogize Lab toolbar

Once you have downloaded an order, just click the *Print* icon in the Photogize Lab toolbar. The downloaded products, standard and specialty, will be "printed" using the method defined in the product.

Product Sheet

NOTE: After creating or activating and publishing your products, check your website. You should see the home page of PhotoCentral.

To check out specialty products, click the Shop tab. You should see the categories of the products you have published.

Display	Product	Price	Online	Kiosk	Mobile	Category	Output	Media
1	4x6 Glossy	QTY	Yes	Yes	No	Standard	Folder	
2	5x7 Matte Fit	QTY	Yes	Yes	No	Standard	Folder	
3	5x7 Glossy	QTY	Yes	Yes	No	Standard	Folder	
4	8x10 Glossy	5.99	Yes	Yes	No	Standard	Folder	
5	8x12 Matte	QTY	Yes	Yes	No	Standard	Folder	
6	8x12 Glossy	QTY	Yes	Yes	No	Standard	Folder	
7	8x24 Glossy	QTY	Yes	Yes	No	Standard	Folder	
8	10x12 Glossy	QTY	Yes	Yes	No	Standard	Folder	
9	11x14 Glossy	29.95	Yes	Yes	No	Standard	Folder	
10	11x14 Matte	29.95	Yes	Yes	No	Standard	Folder	
11	12x18 Glossy	9.99	Yes	Yes	No	Standard	Folder	
12	16x20 Glossy	25.00	Yes	Yes	No	Standard	Folder	
13	30x40 Poster	49.95	Yes	Yes	No	Standard	Folder	
14	P. 8 Wallets	2.99	Yes	Yes	No	Standard	Folder	
15	P. 8 Passports	6.95	Yes	Yes	No	Standard	Folder	
16	P. (1) 8x10 (8) Wallets	9.99	Yes	Yes	No	Standard	Folder	

New:(Standard Products Only)	The fields in the lower section of the dialog box will become editable fields and filled with default values.
Copy: (Standard Products Only)	The product will be duplicated and added to the list of available products with “(Copy)” appended to the original product name.
Edit:	Fields in the lower section of the dialog box will become editable fields.
Remove:	Delete the selected product or products.
OK:	Click OK to accept ALL changes made to products and close the Product Sheet dialog box.
Cancel:	Click Cancel to reject ALL changes made to products and close the Product Sheet dialog box.

Defining/Editing a product:

The screenshot shows the 'Product Sheet - Snyder Digital' interface. At the top, there's a 'Select Product View' dropdown set to 'Standard Only' and a search bar. Below this is a table with columns: Display, Product, Price, Online, Kiosk, Mobile, Category, Output, and Media. The first row shows '25 New Product' with a price of '0.00', and 'Yes' for Online and Kiosk, 'No' for Mobile, 'Standard' for Category, and 'Folder' for Output. Below the table, there's a 'Display Order' dropdown. The main form area includes fields for Name (set to 'New Product'), Category (set to 'Standard'), and Description. There are also fields for Price (0.00), Weight (0.00 ounces), and Output settings (Type: Folder, Custom Output Folder: C:\Program Files (x86)\Graphix\PhotogizeLab\, Default Sizing: Crop photo, Output Size: 0.00 X 0.00 in). A 'Publish' section has checkboxes for Online (checked), To Kiosk (checked), and Mobile (unchecked). At the bottom, there are 'Apply Changes' and 'Discard Changes' buttons.

Display Order:	The Display Order field specifies the order that the Product will be displayed in your WebServices accounts and on your Kiosks.
Name:	The Name field is published to WebServices accounts and Kiosks. For Standard products this is the Product Name displayed. For Specialty products the Description is displayed in WebService accounts and Kiosks as the Product Name.
Category:	The Category field is informational. It specifies category of the currently selected product.
Description:	The Description field is published to WebServices accounts and Kiosks. For Specialty products the Description is displayed in WebService accounts and Kiosks as the Product Name.
Publish:	Check Online to publish this product to WebServices accounts. Check Kiosk to publish this product to the xConnect account.
Price:	Enter the Price NOTE: This is the Base Price for Specialty Products.
Use Quantity Price:	Check this box to allow defining multiple pricing levels for a product. The Quantity Pricing button will become active.
Quantity Price:	Clicking the Quantity Pricing button display a dialog box allowing the specification of multiple pricing levels for the selected product.
Page Price:	NOTE: Specialty Products Only Some Specialty Products have an additional Page Price field. For example a book may have a variable amount of pages. This field would be use to charge an additional amount for each page over the minimum number of pages.

Finish Options:	NOTE: Specialty Products Only Click this button to offer options for specialty products. Envelopes for cards, boxes for books, etc. These additional options can be free or at an additional charges.
Weight:	Enter the weight for this product. This is used to calculate the weight for shipping.
Apply Changes:	Click Apply Changes to accept the product definition or changes. A multiple selection will modify only the fields that have been changed.
Discard Changes:	Click Discard Changes to retain the previous product definition. A new product will not be created when this is button clicked.

OUTPUT:

There are six (6) options available for product output fulfillment. Select the appropriate output using the **Type** dropdown field.

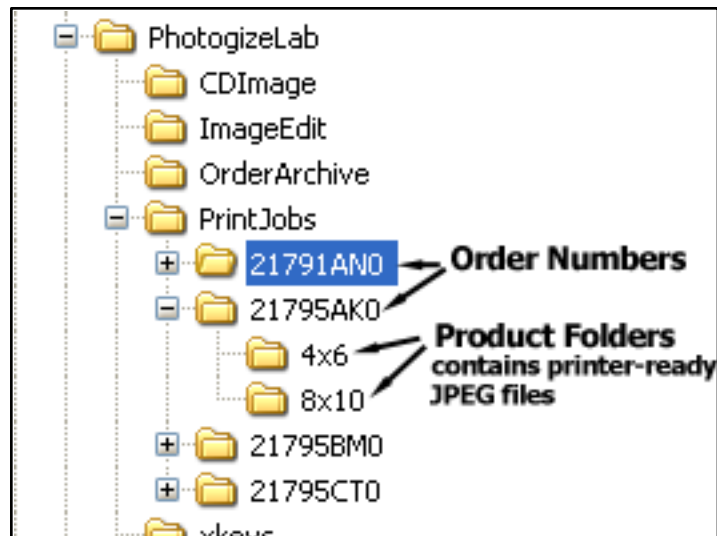
Types	Lab Direct Print Print directly from Lab to the Noritsu Ex-Controller or the Fuji MS01. Select the device and the media size using the appropriate Device and Media dropdown fields. Print Server – RasterPlus Print using RasterPlus. Select the device and the media size using the appropriate Device and Media dropdown fields Folder Create an image file in a folder. This option will activate the folder definition and Browse button to specify the folder to be used for this product. (See Note below) Standard Windows Printer Print directly to a Windows print device on this PC. Select the device, the media size and the Tray using the appropriate Device, Media and Tray dropdown fields PDF File Create a PDF file in a folder. This option will activate the folder definition and Browse button to specify the folder to be used for this product. (See Note below) Wholesaler Select this option to send an order directly to a wholesaler for creation of this product.
Default Sizing:	Specify the sizing to be used for the image to be printed to this product. To crop the photos to the selected media, select Crop Photo . To fit the photos to the selected media, select Fit photo .
Custom Size:	Check the Custom Size box and specify the exact height and width of the custom frame. Lab Direct Print, Print Server – RasterPlus, and Standard Windows Printer allows multiple photos to be printed on the same print. To allow multiple photos specify the exact Spacing to be used between the prints.

Configure:	NOTE: Standard Windows Printer Only Click this button to display the Properties dialog box for the selected printer.
Backprint:	Backprint strings for prints. Click the Modify button to define the string(s). Use Default Backprint Line 1 and Use Default Backprint Line 2 options are available for Lab Direct Print only. Default backprint lines can be specified in the Printer Setup for Lab Direct Printers. Check the selections to use the default backprint line.
Don't use WorkForce:	Check this if you would like to disable WorkForce for this specific product.

NOTE: The default output folder for the Folder and PDF File is defined in **Account Properties**. Click the **Custom Output Folder** to define a folder for this specific product.

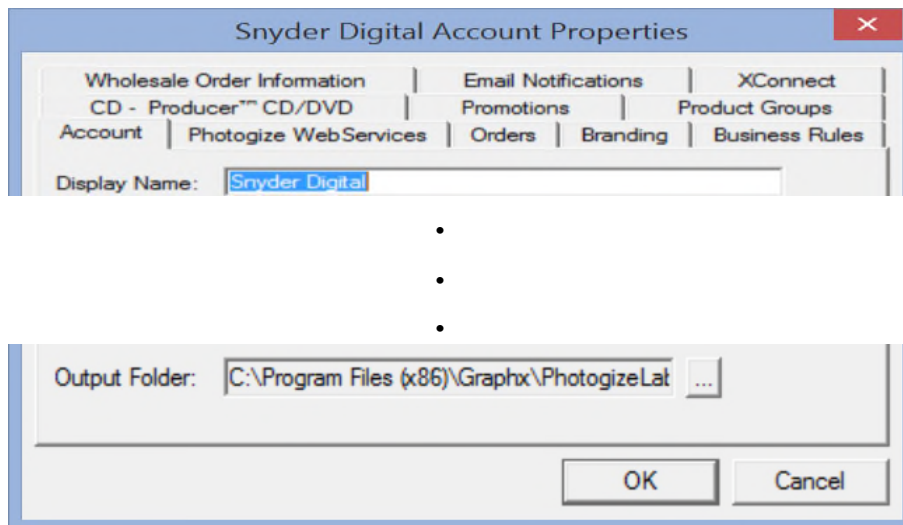
Print to File

If your Products were defined as Jobs printed to *Print To File* or *Print To Output Folder*, the jobs will resolve to a series of printer-ready JPEG files in the *PrintJobs* subfolder of the Photogize Lab application folder. The folders will look like this:



If the Order specifies multiple copies of a job, multiple JPEGs will be created in the Product folder.

If you wish to change the output folder, complete the installation wizards, and then do **Account...Account Properties** from the main menu of Photogize Lab, click the **Account** tab, and select a new Output Folder.



Publishing Products

You can create as many Products as you like. All Products that you create will be available for printing and will be published to your Channel if you have checked **Publish to WebServices**.

If you delete a product (**Edit...Delete**), the Product is deleted from the Product list and is also deleted from the WebServices server – your customers will no longer have this Product as an available output choice.

Products are automatically published to WebServices if you check the box **Publish to WebServices** when you click **Finish** in Step 4 of the Product Wizard. If you wish to remove a Published product from WebServices, you can uncheck the **Publish to WebServices** box in the information view when the product is highlighted, or uncheck it when editing the Product.

If for some reason your WebServices Products get corrupted or become out of sync, select **Tools...Republish Products, Logos and Business Rules** from the main menu to completely reset the list of Products on WebServices.

Working with Promotions

Photogize Lab lets you define and publish Promotions that allow Channel users to obtain discounts if they enter the proper Promotion Code on the Channel web page or application.

To add a Promotion, click on **Account... Account Properties** and click the Promotions tab.

The screenshot shows the 'Snyder Digital Account Properties' dialog box with the 'Promotions' tab selected. The dialog has a tabbed interface with the following tabs: Wholesale Order Information, Email Notifications, XConnect, Account, Photogize WebServices, Orders, Branding, Business Rules, CD - Producer™ CD/DVD, Promotions (selected), and Product Groups. The Promotions tab contains a table with the following data:

Code	Name	Start Date	End Date
✓ 2256	10% Off	10/30/08	07/30/15

Below the table are three buttons: Add, Edit, and Delete. Underneath these is a section titled 'Promotional Print' with a checkbox 'Add to Every Order' which is currently unchecked. Below the checkbox are three dropdown menus: 'Promotion:' (empty), 'Product:' (4x6 Glossy), and 'Template:' (C:\Program Files (x86)\Graphx\Photogiz...). To the right of the Template dropdown is an 'Edit Text' button. At the bottom of the Promotional Print section are a 'Print' button, a numeric input field with the value '1', and the text 'Copies'. At the very bottom of the dialog are 'OK' and 'Cancel' buttons.

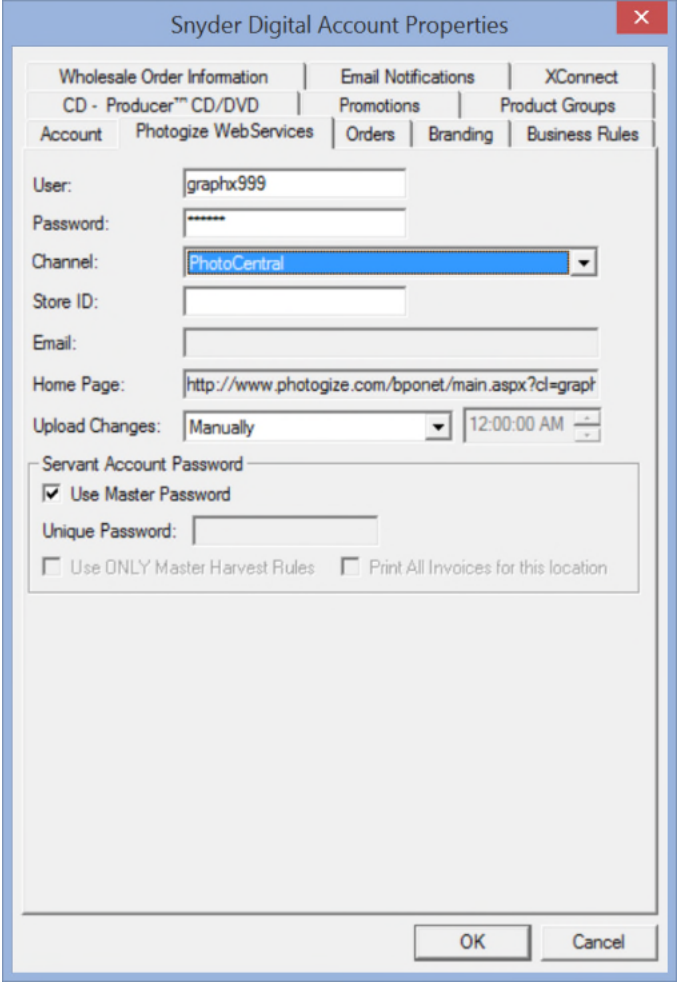
To add a Promotion, click the Add button, in the dialog.

Complete these fields:

Code	The Promotion Code that the user must submit to receive the Promotional discount. The Code must be all caps.
Name	The name of the Promotion.
Type	Percent Discount The discount is based on a Percentage of the total order Absolute Discount The discount is an absolute amount off the total order
Apply to All Products in Order	If checked, the Promotional discount applies to all Products in the Order, if unchecked, the Promotion gets applied to the Product selected below.
Apply To	If Apply to All Products in Order is unchecked , select the Product to be discounted
Absolute Discount	The absolute discount amount to be deducted from the unit price of all products or a selected product. Enter .10 for 10 cents off.
Percent Discount	The percentage discount amount to be deducted from the unit price of all products or a selected product. Enter 10 for 10%.
Minimum Order Size	If the subtotal of an order is less than this amount, the Promotion will NOT apply.
Valid From	The date and time at which the discount becomes active.
To	The date and time at which the discount becomes inactive.

WebServices

WebServices is a set of transactional and storage services hosted by Graphx, Inc. You connect to WebServices over the Internet using Photogize Lab. It is important that you enter the WebServices account and password in order to successfully connect to WebServices. You enter this information by select the account you wish to edit and then clicking **Account... Account Properties** from the main menu. Click the **Photogize WebServices** tab. Enter the account information that was provided to you when you purchased Photogize.



The screenshot shows a dialog box titled "Snyder Digital Account Properties" with a close button (X) in the top right corner. The dialog has a tabbed interface with the following tabs: Wholesale Order Information, Email Notifications, XConnect, CD - Producer™ CD/DVD, Promotions, Product Groups, Account, Photogize WebServices (selected), Orders, Branding, and Business Rules. The "Photogize WebServices" tab is active, displaying the following fields and options:

- User:
- Password:
- Channel: - Store ID:
- Email:
- Home Page:
- Upload Changes: - Servant Account Password section:
 - ☒ Use Master Password
 - Unique Password:
 - ☐ Use ONLY Master Harvest Rules
 - ☐ Print All Invoices for this location

At the bottom of the dialog are "OK" and "Cancel" buttons.

Security

All transactions which involve credit card numbers or other sensitive information are always done over a secure socket layer port (SSL).

Upload Changes

When you add/edit/remove products, change business rules, or change logos, changes are made to the web page associated with your web account in one of three ways:

Immediately	Changes will occur as soon as you make them.
Manually	Changes will never occur in real time. You need to do a manual Tools...Republish Products, Logos and Business Rules to push the changes to WebServices.
Each Day At	You can set the time that Lab will push changes to WebServices. This will happen each day at the time specified if changes are pending.

Business Rules

There are a number of business rules that must be defined so that WebServices can present accurate shipping/pick-up and billing options to your customers.

The screenshot shows the 'Snyder Digital Account Properties' dialog box with the 'Business Rules' tab selected. The dialog has a title bar with a close button (X). The main content area is divided into several sections:

- Wholesale Order Information**: Includes 'CD - Producer™ CD/DVD'.
- Email Notifications**: Includes 'Promotions' and 'Product Groups'.
- Account**: Includes 'Photogize WebServices', 'Orders', 'Branding', and 'Business Rules'.

The 'Business Rules' section contains the following fields and controls:

- Minimum Order Size**: A text box for 'Amount: \$' with '4.99' entered. To the right, 'Apply To' has two checked checkboxes: 'Pickup' and 'Shipped'.
- (P)ickUp Locations and (S)hipping Methods**: A list box containing '(P)200 Elm St. - Washington', '(P)415 Main St. - Salem', '(S)USPS', and '(S)UPS'. To the right are 'Add', 'Delete', and 'Edit' buttons.
- Credit Cards Accepted:** A list box with checkboxes for 'Visa', 'Mastercard', 'American Express', 'Diners Club', and 'Discover'. 'Visa', 'Mastercard', and 'Discover' are checked.
- Credit Card Rule:** A dropdown menu set to 'Require for shipment only'.
- Require Security Code**: A checked checkbox.
- Use Online Credit Card Processing**: A checked checkbox.
- Tax Rules:** A list box containing 'Tax (6.25%)' and 'Tax (0.00%)'. To the right are 'New Tax Rule', 'Edit', and 'Delete' buttons.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Minimum Order Size

Amount:

Enter an amount that is to be the minimum amount for an order. Your customer will be notified if the total for the order is under the specified amount. The order will not be sent to Photogize Lab.

Apply to

The minimum order size will be applied to an order based customers delivery instructions.

Pick Up Locations and Shipping Methods

If you are going to allow your customers to pick up their orders, you need to define one or more Pickup Locations. Your customer will be presented with the pickup location list that you define during checkout.

If you are going to allow customers to have orders shipped directly from your store, you need to define the methods and costs associated with each method. The rules that you set will be used by WebServices to present proper options and pricing to your web customers.

Add

Click *Add* to add a new Pickup Location or Shipping Method. See *Pickup Location/Shipping Method* dialog below.

Delete

Click *Delete* to remove the selected Pickup Location or Shipping Method.

Edit

Click *Edit* to change the selected Pickup Location or Shipping Method. See *Pickup Location/Shipping Method* dialog below.

Pickup Location/Shipping Method

Pickup Locations/Shipping Methods

Type
☒ Pickup ☐ Shipping

Name:

Shipping Charges

Base Handling: \$

Number of breaks:

Ounces			Price	Ounces			Price
more than	less/equal			more than	less/equal		
0	16	.	\$ 0.00	0	0	.	\$ 0.00
0	0	.	\$ 0.00	0	0	.	\$ 0.00
0	0	.	\$ 0.00	0	0	.	\$ 0.00
0	0	.	\$ 0.00	0	0	.	\$ 0.00
0	0	.	\$ 0.00	0	0	.	\$ 0.00

OK Cancel

Select the Delivery type that you want to define.

NOTE: When editing the Deliver type cannot be changed.

Name

Enter the name for this Delivery type.

Shipping Charges

Before setting Shipping Charges, you should review your Product offerings to make sure that you have assigned a correct weight to each Product. Photogize Lab totals the weight to compute the shipping cost for each Product. When you define shipping costs, you are setting the price based on weight. The weights don't have to be accurate; the weight is only used to determine the total shipping costs based on the total weight of the order.

Base Handling

Enter the minimum amount for shipping an order using this Shipping Method.

Number of Breaks

Enter the number of different price points, up to 10, that will be used for this Shipping Method.

Defining Price Points

Price Points are defined as follows

More than – Order weight is more than this amount

Less/Equal – Order weight is less than or equal to this amount

Price – Amount to be added to the Base Handling amount if the

More Than – Less/Equal criteria is met

NOTE: The last Less/Equal break point should be a number that will never be exceeded by an order.

Credit Cards Accepted

Check the credit card types that you accept. Only these credit card types will be made available to the customer at checkout.

Credit Card Rule**Always require**

Require a valid credit card for all Orders

Require for shipment only

Require a credit card for Orders which are shipped

Never require

Never require a credit card for pickup or ship orders

Require Security Code

If this is checked you customer will be required to enter the Credit Card Security Code to complete the order.

Use Online Credit Card Processing

If you are using online credit card processing with Photogize Lab and this box is checked the credit card information will be processed and validated prior to the completion of the order.

If this box is not checked online processing will not be used for this account.

Tax Rules

You can define one or more rules that govern how tax is applied to each order. Each Photogize ordering client will determine the first rule that matches and will apply the tax for that rule. To add a Tax Rule, click New Tax Rule. The following dialog will appear:

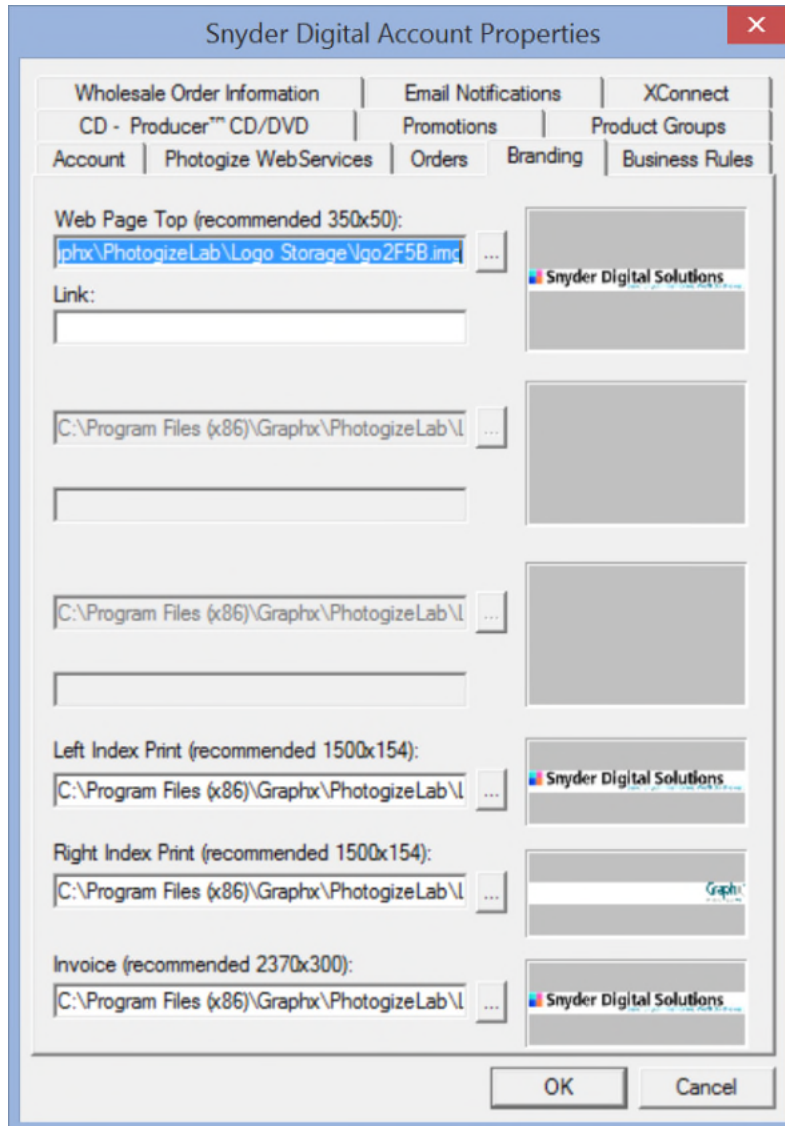
Name	Give a name to this tax rule.
Apply to Orders for Pickup	If checked, this rule will apply only to orders that the customer elects to pick up.
Apply to Shipped Orders	If checked, this rule will apply only to orders that the customer asks to have shipped.
Tax Amount	The tax to be applied, as a percent (e.g. 5.0%, 7.25%).

For pickup Tax Rules, the following fields apply:	Apply to All Pickup Locations If checked, the rule will apply to every order that is picked up. Apply to the following Pickup Locations If checked, this rule will apply only to orders picked up at the locations that are checked.
For shipping Tax Rules, the following fields apply:	Apply to All Ship Methods If checked, the rule will apply to every order that is shipped. Apply to the following Ship Methods If checked, this rule will apply only to orders shipped via the methods that are checked. State/Region/Province Match Orders shipped to the checked state/region/province will be taxed. Zip/Postal Code Match Orders shipped to destinations that match the zip or postal code will be taxed. You can enter an exact zip code (e.g. 02140, or a zip code with ‘?’ wildcards (e.g. 021??). If you use ‘?’ wildcards, any number will be considered a match (e.g. 02155 and 02168). Zip/Postal Code Range Orders shipped to destinations that have a zip or postal code that inclusively falls into the specified range will be taxed (e.g. 02140 – 02149). Apply to ALL State/Regions/Provinces If checked, the tax rule will apply to ALL shipping destinations. Apply to Shipping Charge If checked, the taxable subtotal will include the shipping charge.

Branding

You can customize the images (JPEG or GIF) that get displayed on the web album pages and index print. You can specify any file type or size, but the recommended sizes are listed in the dialog.

To specify the images, do **Tools...Options** and click **Branding**.



Click on the ... button to browse for a file, or simply type in the name of the file in the appropriate field. The image files will be automatically sent to RasterPlus when an Index print is made.

Click on the logo thumbnails to view a larger version of the image.

Links

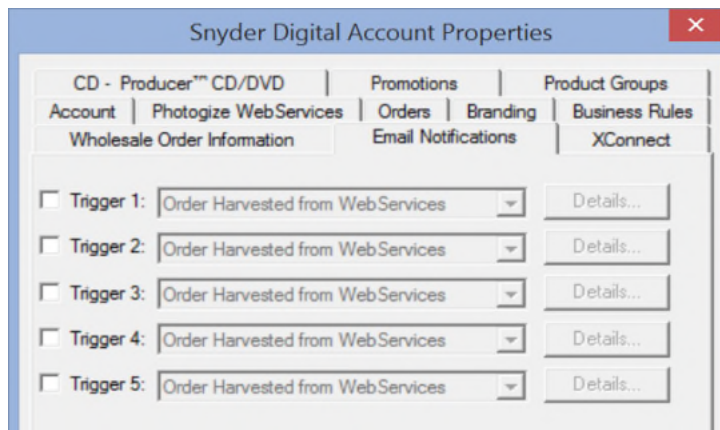
You can also enter http links for each image (ex: <http://www.photogize.net>). If you enter a link, the linked information will be displayed in a pop-up dialog box when the user clicks the image.

Note: be sure to include the fully qualified URL in the **Link** field. For example, www.photogize.net is incorrect, <http://www.photogize.net> is correct.

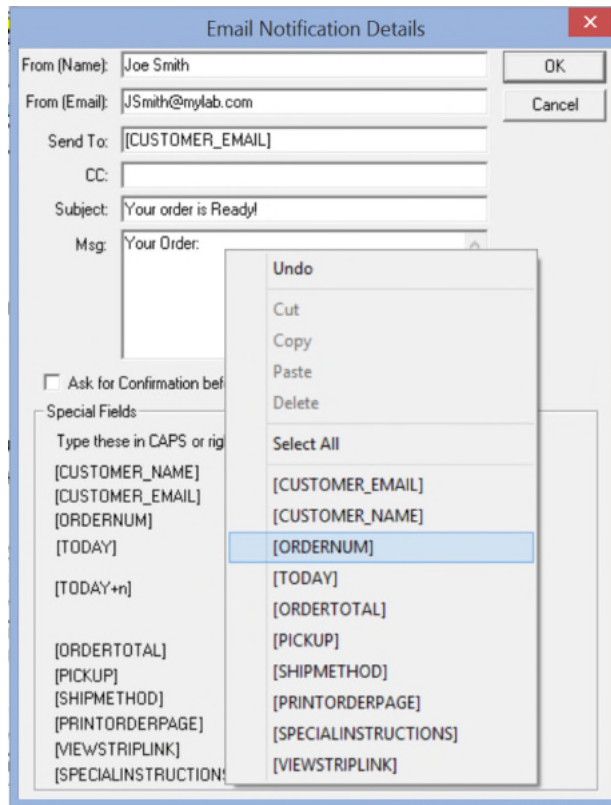
Email Notifications

You can define up to five Email Notifications that will be sent when any of the following events occurs:

Order Harvested from WebServices	When an Order is automatically or manually Harvested from WebServices, this event will be fired.
Order for Shipment Printed OK	When an Order, which the customer has specified to be shipped, is printed OK, this event will be fired.
Order for Pickup Printed OK	When an Order, which the customer has specified to be picked up, is printed OK, this event will be fired.
Error Printing an Order	When a printing error occurs, this event will be fired.
Order for Shipment Complete	When you manually set the status of an Order, which the customer has specified to be shipped, to "Complete", this event will be fired.
Order for Pickup Complete	When you manually set the status of an Order, which the customer has specified to be picked up, to "Complete", this event will be fired.



You can define the email fields for the Email Notification by clicking on Details in the Email Notifications dialog. You'll see the following dialog.



In the Details dialog you can define the recipient, sender, CC, Subject and Msg. You can create a generic message or use special *Keywords* that will get dynamically replaced by Photogize Lab with the appropriate value or string at email creation time. Just type one of the following *Keywords* (include the brackets[]) when editing the Email Notification. You can also right click while editing and select a *Keyword* from the list.

The *Keywords* are:

[CUSTOMER_EMAIL]	The customer's email
[ORDERNUM]	The Order number
[TODAY]	Today's date in the format: <i>Friday, March 19, 2004</i>
[TODAY+n]	The date n days after today where n is between 1 and 14. (Note: don't use spaces)
[ORDERTOTAL]	Total price of the Order
[PICKUP]	Pickup Location
[SHIPMETHOD]	Shipping Method
[PRINTORDERPAGE]	HTTP link to Print Order Page
[VIEWSTRIPLINK]	HTTP link to a ViewStrip of the uploaded photos.
[SPECIALINSTRUCTIONS]	The special instructions submitted by the customer.

Photogize Lab uses SMTP or Microsoft MAPI (default) to send Email Notifications. Please see the Program Options section of this manual for more information on configuring mail support in Photogize Lab.

XConnect Settings

XConnect was developed by Graphx as an open XML-based standard that can be used to submit orders to Photogize Lab. The XConnect settings are defined on the XConnect tab in Account Properties.

The screenshot shows the 'Snyder Digital Account Properties' window with the 'XConnect' tab selected. The settings are as follows:

- ☐ Activate Interface
- ☐ Set for Auto Harvest
- Polling Folder: [Empty text field]
- Poll Every: 5 [seconds]
- ☒ Delete Photos after Harvest
- Email Upload Defaults:
 - Subject: My photos
 - Message: Here are my photos
- ☒ Upload sampled images
- Default PC Member Email: [Empty text field]

Activate Interface	Check this if you wish to harvest xConnect orders in this account. Make sure your other accounts have this field <i>unchecked</i> if they are not harvesting xConnect orders.
Set for Auto Harvest	When checked, Lab will look for new orders in the <i>Polling Folder</i> at the specified time interval (<i>Poll Every</i>).
Polling Folder	Browse to select or enter the name of a folder. This folder should be shared and accessible from Photogize Kiosk(s). The Kiosk interface will specify this folder as the folder that will receive orders sent from the Kiosk. Lab will then harvest the Kiosk orders from this folder.
Poll Every	Set the specified time interval to be used by Lab to check for new Kiosk orders
Delete Photos after Harvest	If checked, Lab will delete all photos after they have been successfully harvested into a Lab Order.
Subject	The default email subject used for shares submitted by an XConnect client.
Message	The default email message used for shares submitted by an XConnect client.

Upload Sampled Images	If checked, Lab will upload sampled files to WebServices. This feature is only available with BPO.
Default PC Member Email	If the share initiator is not a member of PhotoCentral, the shared album will be owned by the member specified in this field.

Wholesale Order Information

Fill out the Wholesale Order Information property page if you wish to outsource products to a Photogize partner.

The screenshot shows the 'Snyder Digital Account Properties' dialog box with the 'Wholesale Order Information' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface. The tabs include: CD - Producer™ CD/DVD, Promotions, Product Groups, Account, Photogize WebServices, Orders, Branding, Business Rules, Wholesale Order Information (selected), Email Notifications, and XConnect.

Fields within the 'Wholesale Order Information' tab include:

- Manufacturer:** A dropdown menu currently showing 'LibertyPhoto'.
- Account Number:** An empty text input field.
- Shipping Options:** A section with two radio buttons: 'Always Ship to Retailer' (selected) and 'Ship to customer-specified destination'.
- Ship by:** A dropdown menu currently showing 'USPS First Class Mail'.
- Retailer Shipping Address:** A section containing several text input fields: 'Company:', 'Name:', 'Address1:', 'Address2:', 'City:', 'State:', 'ZipCode:', and 'Country:'.
- Order Notification:** A section with two radio buttons: 'Send to Retailer' (selected) and 'Send to Customer'.
- Retailer E-mail:** An empty text input field.
- Retailer Phone#:** An empty text input field.

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Product Groups

Some Photogize Channels, like PhotoCentral and PrintWizard, allow the user to restrict the number of Products that are displayed on an order page. You can define one or more Product Groups in Photogize Lab that the user can select to restrict Product display.

A Product Group is simply a string of text that you define that is presented to the user, usually in the form of a drop-down menu.

Grouping Methods

Word Matching	Selects Products based on Product Group text being a substring within the product name. The comparison is NOT case sensitive. For example, glossy is a match for GLOSSY and Glossy, etc....
Product Selection	Making a Product Group using the Product Selection method presents a list of publish products. Each product for the group must be selected from the list of published products. The user will always be able to select <i>All</i> which will enable all Products to be displayed.
Add	Click <i>Add</i> to enter the Product Group name.
Delete	Click <i>Delete</i> to remove a Product Group.
Edit	Click <i>Edit</i> to change the Product Group name.
Move Up/Move Down	Click <i>Move Up/Move Down</i> to change the order of the Product Group list. This order will be used when the Product Groups are displayed to the user.
Set/Unset Default	Click <i>Set/Unset Default</i> to select the default Product Group name. This Product Group will be the group initially presented to the user.

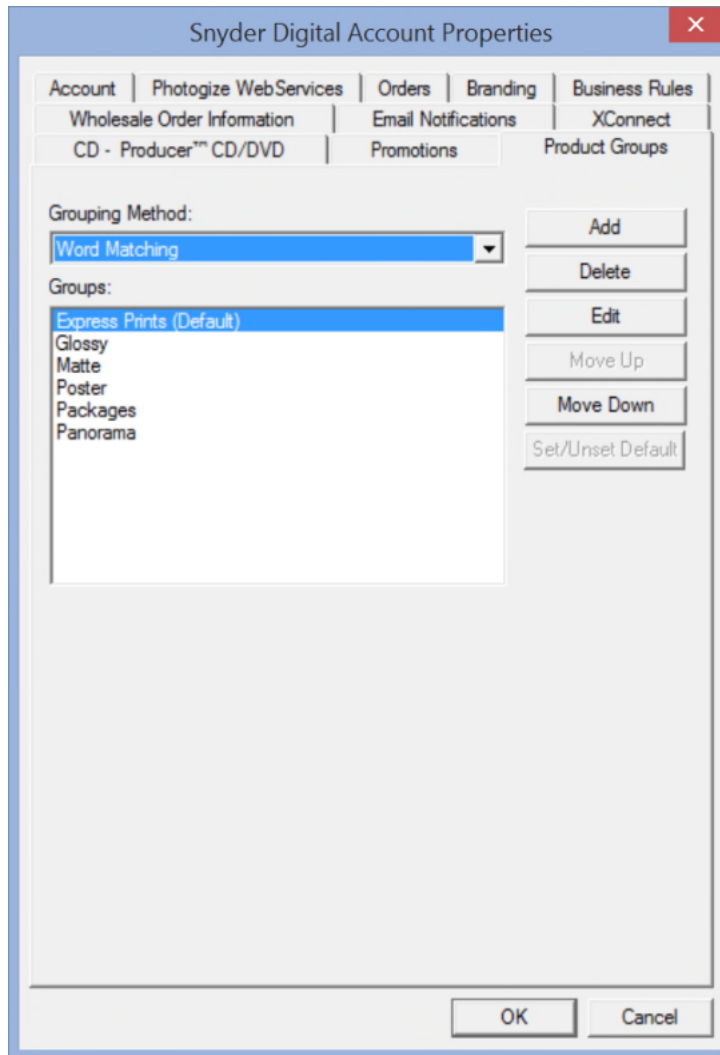
Word Matching

If a Product Group called *glossy* is defined, and you have the following products:

4x6 glossy *4x6 matte*
5x7 glossy *5x7 matte*
8x10 glossy *8x10 matte*

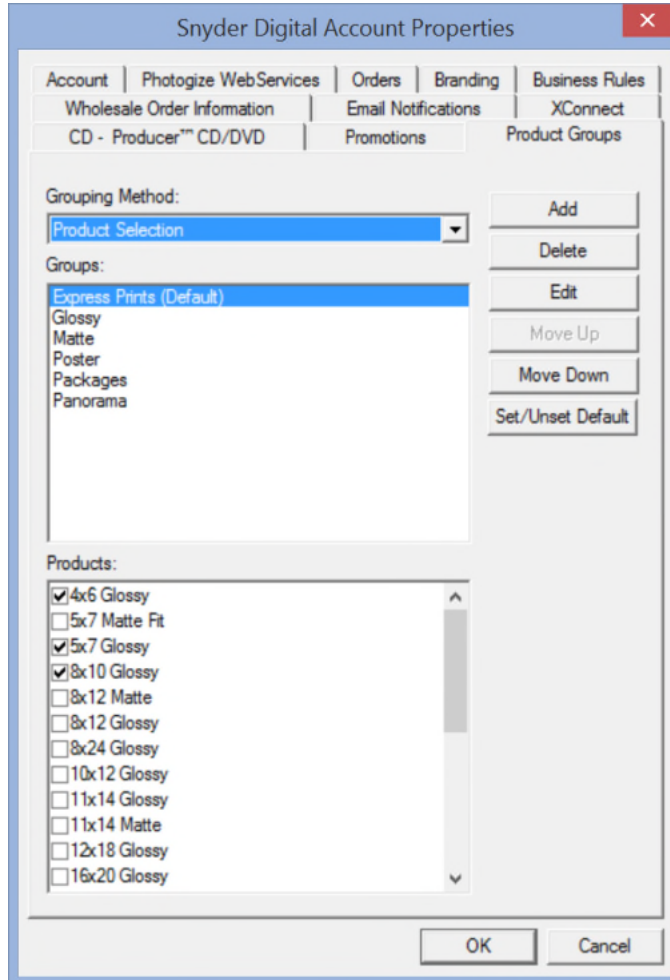
Only the following list will be displayed to the user:

4x6 glossy *5x7 glossy* *8x10 glossy*



Product Selection

When the user selects a particular Product Group, the Channel will display *only those Products that have been selected to be in the Product Group.*



Default Group

Click on *Set/Unset Default* to set the default Group that will be displayed to the user.

CDs and DVDs

Premium DVDs and CDs

You can offer and fulfill Premium DVDs and CDs with Lab using Photogize Producer™.

To use Photogize Lab with Photogize Producer:

1. Make certain that you are using Photogize Lab 3.8.1 or greater.
2. Run the Photogize Producer Installer on the same machine where Photogize Lab is installed.
3. Select **Tools...License Manager** from the main menu. You'll see the following dialog.

License Manager

App Status: Application is activated

Producer Status: Producer is activated

WorkForce Status: WorkForce is activated

Specialty Products: Specialty Products supported

MID: E418-7120-AC7C-C4AB

Site Code: CA026046

Days Left:

☐ Check if no internet connection

Activation Code:

*Name: Joe Smith

Organization: Synder Digital

*Serial Number: 5555

*Email: JSmith@mylab.com

* required fields

Close

Activate

Remove

Cancel

4. Click Activate to license the Producer components.

Once the Producer components are activated, you'll need to turn on Producer support. Click **Tools...Options** and select the Photogize Producer™ Defaults tab. You'll see this dialog:

The screenshot shows the 'Options' dialog box with the 'Photogize® Producer™ Defaults' tab selected. The 'Use Producer' checkbox is checked. The 'Disc Publisher' is set to 'Primera'. The 'Job Request Folder' is set to 'C:\COM\PhotogizeLab\Debug\ProducerJobs\'. The 'Automatically Launch PT Burn Server' checkbox is checked. Under 'CD/DVD Face Options', 'NO Border' is selected. In the 'CaseCover' section, the 'Printer' is 'HP Deskjet F4400 series', the 'Printer Bin' is 'Automatically Select', the 'Left Margin' is 3.3, and the 'Bottom Margin' is 13.3. The 'Cache Last' is set to 10 Jobs. There are 'OK' and 'Cancel' buttons at the bottom right.

Use Producer	Check this to enable Photogize Producer fulfillment.
Job Request Folder	The path in this field should match the Job Request path set in the PT Burn server. You generally won't need to change this as it is automatically set when you check Use Producer .
Cache Last	Set the number of DVD and CD jobs to cache. If a job

	is cached, Lab does not need to rebuild it when you make a second copy.
Clear Cache	Clear the jobs cache.
Disc Publisher	Set the disc burner type.
Automatically Launch PTBurn	If this is checked and the PTBurn server is not running when you send a DVD or CD job, Photogize Lab will launch the application. Uncheck this if you are running PTBurn on a separate machine.
Cascover Printer	Select the printer to be used to print the DVD Cascover. Normally this will be set to the HP Officejet Pro K550 that is part of the Producer system.
Cascover Bin	Specify the bin holding the DVD Cascovers. You only need to change this if you have added an optional bin to your K550.
CD/DVD Face Options	Normally you should check With a Border to leave space for ink overfill on the CD and DVD face.
Left/Bottom Margin	Set the margins of the Cascover media.

After you have enabled Producer for Lab, set Producer Options for each individual account in Photogize Lab. To do this, right click on an account in the left pane of Photogize Lab and select **Properties**. Click on the Photogize Producer™ tab to configure Premium DVD and CD settings for this account.

Offer Standard CD on Web Page	Check this if you want to offer Standard (not Premium) CDs in your account.
Burn Speed	Unless you are having burn problems with Producer, leave this set to Maximum.
Offer Premium CD on Web Page	Check this to offer Premium CDs.
Offer Premium DVD on Web Page	Check this to offer Premium DVDs.

Click **Edit Premium CD** to set CD preferences.

Retail Price	The retail price for the Premium CD.
Weight	The weight to be used in shipping calculations.
Description	The description of the Premium CD displayed in the account.
Prompt Options	Automatically produce CD will be produced when you print an order. Ask before producing You will be prompted to produce the CD when you print an order. Manually Produce This will allow you to manually produce the CD at your convenience.
CD Fields These fields will appear on the CD	Name Enter the name of your lab (will appear on CD). Web Address Enter your web URL.

Click **Edit Premium DVD** to set DVD preferences.

Retail Price	The retail price for the Premium DVD.
Weight	The weight to be used in shipping calculations.
Description	The description of the Premium DVD displayed in the account.
Prompt Options	Automatically produce CD will be produced when you print an order. Ask before producing You will be prompted to produce the CD when you print an order. Manually Produce Manually produce the CD at your convenience.
DVD Fields	Name Enter the name of your lab (will appear on DVD). Web Address Enter your web URL.
DVD Cascover Fields	Enter information you wish to appear on the back of the DVD Cascover.

Producing CDs and DVDs

Depending on the Prompt Options settings, CDs and DVDs may automatically be created when you print Orders. To manually print a Premium CD or DVD order, or to reprint a Premium CD or DVD order, right click on the Order and select **Run Producer Job**. You can then elect to print entire CD and DVD jobs, or some components of the job (e.g. just reprint the Casecover).

Standard Photo CDs

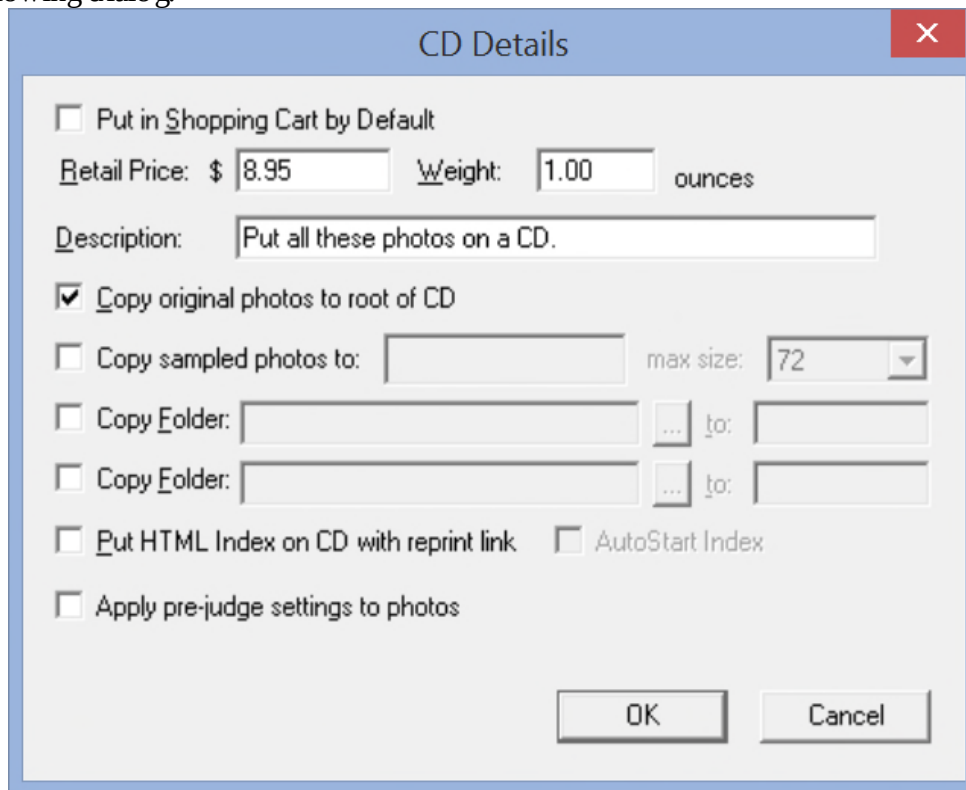
You can offer and fulfill standard photo CDs using Photogize Lab. To offer CDs, click the CD – Producer™ CD/DVD tab in Account Properties. You'll see this property page.

The screenshot shows a window titled "Snyder Digital Account Properties" with a red close button in the top right corner. The window contains a tabbed interface with the following tabs: Wholesale Order Information, Email Notifications, XConnect, Account, Photogize WebServices, Orders, Branding, Business Rules, CD - Producer™ CD/DVD (selected), Promotions, and Product Groups. The selected tab displays the following options:

- ☒ Offer Standard CD on Web Page (with an "Edit Standard CD" button)
- Producer (text field)
- Burn Speed: Maximum (dropdown menu)
- ☐ Offer Premium CD on Web Page (with an "Edit Premium CD" button)
- ☐ Offer Premium DVD on Web Page (with an "Edit Premium DVD" button)

At the bottom of the window are "OK" and "Cancel" buttons.

Check **Offer Standard CD on Web Page** and click **Edit Standard CD** to see the following dialog.



The image shows a 'CD Details' dialog box with a blue title bar and a red close button. It contains several settings for creating a CD. At the top, there is a checkbox for 'Put in Shopping Cart by Default'. Below this are input fields for 'Retail Price' (set to \$8.95) and 'Weight' (set to 1.00 ounces). A 'Description' field contains the text 'Put all these photos on a CD.'. There is a checked checkbox for 'Copy original photos to root of CD'. Below that is a checkbox for 'Copy sampled photos to:' followed by an empty text field and a 'max size' dropdown set to 72. There are two identical 'Copy Folder:' sections, each with an empty text field and a 'to:' field. At the bottom, there are checkboxes for 'Put HTML Index on CD with reprint link', 'AutoStart Index', and 'Apply pre-judge settings to photos'. 'OK' and 'Cancel' buttons are at the bottom right.

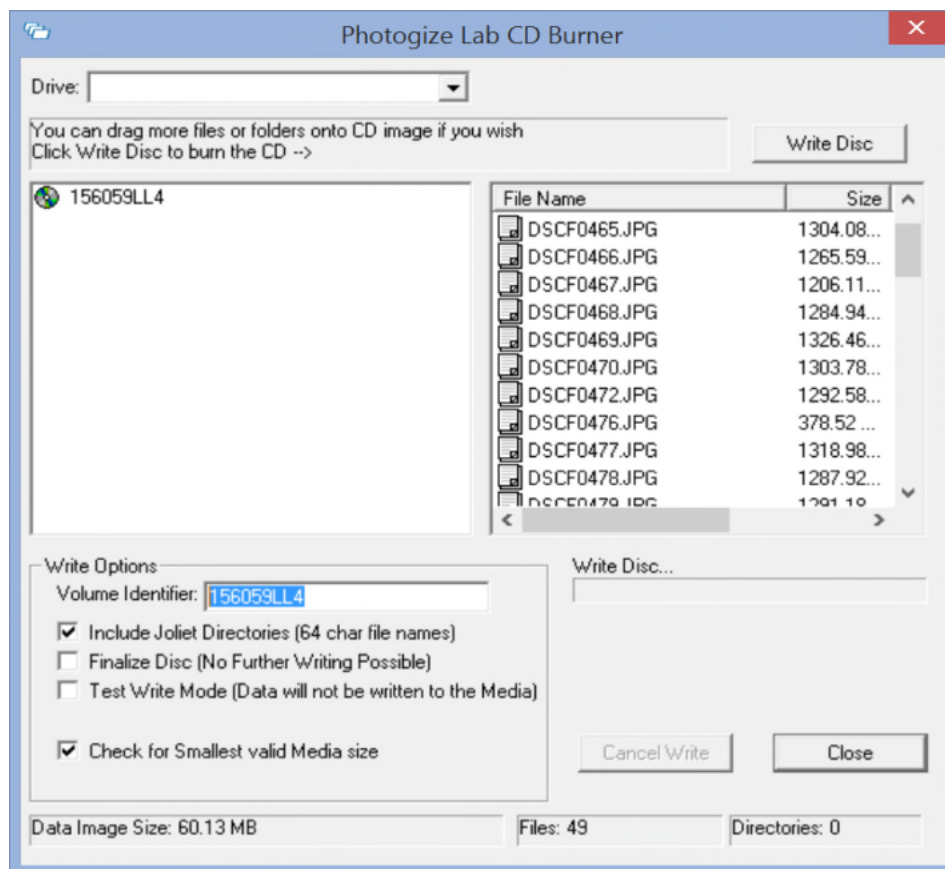
Retail Price	The retail price for the Premium DVD.
Weight	The weight to be used in shipping calculations.
Description	The description of the Premium DVD displayed in the account.
Copy Original photos to root of CD	Lab will copy the original files uploaded by the customer to the root folder of the CD.
Copy sampled photos to:	Lab will sub-sample the photos to the size specified and will put these files in the folder specified (if blank, the photos will be placed in the root folder of the CD).
Copy Folder:	Lab will copy the entire contents, including sub-folders, of the folder specified, to the target folder you specify on the CD. You can use this feature to add applications to the CD. You can copy up to two folders of information to the CD.
Put HTML Index on CD with reprint link	Lab will create an HTML index page with thumbnails of all uploaded photos. A link will be displayed on the page for thirty days (the length of time that the photos remain active on WebServices) which, when clicked, will send the user to the print order page for ordering

	reprints of the uploaded photos.
AutoStart Index	Lab will put an autostart file on the CD which will force the index to be automatically displayed on any Windows PC running Internet Explorer 5.0 or greater when the CD is inserted.
Apply pre-judge settings to photos	All prejudice settings, including color transformations, rotation, etc. will be applied to the photos before they are written to CD.
Put in Shopping Cart by Default	The CD order quantity in an order will default to one.

If your customer purchases a CD, all uploaded photos will be burned to the CD. You can also configure the way that Photogize Lab will produce the CD with the other settings on this page.

Burning Standard CDs

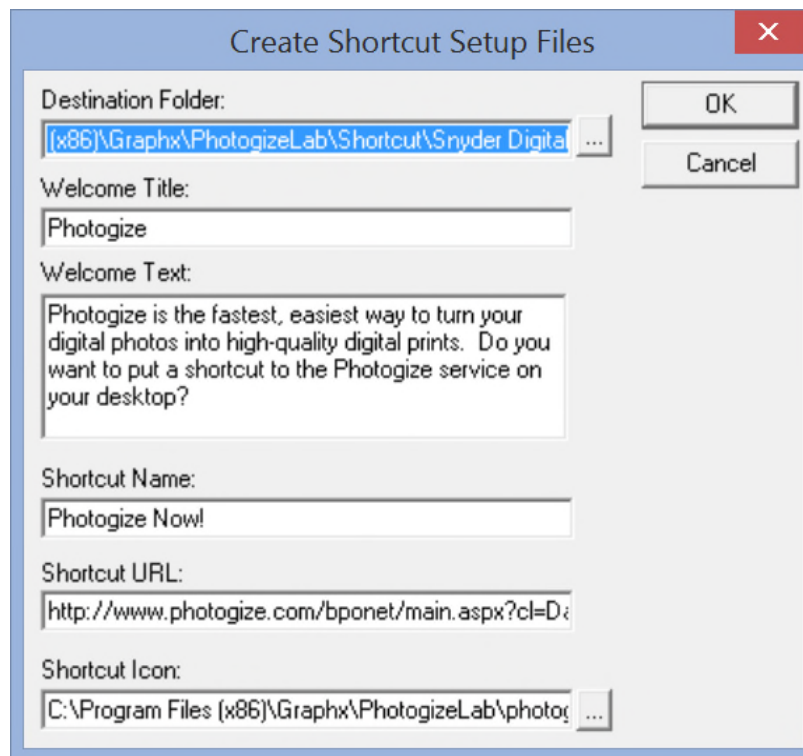
To burn a standard CD of an Order(s), simply select the Order(s), right click, and select **Burn photos to CD**. A dialog will pop-up which contains the photos and files to be burned to the CD. You can drag and drop more files to the CD at this time. Click **Write Disc** to burn the disk. The CD will be burned and ejected. You will be prompted to insert a new disk if more than one CD was ordered.



Creating a Desktop Shortcut

You can produce a set of files that will automatically create a desktop shortcut on a user's desktop. This shortcut, when double-clicked, will send the user to your web upload page. If you put the files on a floppy disk or CD, the application: PhotogizeShortcut.exe will auto-run and will ask the user if he/she wants to put a shortcut on the desktop. The prompts and icon are all customizable.

To create the Shortcut files, select the Account for which you wish to create a Shortcut and do **Tools... Create Photogize Shortcut files...** from the main menu. You'll see this dialog:



You can change the following fields:

Destination Folder	Where Photogize will put the Shortcut files. The default folder is <i>Program Files\Graphx\Photogize\Shortcuts\acctname</i> . You should point this to an empty folder – you will be asked if you want to delete all the files that already exist in the folder.
Welcome Title	The text in the title bar for the PhotogizeShortcut application.
Welcome Text	The text that will be displayed in the PhotogizeShortcut application.
Shortcut Name	The name of the shortcut on the user's desktop.
Shortcut URL	The web site to which the user will be directed when they double-click the shortcut.
Shortcut Icon	The icon that will be displayed on the user's desktop.

Program Options

Click **Tools...Options** from the main menu to change program options.

General

The screenshot shows the 'Options' dialog box with the 'General' tab selected. The 'Valid photo file extensions' field contains '*.jpg;*.tif;*.gif;*.bmp;*.tga;*.png;*.fpx;*.pcd'. The 'Launch local copy of Print Server at start' checkbox is unchecked, with a 'Launch Timeout' of 300 seconds. The 'Check for Photogize Lab update on launch' checkbox is unchecked. The 'Warn if AutoHarvest is set on launch', 'Warn if AutoPrint is set on launch', and 'Warn if Auto Order Archive Housekeeping is set on launch' checkboxes are all checked. The 'Photo Storage' path is 'C:\Program Files (x86)\Graphx\PhotogizeLab\PhotoStora'. The 'Image Cache' path is 'C:\Program Files (x86)\Graphx\PhotogizeLab\Cache\'. The 'Percent of disk space to use' is set to 20. The 'Do Cache Housekeeping on Startup' checkbox is checked. The 'PostUp Repository' field is empty. The 'JPEG Output Quality' section shows 'Cache' at 9, 'Print Jobs' at 9, and 'CD Images' at 9. The 'Kodak Image Access' section has 'Enable' unchecked, and the 'User Name', 'Password', 'IP Address', and 'Proxy' fields are empty. The 'OK' and 'Cancel' buttons are at the bottom right.

Valid photo file extensions	Set the extensions that Photogize Lab will use to find photo files in <i>Local Photos</i> folders.
Launch local copy of RasterPlus	If checked, Photogize Lab will automatically launch RasterPlus on start up.
RasterPlus Timeout	The amount of time (in seconds) to wait for a response from RasterPlus when printing photos and Orders. The default is 300 seconds.
Check for Photogize Lab	Automatically check WebServices for updates to

update on launch	the Photogize Lab application. If an update is available, you will be asked if you want to download and install it.
Warn if AutoHarvest is set on launch	If checked, and you have at least one Account set to auto-harvest, Photogize Lab will ask you if you want to leave this setting on when the application launches.
Warn if AutoPrint is set on launch	If checked, and you have at least one Account set to auto-print, Photogize Lab will ask you if you want to leave this setting on when the application launches.
Photo Storage	The folder where Photogize Lab will save Photo files downloaded from WebServices.
Image Cache	The folder where Photogize Lab will save temporary display files.
Percent of Disk Space to Use	The maximum amount of space Photogize Lab will use for Image Cache files.
Clear Cache	Delete all temporary cache files. This will not affect Photos or Orders.
Do Cache Housekeeping on Startup	If checked, Photogize Lab will examine all .TMP files in the Photo Storage folder on startup and will delete Photogize .TMP files that are no longer needed.
PostUp Repository	Set this to the folder holding your PostUp Repository folder. Photogize PostUp is an accessory app that allows you to upload sampled files to a PostUp account or PhotoCentral account. Photogize Lab will reconnect any print orders placed against these sampled files with the original files located in the PostUp Repository folder.
JPEG Output Quality	Photogize Lab makes several copies of each photo in an order for use by the system cache, the print engine, and the CD writer. You can set the quality of the JPEG files that are created for each of these tasks. The default setting for all systems is 9, which forces Lab to use the highest quality compression available. Setting a field to 10 will result in perfect (lossless) quality. The default setting is 9. Note that these settings affect ONLY JPEG files.
Kodak Image Access	KIAS settings (see the <i>Working with Orders</i> section of this manual for more information).

Display

In the Display options property page, you can modify the size of the thumbnails in the Photo pane, set the amount of adjustment (in percent) for each up or down click made when pre-judging photos, set the red-eye removal defaults, and set the ICC color management properties.

Options

Photo Editor | RSS Feeds | Photogize® Producer™ Defaults
Merchant Details | Barcode | WorkForce™ Defaults | Label Setup
General | Display | Email Configuration | Easy Operator Mode

Thumbnail Size: pixels (50 - 300)
Adjustment delta: percent (1 - 25)

Red Eye

Lightness: Threshold:
Replace Red:
Replace Green:
Replace Blue:

ICC Color Management

☐ Enable
☐ Use embedded profile in photo if available
Input Profile:
Monitor Profile:
Render Intent:

OK Cancel

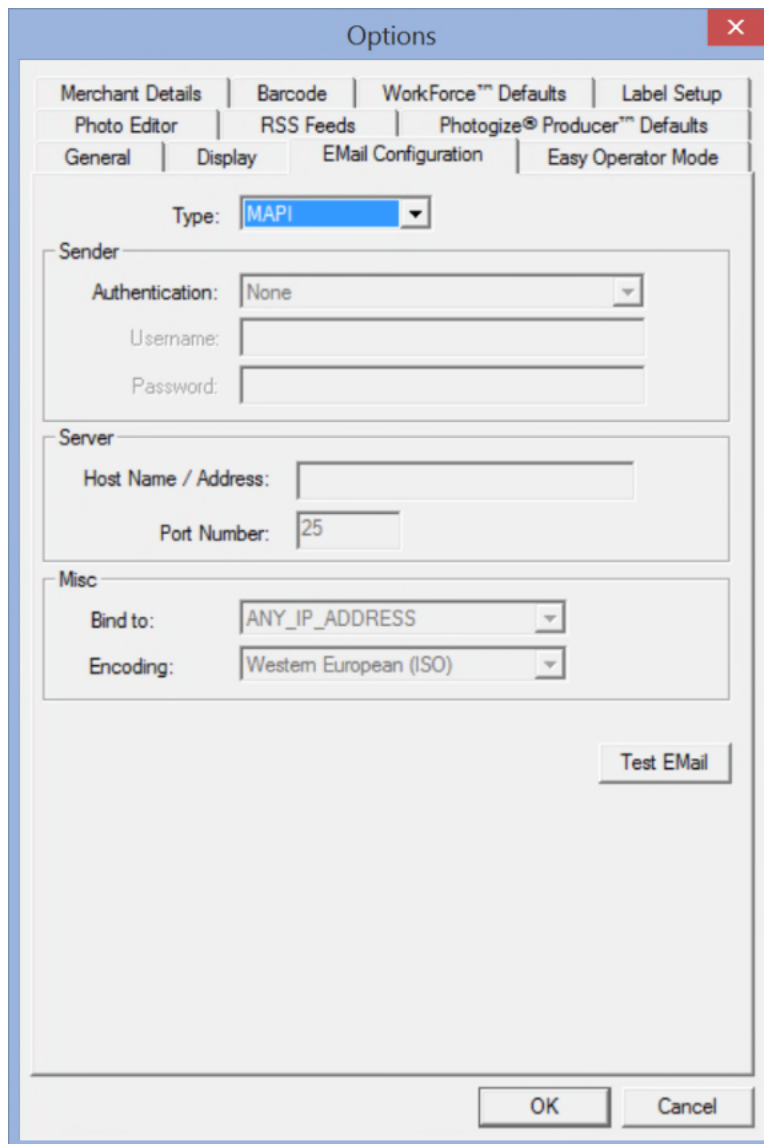
Thumbnail Size	Set the size in pixels of the thumbnail displayed in the right pane of Photogize Lab. The size can range from 50 to 300.
Adjustment Delta	Set the percentage change for the prejudge tools (e.g. darken, lighten, etc.) which will be applied when you click a tool on the prejudge toolbar or select a tool from the prejudge menu.

Red Eye Lightness	"Percentage" value that indicates whether the pixels that are replaced with the red eye tools are lightened or darkened. If this value is greater than 100, the replaced pixels will be lightened. If this value is less than 100, the replaced pixels will be darkened. This function preserves the lightness of the original pixels and substitutes the red color with the new color.
Red Eye Replace Red, Green, Blue	The red, green and blue value of the new color value used to replace the red color in the eyes.
Red Eye Threshold	The value that indicates which pixels will be changed by the red eye removal function. All pixels with a red component value greater than this value will be changed. Pixels with a red component value less than this value will not be changed. This value may range from 0 to 255.
ICC Color Management Enable	If checked, enable the Photogize Lab ICC color Management engine. This engine affects how thumbnails and photos are displayed and also how photos are printed. For more information, please see the <i>ICC Color-accurate Workflow</i> section of this manual.

Email Configuration

The Email Configuration property page lets you define how Email Notifications will be delivered.

By default, the email delivery Type is set to MAPI which requires no further configuration in Photogize Lab.



The screenshot shows the 'Options' dialog box with the 'Email Configuration' tab selected. The 'Type' dropdown is set to 'MAPI'. The 'Sender' section includes 'Authentication' (None), 'Username', and 'Password' fields. The 'Server' section includes 'Host Name / Address' and 'Port Number' (25). The 'Misc' section includes 'Bind to' (ANY_IP_ADDRESS) and 'Encoding' (Western European (ISO)). A 'Test EMail' button is located at the bottom right of the configuration area. 'OK' and 'Cancel' buttons are at the bottom of the dialog.

If you are using MAPI, you must have a valid, connected email client (e.g. Outlook, Outlook Express) on the same system where Photogize Lab is installed. To set the default mail client used by MAPI, Launch Internet Explorer, do **Tools...Internet Options** and click the **Programs** tab. The **E-mail** field contains your default MAPI client, you can change it to any client listed in the drop down combo box.

To send mail directly to a SMTP mail server, select SMTP in the type drop down box and fill in your server information.

The screenshot shows the 'Options' dialog box with the 'Email Configuration' tab selected. The 'Type' dropdown menu is set to 'SMTP'. The 'Sender' section includes an 'Authentication' dropdown set to 'None', and empty text boxes for 'Username' and 'Password'. The 'Server' section has an empty 'Host Name / Address' text box and a 'Port Number' dropdown set to '25'. The 'Misc' section features a 'Bind to:' dropdown set to 'ANY_IP_ADDRESS' and an 'Encoding' dropdown set to 'Western European (ISO)'. A 'Test EMail' button is positioned below the 'Misc' section. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The SMTP settings are:

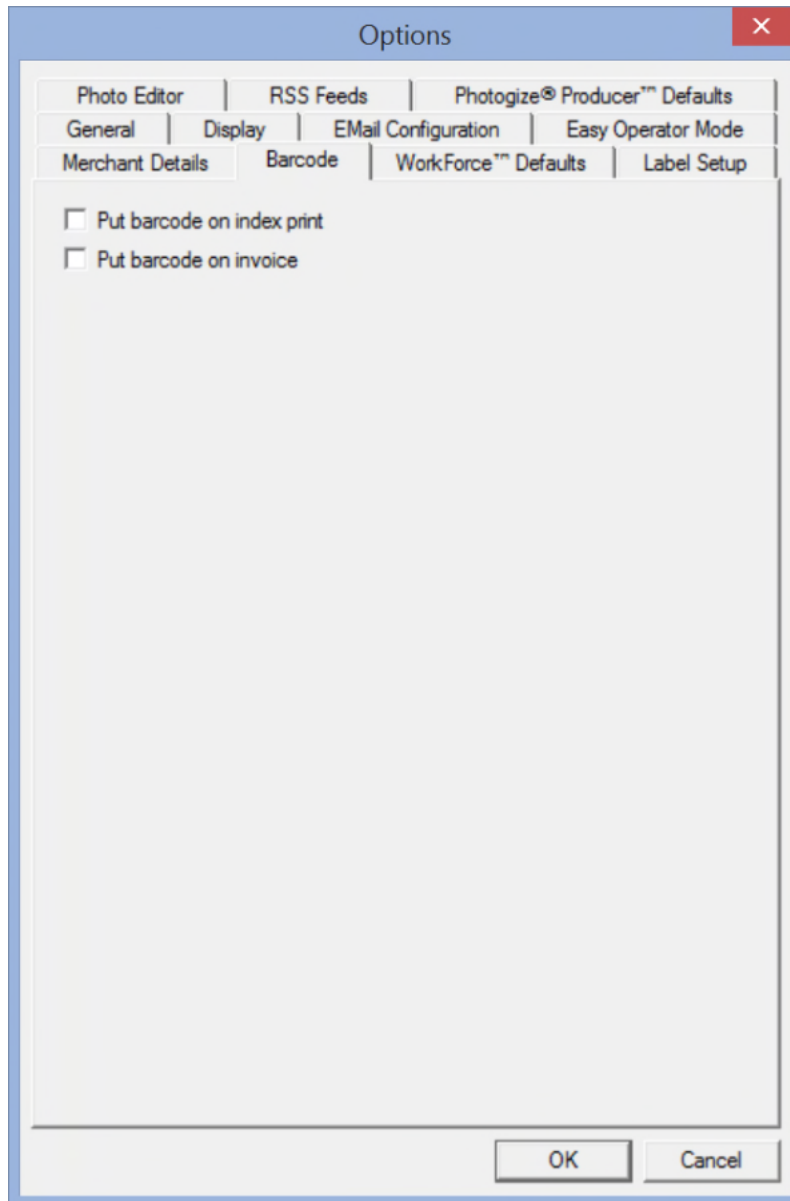
Authentication	The type of SMTP authentication to use, if any .
Username	The username for authentication
Password	The password for authentication
Host Name / Address	The URL or IP of the SMTP server
Port	The port used by the SMTP server.
Bind to	Specify IP binding if necessary
Encoding	The type of character encoding to use in the mail.
Test Email	Click to test your email settings.

Note: if you are using GMAIL, you may need to turn off the CAPTCHA response that the GMAIL mail server sends to Photogize Lab. To do this, browse to:
<https://www.google.com/accounts/UnlockCaptcha>

Enter your name and password, and click Unlock.

Barcode

Photogize Lab will optionally put barcodes on the index print and invoice. These barcodes can be scanned by the Photogize Tracker Pen. To enable barcode printing, check the appropriate boxes on the Barcode property page



The image shows a screenshot of the 'Options' dialog box, specifically the 'Barcode' tab. The dialog box has a title bar with the word 'Options' and a red close button. Below the title bar is a tabbed interface with the following tabs: 'Photo Editor', 'RSS Feeds', 'Photogize® Producer™ Defaults', 'General', 'Display', 'EMail Configuration', 'Easy Operator Mode', 'Merchant Details', 'Barcode' (which is the active tab), 'WorkForce™ Defaults', and 'Label Setup'. The 'Barcode' tab contains two checkboxes: 'Put barcode on index print' and 'Put barcode on invoice', both of which are currently unchecked. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

Photo Editor	RSS Feeds	Photogize® Producer™ Defaults
General	Display	EMail Configuration
Easy Operator Mode	Barcode	WorkForce™ Defaults
Label Setup		

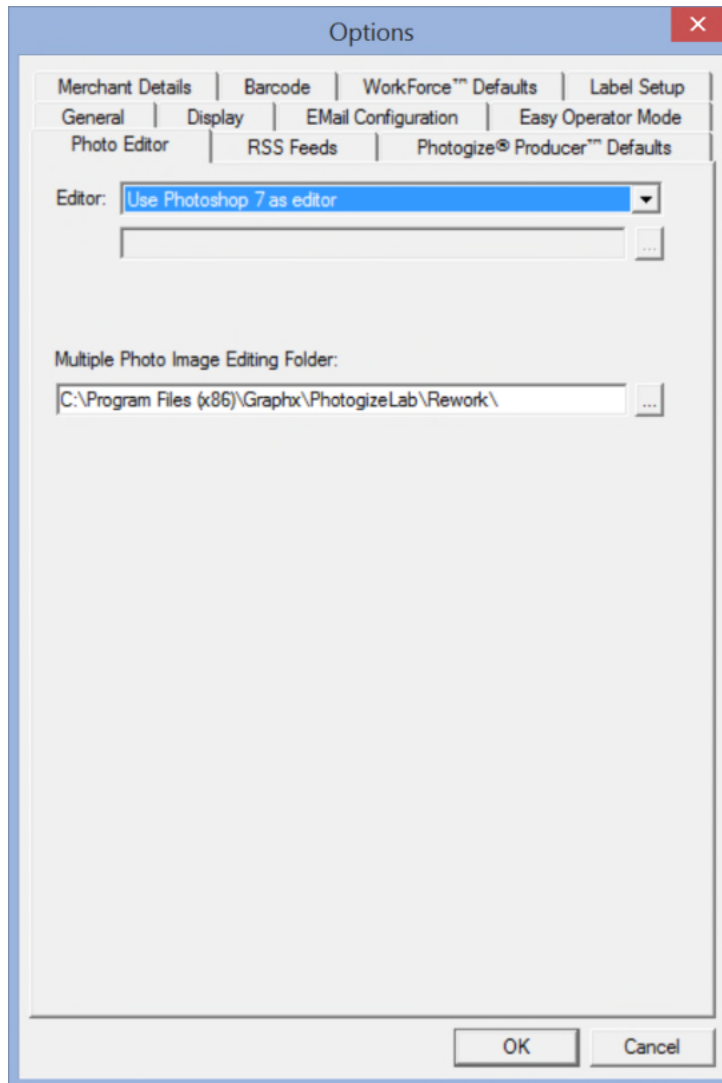
☐ Put barcode on index print

☐ Put barcode on invoice

OK Cancel

Photo Editor

Set the photo editor you wish to use for advanced editing on this property page.



Editor

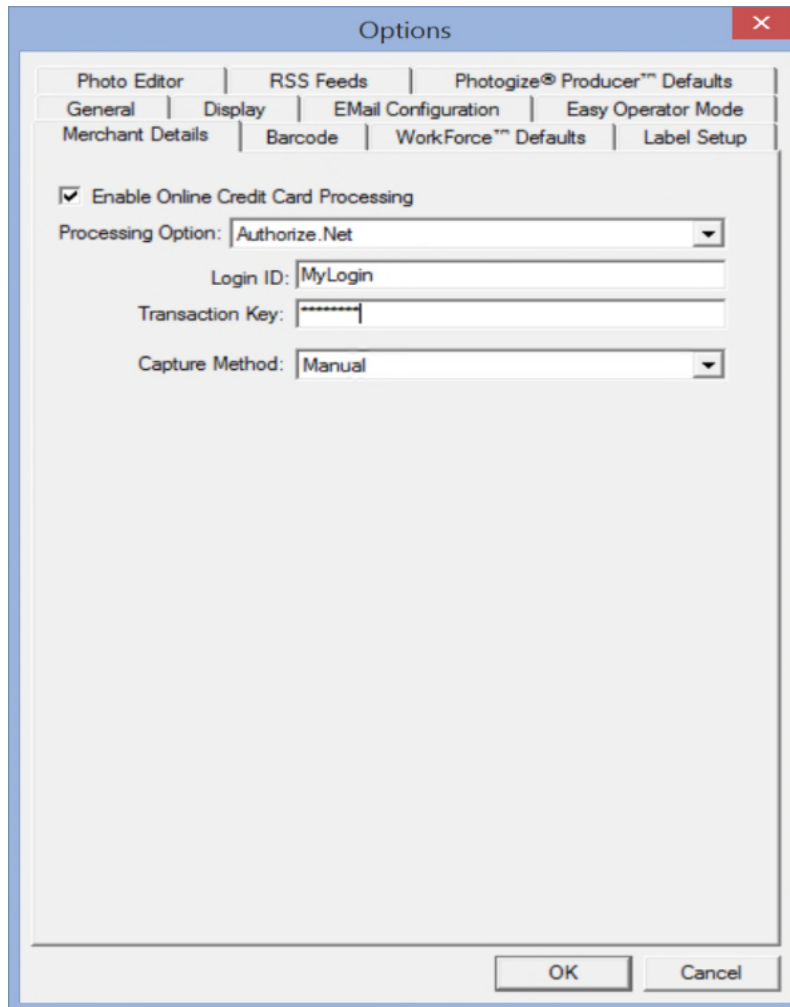
Select **Use Photoshop 7 as editor** to use Photoshop Version 7 or **Use Custom Editor** to set a custom photo editor (any other version of Photoshop, Fireworks, etc...) as your photo editor. If you select Use Custom Editor, key in the name of the application in the field below, or use the selector button to find it.

Multiple Photo Image Editing Folder

Enter the name of, or Browse to select, the folder where images will be place for Multi-Image Editing.

Merchant Details

If you wish to use AUTHORIZE.NET to do online credit card processing, you need enable that feature in the Merchant Details property page and enter your merchant codes.



The screenshot shows a software window titled "Options" with a red close button in the top right corner. Inside the window, there are several tabs: "Photo Editor", "RSS Feeds", "Photogize® Producer™ Defaults", "General", "Display", "E-Mail Configuration", "Easy Operator Mode", "Merchant Details" (which is the active tab), "Barcode", "WorkForce™ Defaults", and "Label Setup". Under the "Merchant Details" tab, there is a checkbox labeled "Enable Online Credit Card Processing" which is checked. Below this checkbox is a dropdown menu labeled "Processing Option:" with "Authorize.Net" selected. Underneath the dropdown are two text input fields: "Login ID:" containing the text "MyLogin" and "Transaction Key:" containing seven asterisks. Below these fields is another dropdown menu labeled "Capture Method:" with "Manual" selected. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

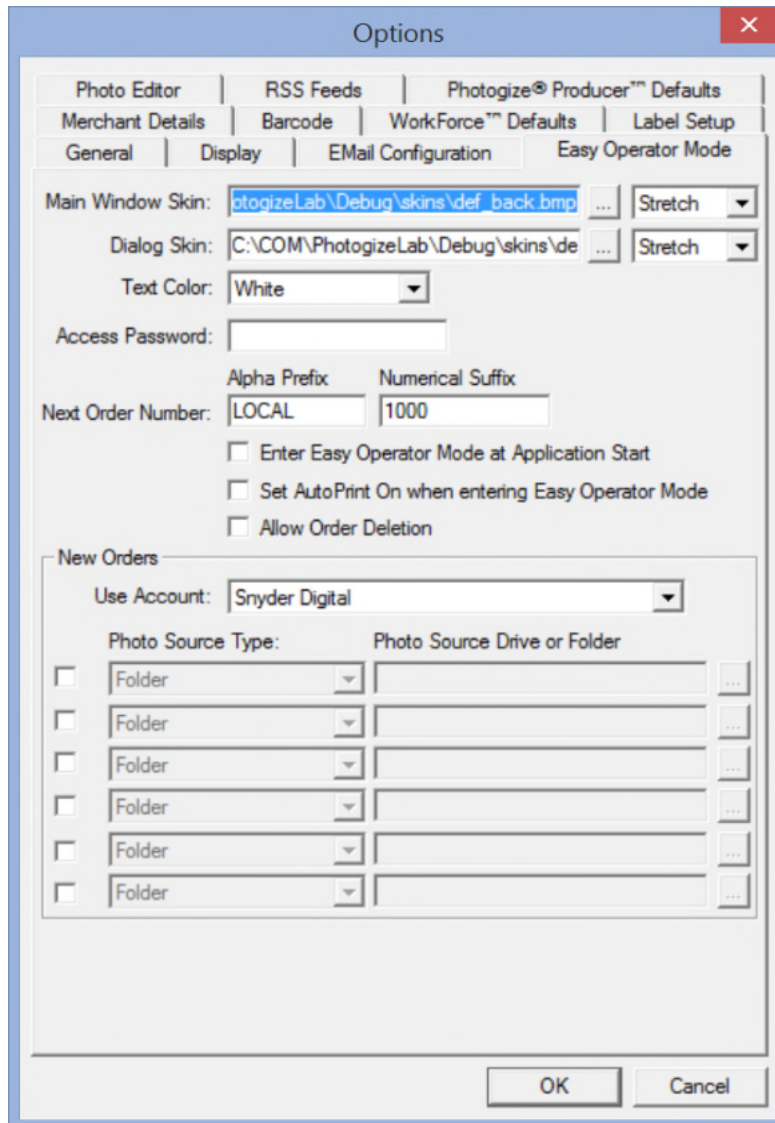
Enable Online Credit Card Processing

If checked, Photogize will securely publish your AUTHORIZE.NET account information to WebServices indicating that this Photogize account supports direct credit card processing.

Login ID	Your AUTHORIZE.NET Login ID
Transaction Key	Your AUTHORIZE.NET Transaction Key.
Capture Method	Select <i>Manual</i> to manually capture (charge) the credit card in Photogize Lab or SureTrack. Select <i>Capture on Order submission</i> to capture when the order is placed online. Select <i>Capture on Print OK</i> to capture after Lab has successfully submitted the Order for printing.

Easy Operator Mode (EOM)

The Easy Operator Mode property page is where you specify details about Photogize Easy Operator Mode.



Main Window Skin	Select a Windows BMP file that is used to paint the main Easy Operator Mode main page. You can ask Photogize Lab to Stretch, Tile, Center, or simply paint (Default) the bitmap to the screen.
Dialog Skin	Select a Windows BMP file that is used to paint the dialogs in Easy Operator Mode. You can ask Photogize Lab to Stretch, Tile, Center, or simply paint (Default) the bitmap to the screen.
Text Color	Select the color of the text on the dialogs and buttons in Easy Operator Mode.

Access Password	Define the password that must be entered to enter or exit Easy Operator Mode.
Next Order Number	The alphanumeric prefix and numeric suffix used to create numbers for new orders created in Easy Operator Mode. The numeric suffix will be incremented each time a new order is created.
Enter Easy Operator Mode at Application Start	Photogize Lab will start in Easy Operator Mode upon application launch.
Set AutoPrint On when entering Easy Operator Mode	AutoPrint will be enabled when Easy Operator Mode is invoked.
New Orders	User Account The Products, pricing, and business rules of the selected Account will be used when creating new orders in Easy Operator Mode. Photo Source Type Easy Operator Mode will only allow users to browse the drives and folders specified here when creating new Orders. Photo Source Drive or Folder The Photo Source Drive or Folder is the drive/folder alias that you define for this source.

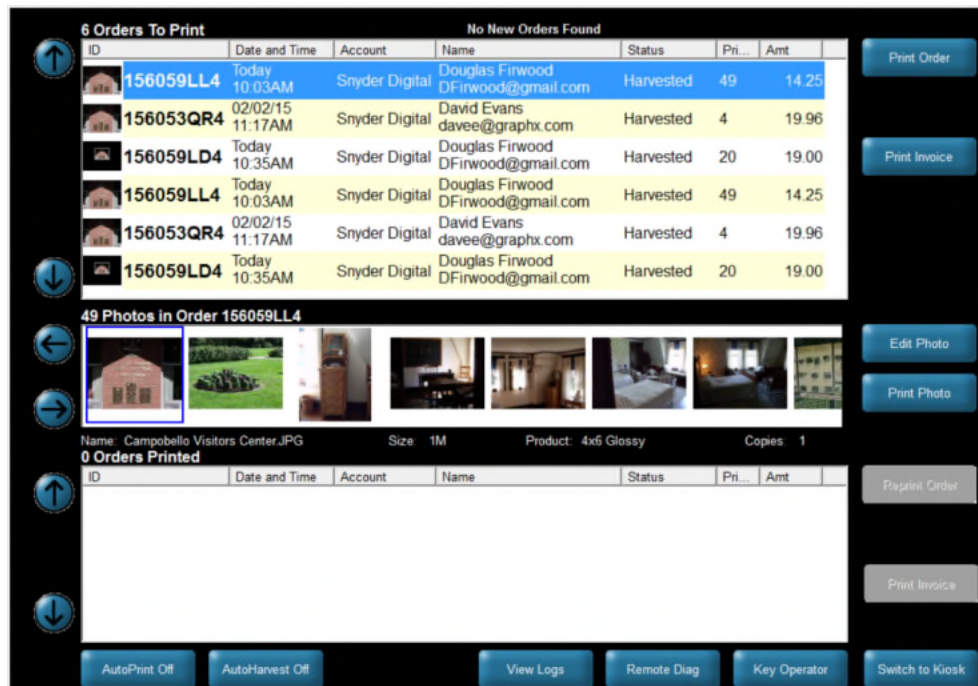
Photogize Lab can be toggled into Easy Operator Mode (EOM) a simpler, touch screen-friendly operational mode for Photogize Lab.

In EOM you can:

- Start and stop auto Order harvesting
- Start and stop auto Order printing
- Manually print and reprint Orders
- Prejudge photos
- Create new Orders

EOM – Main Screen

To toggle from standard mode to EOM mode, just do **Tools...Easy Operator Mode** from the main menu, or use the **Ctrl+K** key combination. You'll see the following screen.



Top Pane - Contains Orders for all Photogize Accounts that have the status Created or Submitted and that are ready to print.

Middle Pane - Contains the photos in the selected Order.

Bottom Pane - Contains Orders for all Photogize Accounts that have been printed.

The buttons have the following functions.

Print Order	Print the selected Order.
Delete Order	Delete the selected Order. ¹
New Order	Create a new Order.
Reprint Order	Reprint an Order that is in the bottom pane.
AutoPrint On	Turn on automatic Order printing. ²
AutoHarvest On	Turn on automatic Order harvesting. ³
View Logs	View the Print and Harvest logs
Remote Diagnostics	Start a remote diagnostic session with a Graphx technical representative.
Key Operator	Toggle out of EOM and into the Photogize Lab standard user interface.

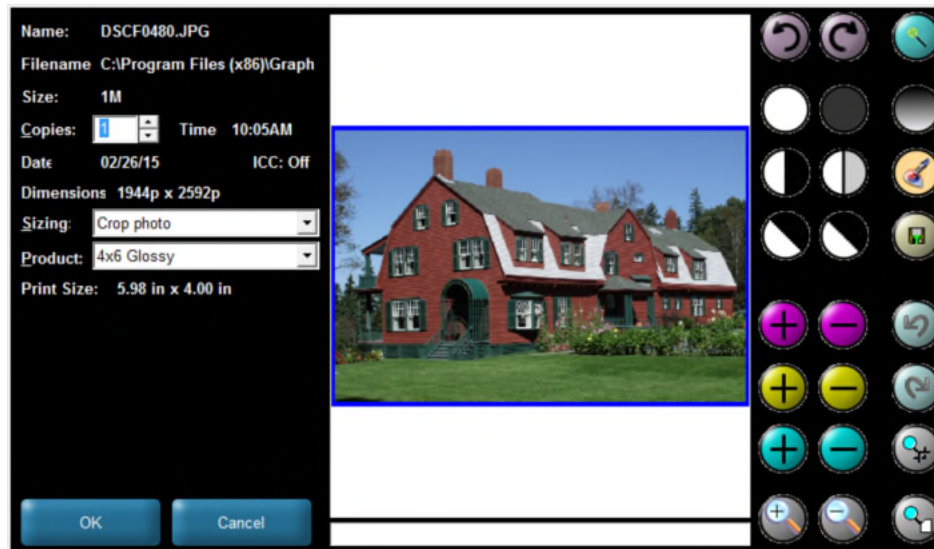
1. May be disabled depending on user settings in the EOM Property Page.

2. Account rules for Auto Print apply here.

3. Account rules for Auto Harvesting apply here.

EOM- Prejudge

To edit a photo in EOM, double click the photo or click the photo and click Edit Photo. You'll see the following screen.



The prejudge controls work the same way they do in the standard user interface. Hover your mouse over the button to see a tooltip that will explain the function of the button.

Using Photogize with X-keys

X-keys is a keypad accessory that can be used to execute Photogize menu shortcuts. It is especially useful for performing prejudice actions on photos.

X-keys works via USB and is compatible with Windows 98/ME, 2000, and XP *only*.

To install X-keys, simply attach the X-keys device to your PC via the USB connector and follow the Windows new hardware installation wizard. At the end of the installation, X-keys will be ready to use.

The keycaps in xkeys have icons on them which match those on the prejudice toolbar in Photogize Lab. When a particular icon in the toolbar is enabled, you can use the corresponding xkey key to perform the action.



The PrintWizard Print Order Channel

The PrintWizard Print Order Channel allows your customers to use a simple Windows application to place print orders that you can harvest and fulfill with Photogize Lab.

Installing the Channel

In Photogize Lab, choose **Account...New Account** from the main menu. In the dialog that is displayed, type in a *Display Name* of your choosing. Make sure the *Type* is set to *Master*

Enter the *User* name and *Password* supplied by Graphx.

If you wish to use the same Products and other settings from another account, select the account in *Copy Settings From* and check off the settings you wish to copy. Click OK.

The screenshot shows the 'New Account' dialog box. The 'Display Name' field contains 'My PrintWizard Account'. The 'Type' dropdown is set to 'Master'. The 'User' field contains 'MyAccount' and the 'Password' field is masked with 'x's. The 'Channel' dropdown is set to 'PrintWizard'. The 'Store ID' field is empty. The 'Upload Changes' dropdown is set to 'Immediately' and the time is '12:00:00 AM'. There is a 'Servant Account' section with 'Use Master Password' checked and a 'Unique Password' field. Below that are 'Use ONLY Master Harvest Rules' and 'Print All Invoices for this location' (both unchecked). 'Copy Settings From' is set to 'Snyder Digital'. The 'Settings To Copy' section has a grid of checkboxes: Order Settings, Business rules, Branding, Products, Email Triggers, CD Settings, Promotions, Profile, and Product Groups, all of which are checked. 'OK' and 'Cancel' buttons are at the top right.

Distributing PrintWizard Electronically

If you click on the PrintWizard Account in Lab, the middle pane will show the PrintWizard **Home Page**. This is the link you need to put on your web site which, when clicked, will cause the Photogize PrintWizard to be downloaded and installed.

Distributing PrintWizard on CD

If you subscribe to the PrintWizard Channel, you can distribute PrintWizard and Preclick Organizer on every CD that is burned by Kiosk.

If you subscribe to the PrintWizard Channel, you can distribute PrintWizard and Preclick Organizer on CD. To do this:

Create a folder on your PC to hold the PrintWizard files that will get burned to CD. For example: *c:\pwimage*

Copy the latest *PhotogizePrintWizardInstall.exe* file into this folder. You can get this file by putting the *Download* link specified in the Account properties in Photogize Lab into a browser address. When prompted, save the *PhotogizePrintWizardInstall.exe* file to the folder you created (e.g.: *c:\pwimage*)

The installation application name is a "long" filename and some CD drives may have a problem reading the file. After copying the installer into the working folder, rename it to *pinstall.exe*.

Copy the contents of the PrintWizardHelperFiles folder in the Photogize Lab application folder (usually *C:\Program Files\Graphx\PhotogizeLab*) into the *c:\pwimage* folder.

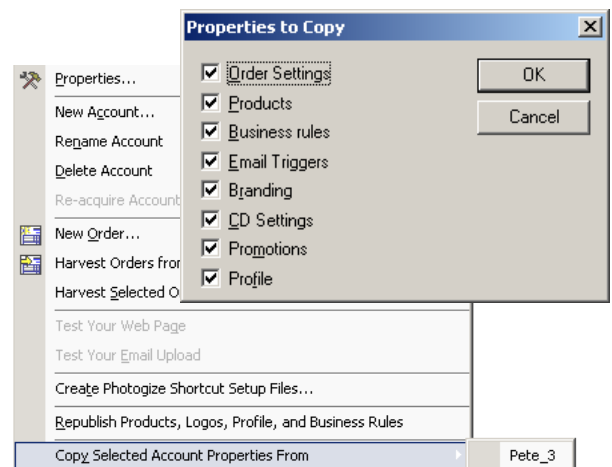
Now burn the contents of this folder to CD. You can also set Copy Folder to this folder in the Lab CD setup to automatically include PrintWizard and Preclick Organizer with every CD created by Lab.

Each CD you create will now include a self-installing copy of PrintWizard and Preclick Organizer. The CD will autorun if and only if PrintWizard is NOT already installed on the machine in question.

Maintaining the Channel

The PrintWizard Print Order Channel works like all other Photogize Channels. You can modify your Product catalog, business rules, and branding images. All changes made to this Channel will be unique to the Channel.

If you modify another Channel and wish to copy these settings to the PrintWizard Print Order Channel, right click on the PrintWizard Print Order Channel in the account list and select **Copy Selected Account Properties From** in the popup menu. Select the account from which you wish to copy properties, and then check off the properties you wish to copy from the dialog.



Harvesting Orders

You harvest Orders from the PrintWizard Print Order Channel the same way you harvest Orders from other Channels.

Channel Limitations

The Channel also does not support uploading local photos to WebServices for consumer print selection. However, consumers can upload selected photos to online photo albums in PhotoCentral. To enable this, you must attach your PrintWizard account to PhotoCentral using RetailerCentral. Please see the RetailerCentral documentation for more information.

PrintWizard has a limited amount of screen real-estate. We recommend that your product names be short (e.g. < 20 characters).

Branding

There are three logos you need to define on the branding page – *Web Page Top File*, *Web Page Left File* and *Invoice*.

Using *PrintWizard* as an XConnect Client

Photogize PrintWizard can be used to send print orders directly to Photogize Lab 2.2.3 and above via XConnect.

PrintWizard Setup

Install PrintWizard by executing the PhotogizePrintWizardInstall.exe application. You can get this application from the Photogize web site (<http://www.Photogize.com>).

In order to run PrintWizard in XConnect mode, you'll need to make changes to the `profile.ini` file that gets installed in the PrintWizard application folder by the PrintWizard installer. After installing PrintWizard, use Notepad or a similar text editor to open and edit the `profile.ini` file.

The profile normally looks something like this:

```
[Profile]
User=myacct
```

Where myacct is the name of your PrintWizard account.

You will be changing this to something like:

```
[Profile]
User=myacct
CheckForUpdates=0
ReuseUserData=0
```

[XConnect]
Enable=1
Folder=c:\harvest
LeftLogo=c:\mylogos\leftlogo.jpg
TopLogo=c:\mylogos\toplogo.jpg
OrderNum=1000000

Here is an explanation of the keys.

[Profile] keys

CheckForUpdates

Set to 0 to keep PrintWizard from checking Photogize servers for updates to the application. The default is 1.

ReuseUserData

Set to 0 to keep PrintWizard from reloading order data (name, address, etc..) each time the wizard is run. The default is 1.

[XConnect] keys

Enable

Set to 1 to keep run PrintWizard in XConnect mode. The default is 0.

Folder

The full path name to the common folder where PrintWizard will place print orders.

LeftLogo

Fully qualified name of the image file to be used by PrintWizard on the left side of the Welcome screen.

TopLogo

Fully qualified name of the image file to be used by PrintWizard on the top of each screen.

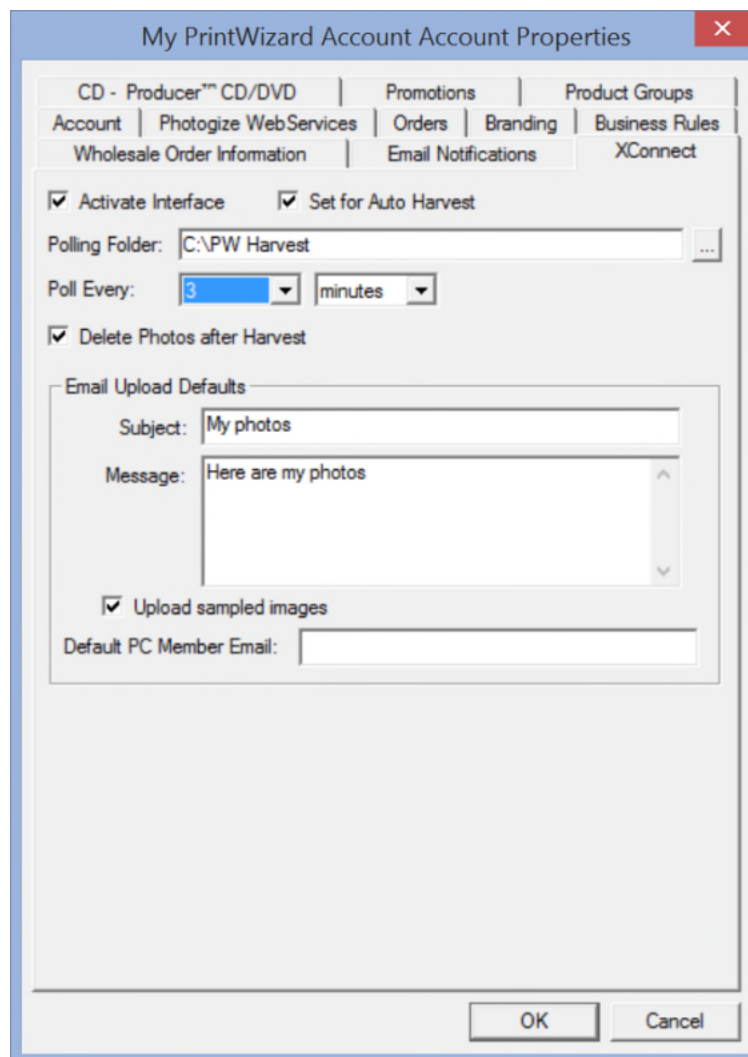
OrderNum

The number PrintWizard will associate with each submitted order. PrintWizard will uptick the number by one after each submitted order.

Photogize Lab Setup

In order to receive print orders from PrintWizard, you must enable XConnect in the PrintWizard account you have installed in Lab. To do this:

1. Right click on your PrintWizard account, and select **Properties...**
2. Click the XConnect tab
3. Check **AutoHarvest**.
4. Update the **Polling Folder** field to point to the folder where print wizard will send orders. This should be the same folder you entered in the PrintWizard profile.ini file.
5. Check **Delete Photos after Harvest**



The screenshot shows the 'My PrintWizard Account Account Properties' dialog box with the 'XConnect' tab selected. The dialog has a title bar with a close button (X). The tabs at the top are: CD - Producer™ CD/DVD, Promotions, Product Groups, Account, Photogize WebServices, Orders, Branding, Business Rules, Wholesale Order Information, Email Notifications, and XConnect. The XConnect tab is active, showing the following settings:

- ☒ Activate Interface
- ☒ Set for Auto Harvest
- Polling Folder: C:\PW Harvest
- Poll Every: 3 minutes
- ☒ Delete Photos after Harvest
- Email Upload Defaults:
 - Subject: My photos
 - Message: Here are my photos
 - ☒ Upload sampled images
 - Default PC Member Email:

At the bottom right are 'OK' and 'Cancel' buttons.

Printing remotely

Photogize Lab and PrintWizard do not have to be on the same network to function. You can setup PrintWizard in a remote location, create print orders, move the print orders to the Lab network, and import the jobs into Lab. To do this:

Do the Photogize Lab setup as specified in the last section.

Move the `SERVER.XML` file from the `Polling Folder` to a folder local to Photogize PrintWizard. Modify the PrintWizard `profile.ini` file to point to the local folder that holds the transplanted `SERVER.XML` file.

After several print orders have been submitted with PrintWizard, move the contents of the remote folder to a folder accessible by Photogize Lab. Select the PrintWizard account in Lab and do **Orders...Import XConnect Orders**. Browse to the accessible folder and click **OK**. The orders will be imported into Lab. You can now delete all the files from the accessible folder, except `SERVER.XML`.

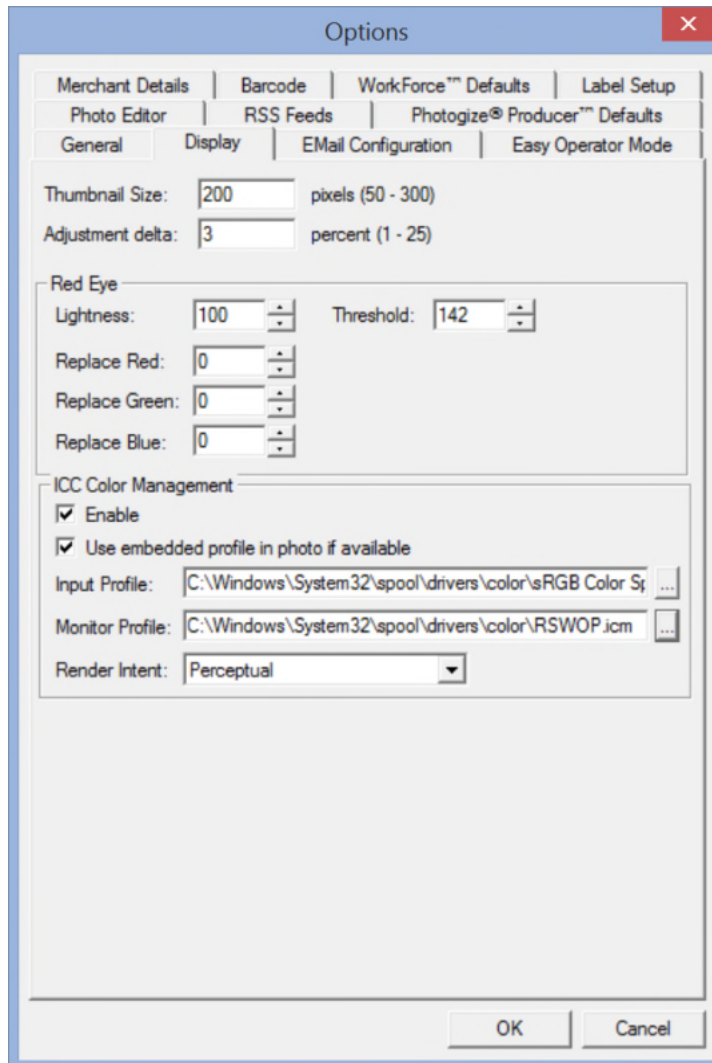
ICC Color-accurate Workflow

You can create a color-accurate prejudge/print workflow with Photogize Lab and if you have created ICC profiles of the hardware in your workflow.

NOTE: Windows 95 and Windows NT do not support color management

Enabling ICC Color Management

Do **Tools...Options** and click the **Display** tab. To enable ICC color management, check the **Enable** box.



Use embedded profile in photo if available

If checked, Lab will use the embedded ICC profile in the photo to do color transformations. If there is no profile in the file, Lab will use the Input Profile. Checking this may result in more accurate color transformations but will result in slightly degraded performance.

Input Profile

This is the default input ICC profile, similar to a Photoshop RGB Working Space. Unless you have different workflow needs, you should select **SRGB Color Space Profile.icm** as the default input profile.

Monitor Profile

This is the profile you created with Adobe® Gamma, or a similar display profiling system.

Render Intent

This defaults to Perceptual, which is suited for photographic images. Change this only if you have specific workflow needs.

Once you've made these settings, you must create and attach ICC profiles to each Lab Product.

Specifying Product Profiles

Ideally, you attach profiles to Products during Product creation. However, you can also attach profiles to Products after they have been created. To do this, highlight the Product in question and do **Products...Edit Product**. Click through to **Step 3**.

The screenshot shows the 'Product Sheet - Snyder Digital' window. It features a table with columns: Display, Product, Price, Online, Kiosk, Mobile, Category, Output, and Media. The table lists 16 products, including various sizes of Glossy and Matte prints, Posters, Wallets, and Passports. Below the table, there are sections for 'Display Order', 'Name', 'Category', 'Description', 'Price' (with 'Use Qty Pricing' and 'Quantity Pricing' checkboxes), 'Weight', 'Output' (with 'Type' and 'Custom Output Folder' options), 'Default Sizing', 'Output Size', 'ICC Profile', and 'Apply ICC Profile to Print Job' checkbox. At the bottom, there are 'Publish' options (Online, To Kiosk, Mobile) and 'Apply Changes' and 'Discard Changes' buttons.

In the **ICC Profile** field, specify the ICC profile you created for the device used for this Product. Check **Apply ICC Profile to Print Job** if you would like Lab to apply the ICC color transformations to the print job. You would uncheck this only if you have enabled ICC color management in the downstream print processes (e.g. RasterPlus or the minilab print engine).

In general, we recommend turning OFF the RasterPlus color management engine (TrueGraphx).

The material in this document is for information only and is subject to change without notice. While reasonable efforts have been made in the preparation of this document to assure its accuracy, Graphx, Inc. assumes no liability resulting from errors or omissions in this document, or from the use of the information contained herein. No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of Graphx.

Graphx reserves the right to make changes in the product design without reservation and without notification to its users. RasterPlus®, Photogize®, and Graphx® are registered trademarks of Graphx, Inc. All other trademarks are the property of their respective owners.

© Copyright 2015 Graphx, Inc., all rights reserved.

Graphx, Inc.
400 West Cummings Park
Woburn, MA 01801
Tel. 781.932.0430
<http://www.photogize.net>