

ID	First Name	Last Name	Reg.	# of	Grade	Teacher	Homeroom	Custom info
825	Danilo	Acosta	0	10	Weight			
367	Jacobi	Alvarez	0	9	Woodrum			
056	Nicole	Acosta	0	Faculty				
353	Danish	Acosta	0	10	Hammond			
058	Jeff	Adams	0	Faculty				
578	Colin	Agnew	0	10	Albert			
479	Nancy	Aguiar-Rodriguez	0	9	Brink			
301	Sandra	Aguiar	0	10	Wright			
066	Alicia	Aguiar	0	10	Kly			
990	Wanda	Albert	0	Faculty				
280	Kathy	Alberston	0	9	Lower			
801	Hunter	Albridge	0	9	Hobson			
1000	Alan	All	0	9	Brown			
647	Shak	All	0	9	Hobbs			
545	Joseph	Alcala	0	10	Hilman			
363	Angela	Alcazar	0	10	Albert			
1052	Alicia	Allen	0	10	Gravel			
837	Debra	Allen	0	9	Bernabe			
114	Jared	Allen	0	10	Albert			

PSPA Data Portrait Flow

You can import student and staff portraits by using the PSPA disc provided by your school photographer. Our web app extracts the data from the disc and presents it in an easy-to-use interface.

➔ For best results, make sure your browser software is up-to-date. While our uploader works with most browsers, we recommend using Chrome. 🌐

1 Click on **Manage People** from the People module found on your project's dashboard. Then click **Add/Import** and then **Import PSPA**

Add/Import ▾

2 Select your PSPA file location. Once you locate the folder that contains the file called index.txt, click **OK**.

3 The portraits and data will appear on the screen as they upload. This may take a few minutes. Once the portraits have been successfully imported, you will see them listed in the people manager from your project's dashboard.

4 Use the **Export** button inside the people manager to create a PDF proof of the PSPA data. Use it to carefully check the imported data for the following:

- Duplicate or missing portraits.
- Each portrait has a first name and a last name and the proper grade.
- Names and portraits match.
- Make sure each grade is accounted for and there are no miscellaneous categories.
- Check names that begin with Mc (such as McDonald) and hyphenated names to make sure they are capitalized correctly.

5

You can add missing portraits by clicking **Add/Import** and then **Add New Person** to manually create a student portrait record. In the pop-up window, click **Browse** to find and import photo, then enter the student's information. Click **Save** to complete the record. **NOTE:** If you upload a non-portrait photo, it may be sized differently in the final layout. Crop it before uploading to ensure the best results.

6

CREATING YOUR PORTRAIT SECTION

From your project's dashboard, click **New Section** from the Sections module. A window will appear from which you can select either **Freeform** or **Portrait**. Select **Portrait** and click on **Next** to continue.

When prompted, name the new **portrait section** accordingly. The next window will prompt you to enter the number of students and choose the number of portraits you want on each page. As you change the number of portraits per page, the page requirement number will adjust automatically. Click on **Finish** to create the new **portrait section**.

All data will be as it was entered by your school portrait photographer. Similar to step 5, you may edit any entry by clicking the entry and then **Edit**. **NOTE:** changing any information in the drop-down menus will alter the imported data. *Proceed with caution.*

If you have more portraits than will fit in a portrait section, you will see a warning in the **Sections** module (see left). See **Adding, Moving & Deleting Pages** for instructions on adding pages.