

New option when selecting Yearbook CD or Admin CD: Delivery Method. Only one Delivery Method is allowed per order.

Studie to Correct Color
(For orders when the customer does 100% of the color and density management prior to order submission.)
NO REMAKES FOR COLOR OR DENSITY ARE A 🧶 🔘 🗶 Delivery Method
Service Items Select Delivery Method 👔
Double click on a checked item to configure it. 🛛 📷 Web Delivery
Printed Service Items Yearbook CD Admin C C CD/DVD Shipped to Studio
Redeker Admin Continue Cancel Ren Web Admin CD School Image Software-PhotoLynx Inc. (SIC, School-Minder-Hunter Systems School-Minder-Hunter Systems Skyward-WSIPC StiOffice-STI-K12-Software Technology, Inc. Sycamore Leaf Admin CD Ties Student V
Options Online Sales
Air Shipping All Package Orders are shipped FOB ground based on zip code service unless checked otherwise

The First Name, Last Name, & Studio Email Address in this dialog will be used to create the ShareFile account.

We recommend using or setting up a specific email address to be used for username and web delivery email notifications.

• • •	Web Delivery
Web Deli	very Contact Information 👔
First Name:	Jeff
Last Name:	Locklear
Studio email address:	jlock@gmail.com
School Name: Red Bridg	ge Elementary
School Name: Red Bridg	ge Elementary
	Select Crop to Use:
•	Print O Service Item
The images	will be sorted according to the export requirements
	<u>ave</u> ancel



After the lab order is billed, during the post ship processing, the export file will be uploaded to ShareFile and an account will be created using the Studio Email.

ShareFile will then send an email to the email address filled in as the Studio Email Address.

This is a sample of the email sent to the Studio Email Address:

	Citrix Share File
	Jeff, First Name from the Web Order dialog Welcome! You have been added to the account for Pro Photo Files. Pro Photo Files is H&H's Web Delivery service.
	A note from Pro Photo :
Studio Name from hhschools	Imagine Studios Attention, Jeff Locklear. Your admin and/or yearbook export files are now ready to be downloaded. Please click "Activate Account" below to setup your ShareFile account to access and share your files. 1023013 Red Bridge Elementary ServiceCD-Skyward by WSIPC_1023013.zip ••••DOWNLOAD EXPIRES IN 30-DAYS***
	Activating your account will allow you to create your password. This link is unique to you and must be used within the next 30 days. Activate Account Trouble with the above link? You can copy and paste the following URL into your web browser: https://prophotoexports.sharefile.com/?a=466d37130a4bf347&uh=bp
	ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail. Powered By Citrix ShareFile 2018





Page 1 of 2 to activate the ShareFile account.

<mark>ි</mark> ShareFile	
1 2 Welcome! Please confirm your personal inf	ormation.
First Name :*	* Required
Jeff	
Last Name:*	
Locklear	
Company :	
Continue	
CITRIX	

First & Last Name have been filled in from the Web Order dialog. The studio is allowed to change the first & last name information.

Share	eFile°
	2
Your username is loo Please create	cklearjeff@gmail.com. e a password.
Please create a password that meets at least 1 Upper Case letter at least 1 Lower Case letter at least 1 number at least 8 characters in length Password and Confirm Password s	the following requirements:
Password:	Show Password
Confirm Password:	
Back	Save and Sign In
сіт	RIX

Password setup for account.

After filling in the password information click Save and Sign In. The account is now activated with the Studio Email Address from the Web Order dialog and the password set up on this ShareFile page.



After clicking Save and Sign in you will be automatically signed in and taken to a webpage displaying a folder that is named using the school name from the Web Order dialog.

Citrix Share File		Q	Help	Apps	Log Out
Dashboard	Folders				
Folders V					
 Shared Folders Favorites 	Name 🔺 Size Uj	Jploaded	Creator		$\equiv \cdots$
Workflows >	☆ 🧰 Red Bridge Elementary 380 KB 12	L2:27 PM	P. Exports	S	
Inbox >	School Name from the Web Order dialog	I			

Click on the folder to view its contents.

Inside the folder is a zip file with the export that was ordered. Click the zip file to view sending options.

Citrix Share File		Q	Help	Apps Log Out
Dashboard	Folders > Exports > locklearjeff@gmail.com > Red Bridge Elementary Red Bridge Elementary More Options			
Shared Folders	This folder and its contents are set to expire on 11/3/18			
Workflows >	Name A Size Up	ploaded	Creator	= :::
∑ Inbox >	A ServiceCD-Skyward by WSIPC_1023013.zip 380 KB 12 Email me when a file is: Downloaded f Ordered export zip file	2:27 PM from this folder	P. Exports	aded to this folder



Clicking the zip file opens this window.

Click the download button to directly download the export. Click "Email With Citrix..." to share the export directly with the school.

< [Folders Exports Iocklearjeff@gmail.com Red Bridge Elementary ServiceCD-Skyward by WSIPC_1023013.zip	⊾ [⋊]	Details ServiceCD-Skvv	ward by WSIPC 1	023013.zip	
			380.49 KB Modified: 9/4/18 12: MD5: 69e39dea2ef8	:27 PM 3ea608f90ceb14863c38	13	
			↓ Download	Email With Citrix	ි Get A Link	
			Сору	Click to sh	are the export zi	p file with the school
	ServiceCD-Skyward by WSIPC_1023013.zip 380 KB Modified: 9/4/18 12:27 PM		Notes		Add Note	
	Download					
	Click to download the export zip file					



When "Email With Citrix..." is clicked this web page opens for the studio to enter the email address of the school to whom they want to send the export.

← → C Secure https://prophotoexports.sharefile.com/home/shared,	/fo7f94c1-f289-4fd7-b926-4060d50faee2 🛛 🕶 🚖 🕃 :
👬 Apps 🔺 Bookmarks 📧 Professional Photo 🗅 Genesis Home 📑 Login F	acebook 🏹 Google Maps 🎆 The Pro4uM.com 💿 YouTube 📄 Popular 🙀 Yahoo! 🛛 👋
Email with Citrix ShareFile	×
* Required	1 item <u>Clear All</u> + Add more
centerdistrict59@gmail.com	× 🚦 ServiceCD-Skyward by WSIPC_1023013.zip
Subject:*	
Action Required	
Message:	
To: IT Manager Center School District, Here is a link to download the Skyward by WSIPC Admin export for your schools that you requested. Sincerely,	
Imagine Studios	
Character limit: 3999	
Click to select these options:	Encrypt Email Add encryption to your email message for extra protection. Note, your files are already encrypt
	Notifications
	Send me a copy of this email
Send Cancel	Email me when files are accessed
	Security
	Require recipients to log in ⑦
	Download access expires
	after 59 days 🛊
	Downloads per user
	Unlimited \$
	Always link to the latest version of the file ?
	Remember subject and custom message for next time
	Done Cancel



This is an example of the email sent to the school from the studio using ShareFile. The school will initiate the download using the green Download button.

Jeff Locklear Action Required To: jlockphg@me.cor Reply-To: Jeff Lockle	n, ar	🗎 Inbox - iCloud	3:48 PM	JL
	Citrix Share File			
	Jeff Locklear has sent you files. Expl	res 11/2/18		
	To: IT Manager Center School District, Here is a link to download the Skyward by WSIPC Admin export for your schools that you requested.			
	Sincerely, Jeff Locklear Imagine Studios			
	Download			
	Trouble with the above link? You can copy and paste the following URL into your web https://prophotoexports.sharefile.com/d-83773bc554cf4df1	browser:		
	ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used a password-protected area for sharing information with clients and partners, and it's an easy way to se are too large to e-mail.	s a and files that		
	Powered By Citrix ShareFile 2018			



After clicking the green download button in the email this page is displayed allowing the school to download the export file.