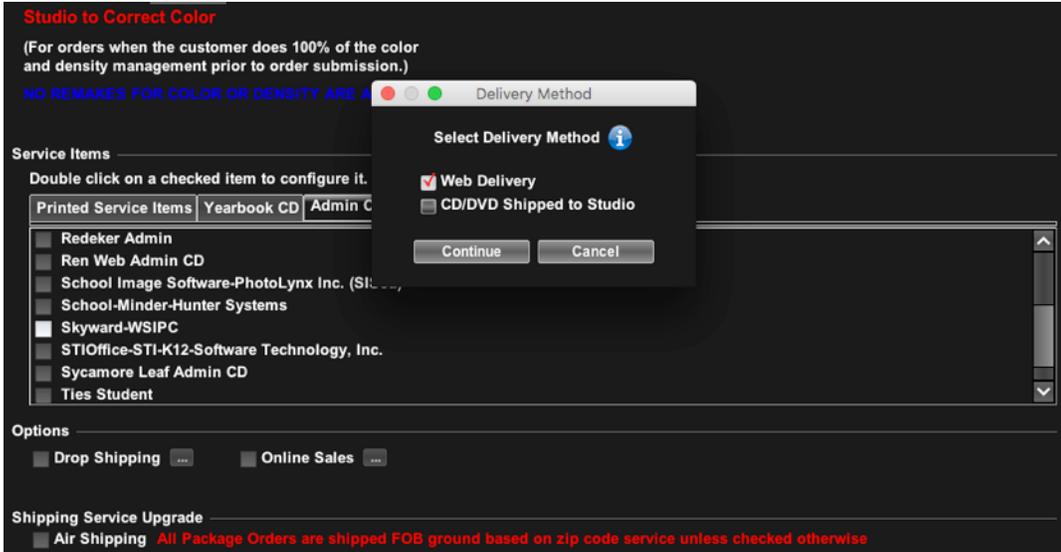




# WEB DELIVERY

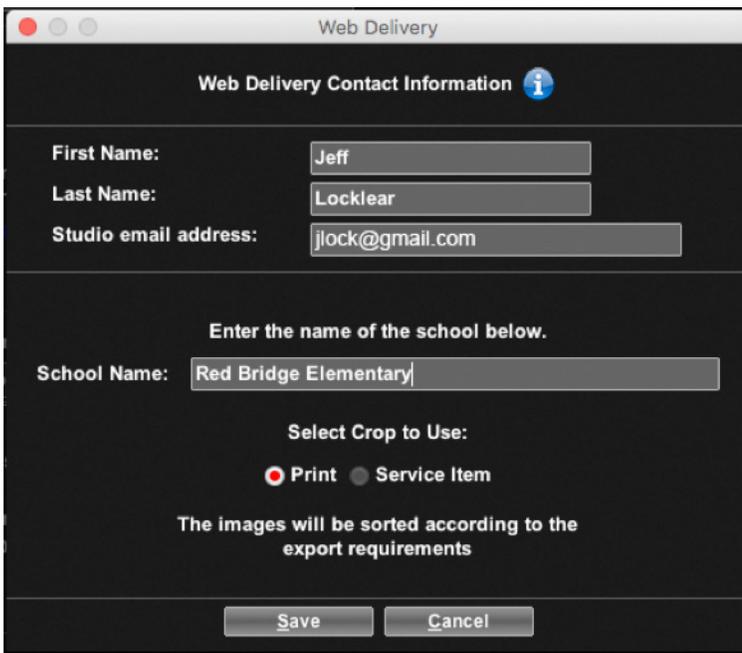
## ADMIN AND YEARBOOK EXPORTS

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



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.





color lab

# WEB DELIVERY

## ADMIN AND YEARBOOK EXPORTS

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 ShareFile**

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**

**First and Last Names** from the Web Order dialog → 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 ← **Order Number, School Name & Export Type** are included.

\*\*\*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

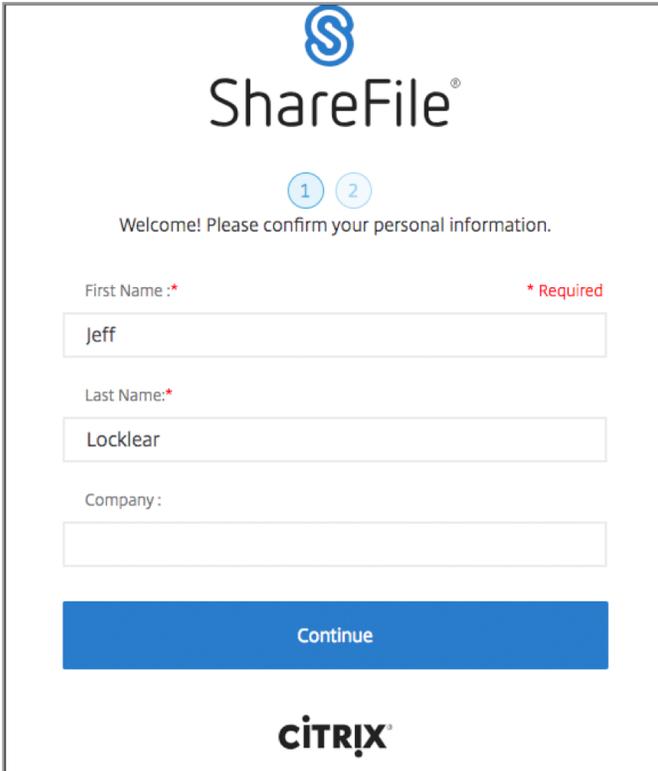


color lab

# WEB DELIVERY

ADMIN AND YEARBOOK EXPORTS

Page 1 of 2 to activate the ShareFile account.



ShareFile®

1 2

Welcome! Please confirm your personal information.

First Name: \* \* Required

Jeff

Last Name: \*

Locklear

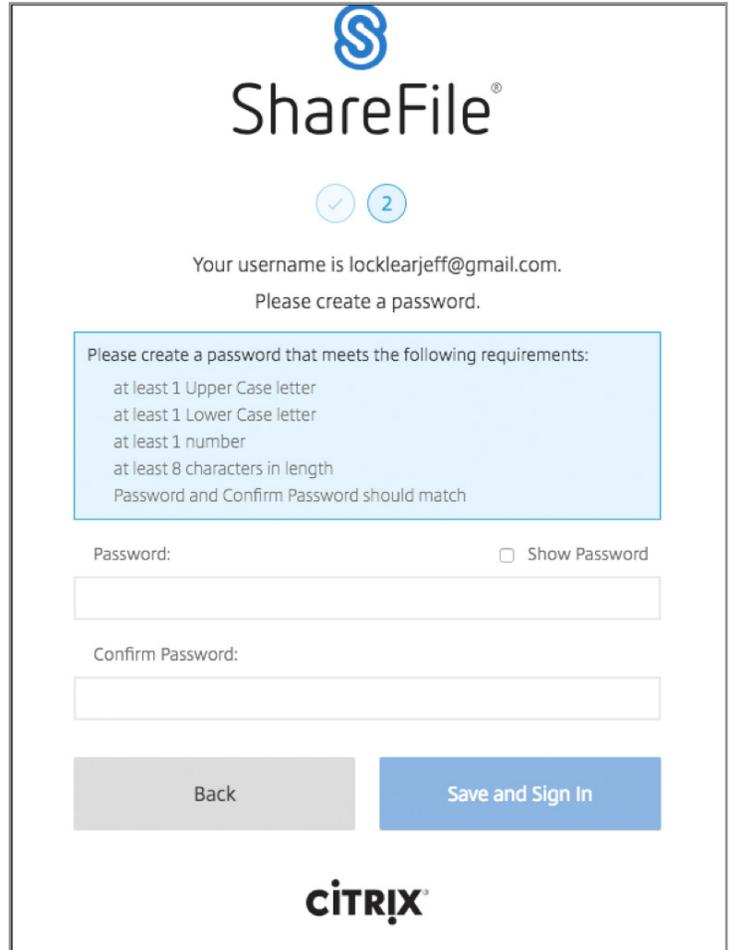
Company:

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.

Page 2 of activating the account.



ShareFile®

✓ 2

Your username is locklearjeff@gmail.com.

Please create a password.

Please create a password that meets the following requirements:

- 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 should match

Password:  Show Password

Confirm Password:

Back Save and Sign In

CITRIX®

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.

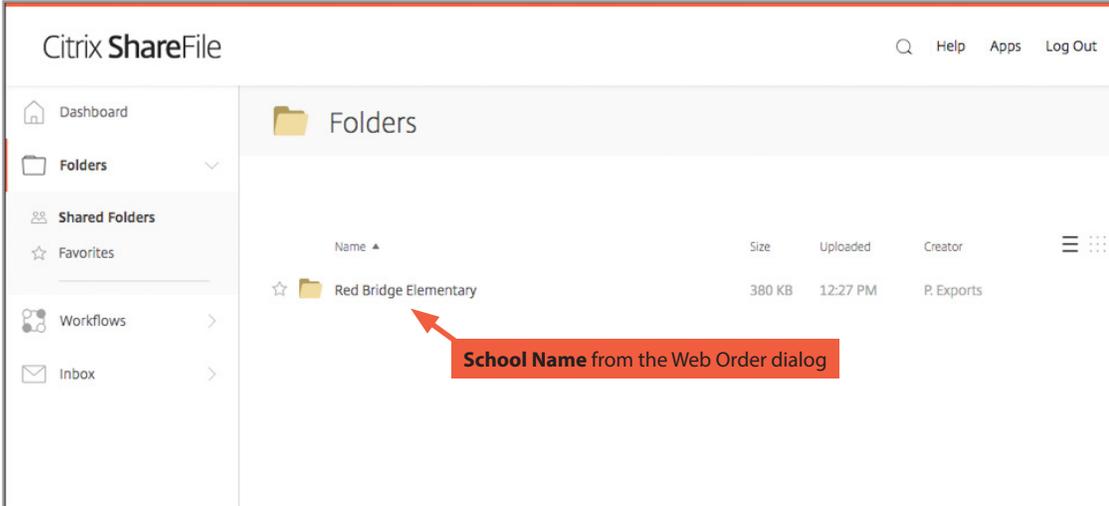


color lab

# WEB DELIVERY

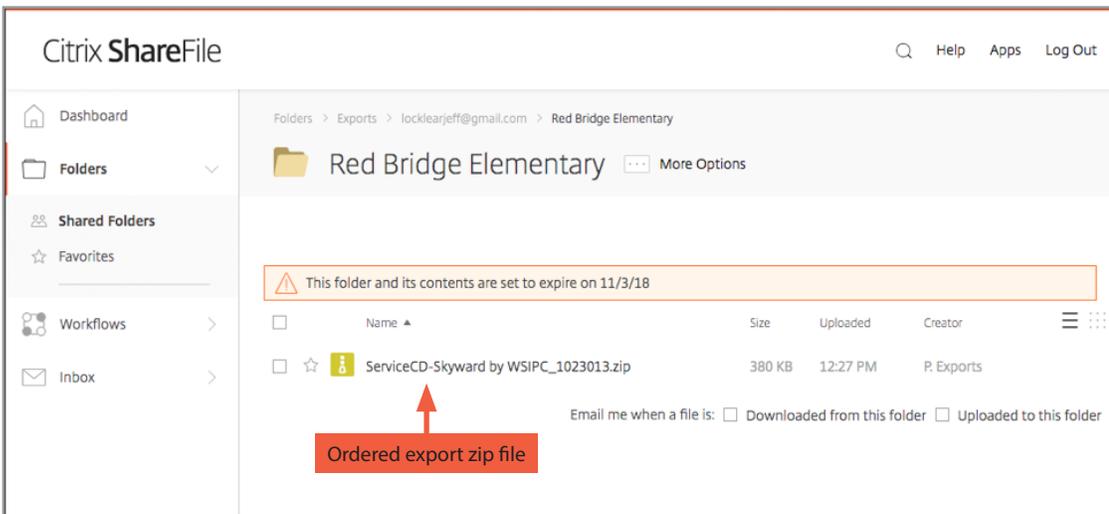
## ADMIN AND YEARBOOK EXPORTS

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.



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.



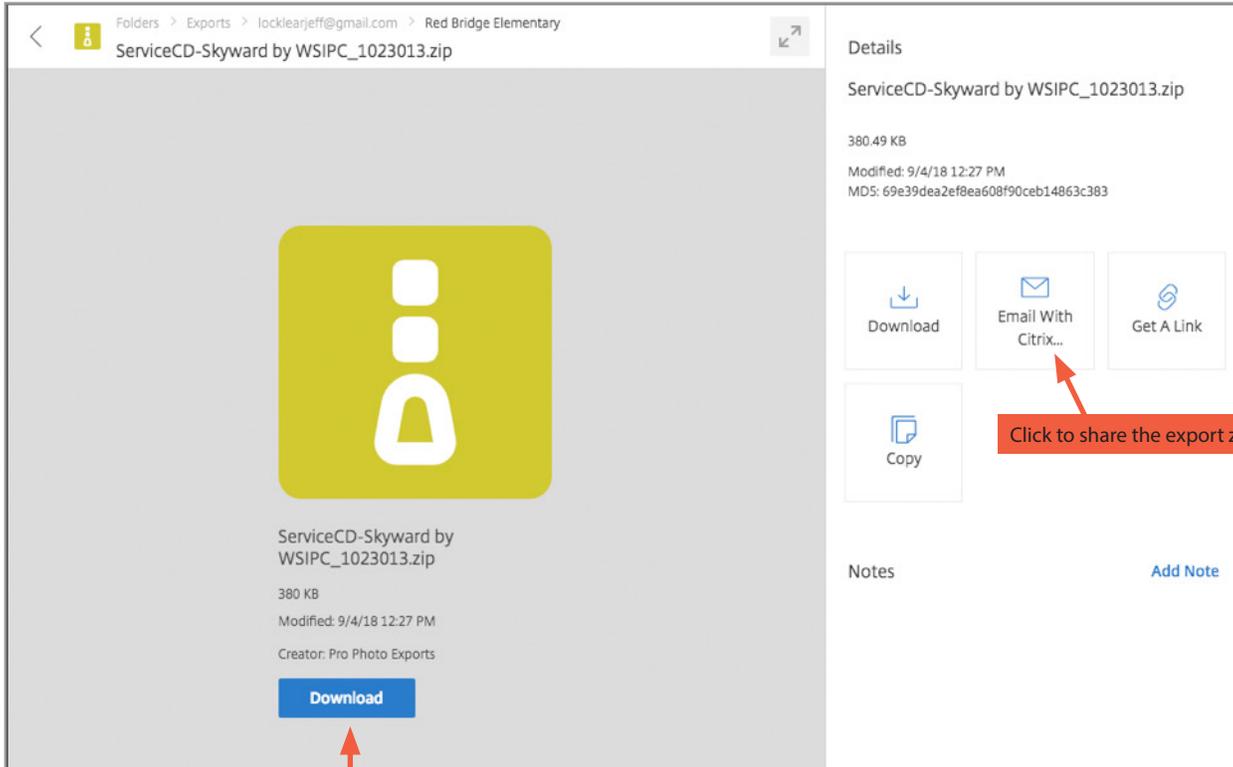


color lab

# WEB DELIVERY

## ADMIN AND YEARBOOK EXPORTS

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.



Click to download the export zip file

Click to share the export zip file with the school



# WEB DELIVERY

## ADMIN AND YEARBOOK EXPORTS

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.

Secure | <https://prophotoexports.sharefile.com/home/shared/fo7f94c1-f289-4fd7-b926-4060d50faee2>

### Email with Citrix ShareFile

Recipients: \* \* Required

Subject: \*

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,  
Jeff Locklear  
Imagine Studios

Character limit: 3999

[Edit Message Options](#)

**Encrypt Email**

Add encryption to your email message for extra protection. Note, your files are already encrypted.

**Notifications**

Send me a copy of this email

Email me when files are accessed

**Security**

Require recipients to log in ?

Download access expires

after 59 days ▾

Downloads per user

Unlimited ▾

Always link to the latest version of the file ?

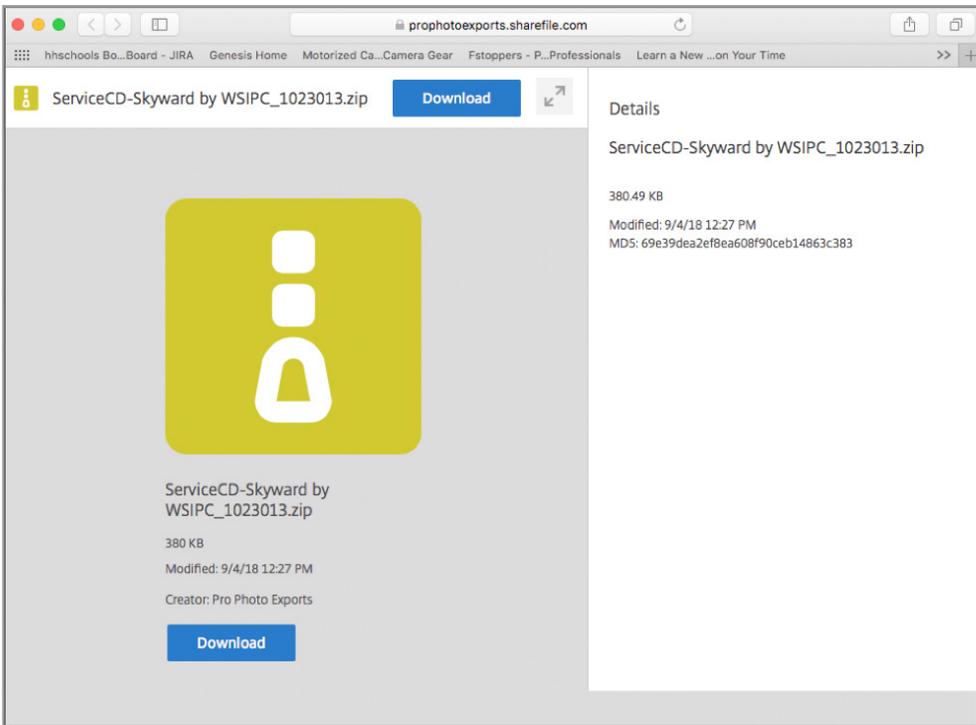
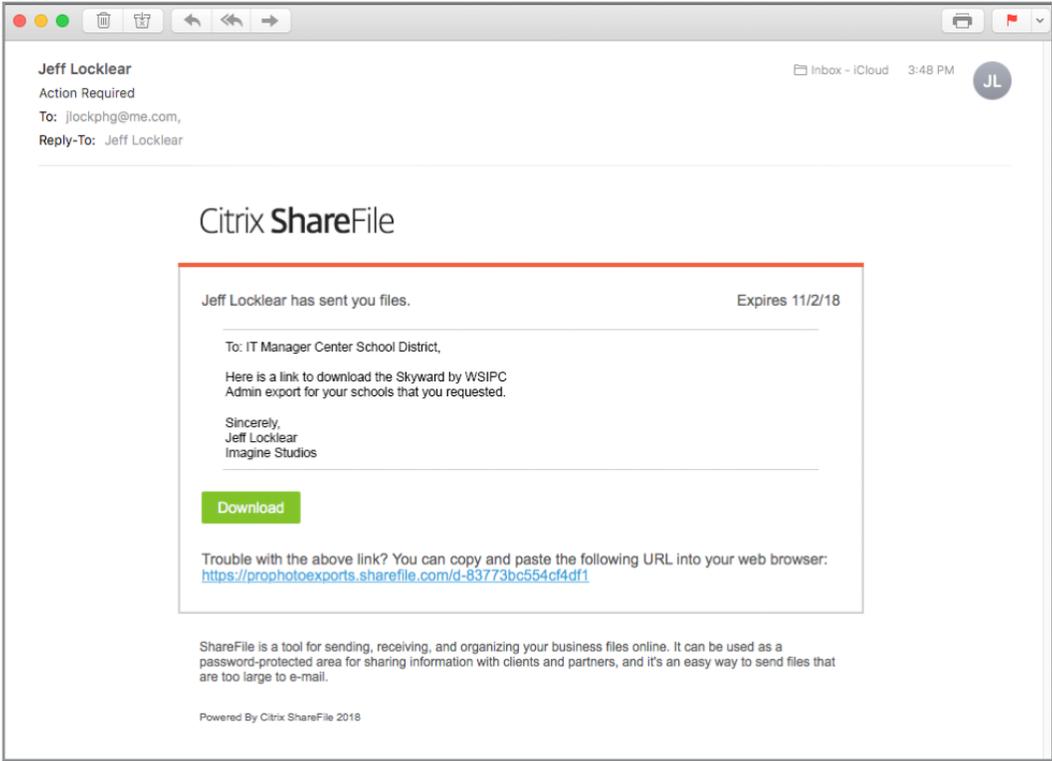
Remember subject and custom message for next time



# WEB DELIVERY

## ADMIN AND YEARBOOK EXPORTS

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.



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