

TEMPEST IMAGES FOR YOUR SCHOOL RECORDS

1 - Images for Tempest Customer Services

If you have a missing or lost order form ...

With the CD/USB in your computer ... the files will be displayed as follows

<input type="checkbox"/>	Images for Tempest Customer Services	17/06/2014 10:26	File folder	
	Images for Your School Records	17/06/2014 10:26	File folder	
	Unused Images	17/06/2014 10:26	File folder	
	Instructions	15/04/2011 14:57	Adobe Acrobat Doc...	504 KB

Double left click to open the folder named Images for Tempest Customer Services ...

You now see the named folders list, as used at the time of photography, each contains low res files to help with customer service or parent order form queries

Y7	13/06/2014 11:13	File folder
Y8 NEW	13/06/2014 11:13	File folder
Y10	13/06/2014 11:12	File folder
Y11	13/06/2014 11:12	File folder

Select relevant folder name and double left click to Open

The photographs in these folders have a combination of the take number or student admission number and our **Tempest GUID** (globally unique identifier) for a reference number. Each image is named with identifier first – when **datalinking** this is normally the student admission number, if not then this will be either the take number or a randomly generated number. Then after the dash is (-) the **Tempest GUID** reference number

filename example

School Reference/Order Photographed - **Tempest GUID**

003771 - 4772DD941A



Please note the file can be forwarded via email to our team for reference or just note the relevant number for our team.

Please note the “Tempest Images for customer service” files can also be loaded manually into your school software if required

CUSTOMER SERVICE – 0800 012 1466

2 - Images for Your School Records

Bulk Loading - where images have been datalinked

 Images for Tempest Customer Services	17/06/2014 10:26	File folder	
<input type="checkbox"/>  Images for Your School Records	17/06/2014 10:26	File folder	
 Unused Images	17/06/2014 10:26	File folder	
 Instructions	15/04/2011 14:57	Adobe Acrobat Doc...	504 KB

These are low res files suitable for record purposes, displayed in a long list ready to import into your school software. If data was linked to images at the time of photography - each image will be named as the identifier - this will usually be the school reference/administration number, if not this will be the shot number (take order) or a randomly generated number (begins with HTL), if an image could not be identified.

Datalinked images can be bulk loaded from this folder easily into your school software, provided your photographer used barcodes to identify student images at the time of photography ... to perform the import please follow instructions and guides from your school MIS software support or LEA MIS team - section 6 has tips for some MIS systems.

When using bulk load, there may be a handful of images that do not import – this is often because we have taken multiple shots of each child and can only load one image per record. Your school software system would normally provide you with a report, which can help identify images that do not load or where there are issues that may need to be resolved.

The images can be manually loaded, one image at a time, into you school records if they are not datalinked (see section 5) but we recommend doing this using the “Images for Tempest Customer services” folder, when images have no identification, apart from being in a named class or year folder.

3 - Unused Images

 Images for Tempest Customer Services	17/06/2014 10:26	File folder	
 Images for Your School Records	17/06/2014 10:26	File folder	
<input type="checkbox"/>  Unused Images	17/06/2014 10:26	File folder	
 Instructions	15/04/2011 14:57	Adobe Acrobat Doc...	504 KB

This folder contains class or year named folders as given on the day of photography. Each folder contains details of images that were rejected by the photographer. Sometimes missing files/images can be located here and where necessary we would ask you to email this txt file to our customer services team to solve any images not found within the “Images for Tempest Customer Services” folder.

As we don't hold data of the pupils at your school ... the filename we have given an image is required by our team, for the best and most immediate response to any customer service query. It will ensure we are discussing the same image and make dealing with your enquiry easy for you and us.

If you are unable to locate a pupil / student image on the CD, please contact our Customer Service Department, at the earliest possibility and we will do all we can to help.

4 - THUMBNAIL CLASS PAGE PRINTS

TO PRINT CLASS SHEETS WITH IMAGES USING MICROSOFT WINDOWS

The CD/USB may autorun when inserted

if so – select [Open folder to view images](#), this will open the CD/USB and show all the class group folders.

If not - Open this CD/USB in Windows ([double left click](#) My Computer then the [double left click](#) the drive) and you should see as below ...

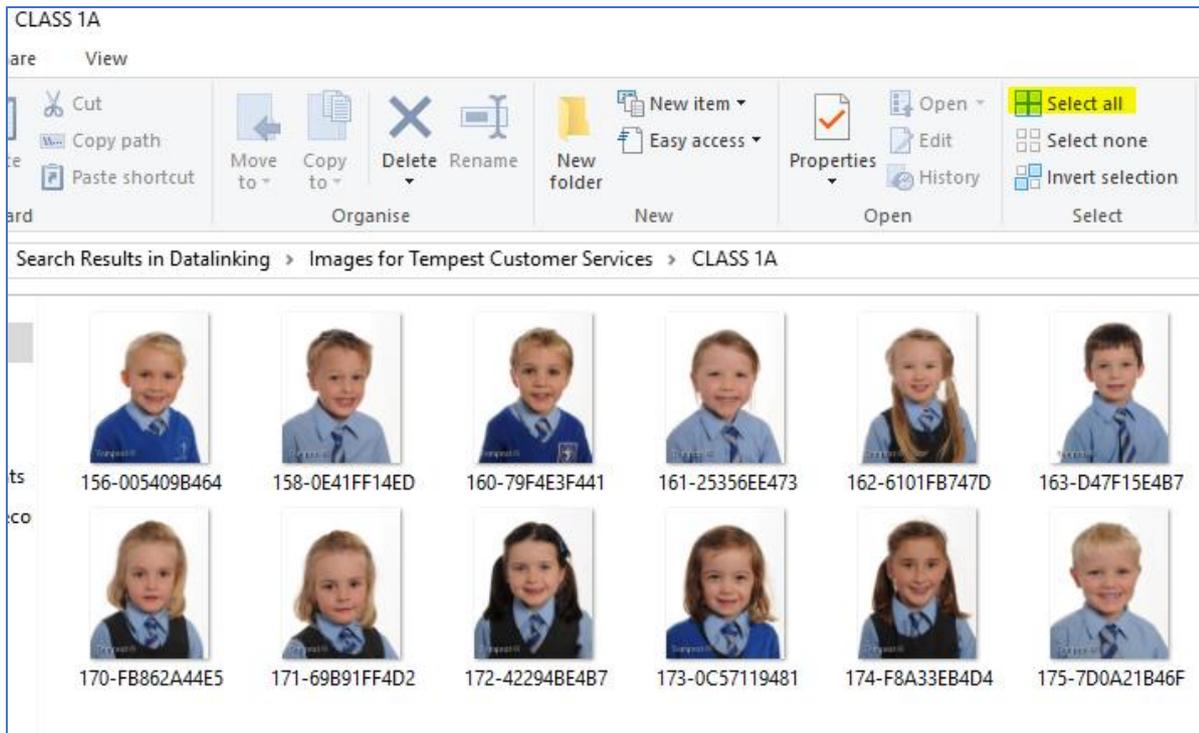
We recommend selecting the folder called “Images for Tempest Customer Services” in order to print thumbnail pages. If you do not see files as below, please contact Tempest or your photographer as you may have been given the wrong type of files.

<input type="checkbox"/> Name	Date modified	Type	Size
<input checked="" type="checkbox"/> Images for Tempest Customer Services	15/05/2015 12:19	File folder	
Images for Your School Records	15/05/2015 12:19	File folder	
Unused Images	15/05/2015 12:19	File folder	
Guids	13/06/2014 13:31	Text Document	3 KB
Instructions	23/07/2014 13:09	PDF File	603 KB

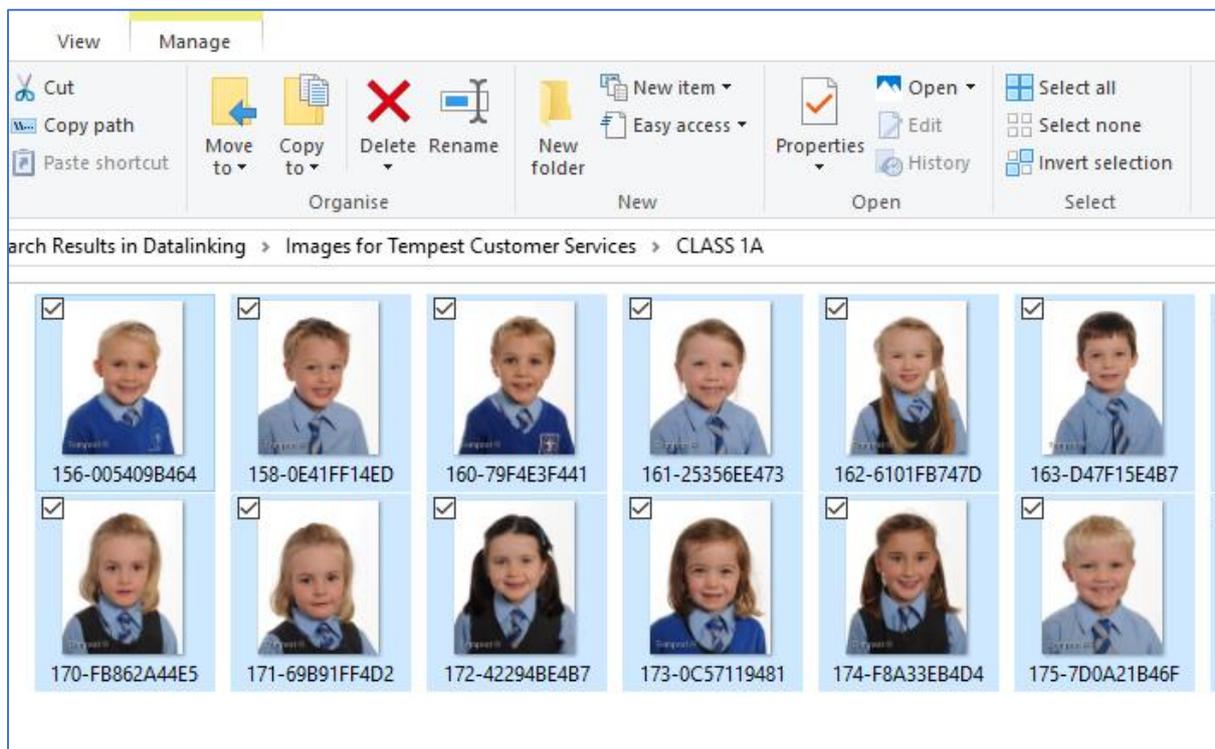
When you open the “Images for Tempest Customer Services” folder you will see named yellow class/year group folders, as taken by the photographer (example below).



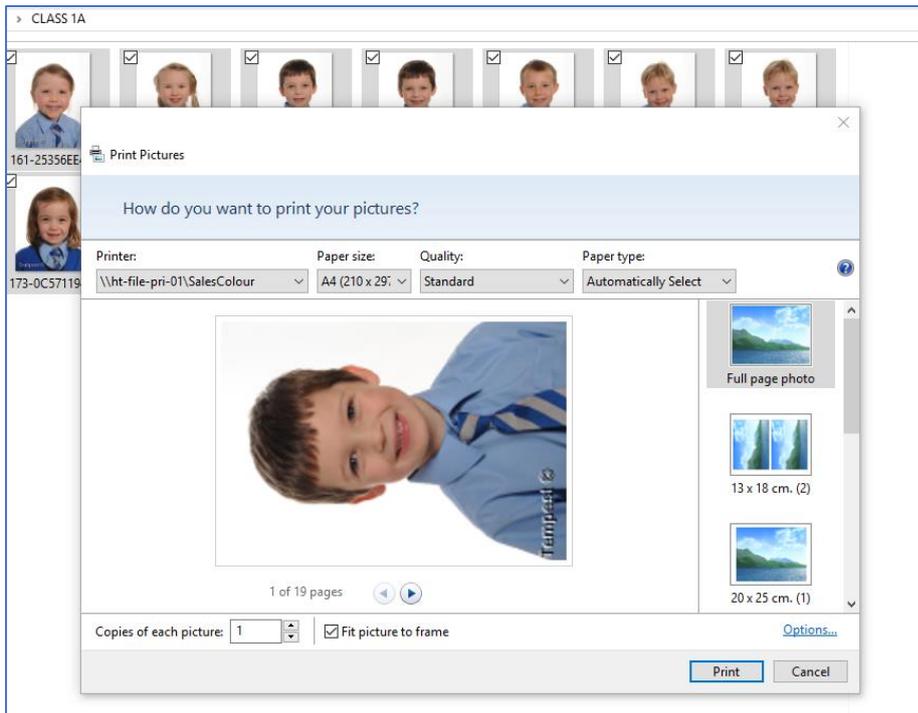
Open the class/year folder you wish to print thumbnails for, ([double left click](#)), say Class 1A, now [left click](#) on “[Select All](#)” along the top.



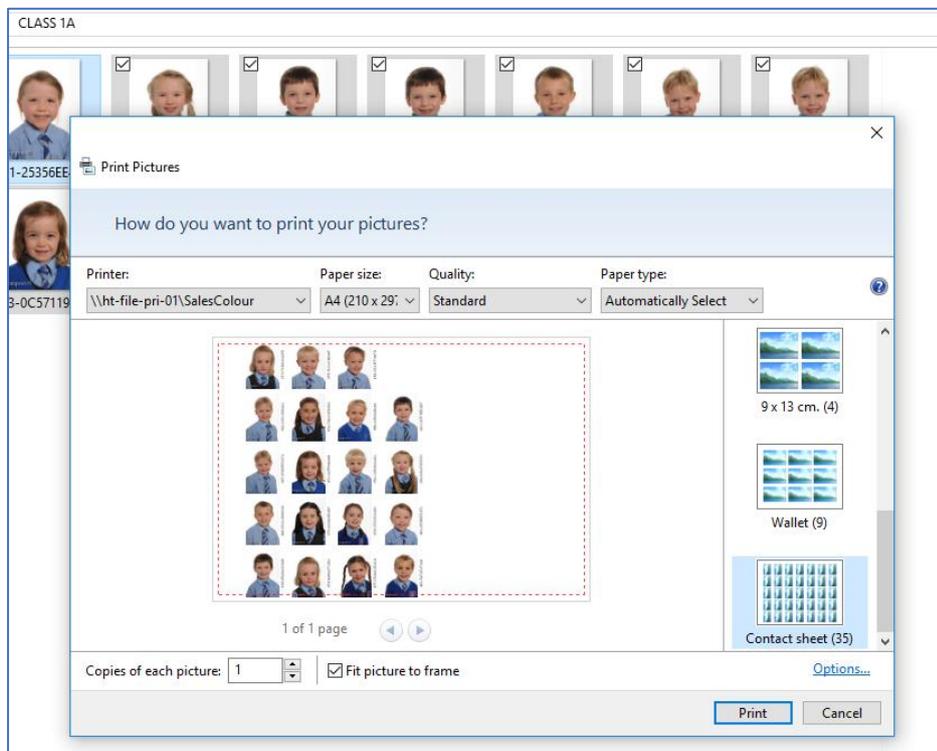
This will highlight all the images in that folder as below, [right click](#) over any one of the highlighted image files ... and then [left click](#) on [Print](#).



This will open your Photo printing wizard which is a step by step guide to printing your thumbnail class page.



From the side bar in the wizard (right hand side) scroll down & Left click on thumbnail print layout (named "Contact Sheet") to select it. Then click Print



If you would like us to produce class thumbnail sheets on photographic paper then there is a minimum charge, please contact us for more details.

5 - LOADING YOUR IMAGES INTO YOUR SCHOOL SOFTWARE SYSTEM *MANUALLY

*Where barcoding or linking of data to images has not taken place

The CD that you have been provided with is specifically for loading into your school database.

Usually the individual importing of images into school systems is straightforward but if you should require any help we suggest you contact your LEA or Software support team. Some software providers have given us brief instructions on how to load images into their system and for those we have manual loading instructions shown below.

If you require specific assistance with manually importing your images into your system, please refer to your systems instructions or contact your software suppliers support team.

SIMS.Net

If you are using SIMS.Net you can manually import your Tempest images by following these instructions

1. Open [Sims.net](#) in the normal way – load the CD from Tempest into your CD Drive.
2. Select [Focus/Student/Student Details](#) to open the Student details page.
3. Search for the student record which the photograph will be attached to.
4. When the record is open you will see a photograph window/space on the right. Next to the image space there is a [browse icon](#) (either a camera or a yellow folder with a blue looking glass), which [you click to search](#) for first of all, the CD drive and then the image file you require.
5. Using the “Tempest Images for Customer Services” yellow folder – select the correct class or year. If you then select the [thumbnails](#) option from the [view menu in select photograph](#), it will be easier to identify a student and make sure the correct image file for the record you have open is used - then click the [open](#) button to attach the image to the record.
6. Click the [Save](#) button to retain the changes.
7. Go to the next student record and start again at point 4.

PHOENIX (GOLD)

With your tempest CD in your CD drive:

- 1 Open - [PUPIL RECORDS](#)
- 2 Then – [QUICK EDIT](#)
- 3 Select – [PHOTO-FIT](#) (from left hand side of screen)
- 4 From the right hand side Click – [By Form/Class](#) to show just one class worth of students and data Select – [LOAD PICTURE](#) you can then select the images from the disc one at a time as per point 5 in the section above.
- 5 If you select the [thumbnails](#) option from the [view menu](#) (along the top) in [choose .BMP file](#), it will be easier to identify each student.
- 6 Click – [The student record you wish to match to the image, from the right hand side](#)
- 7 Then start again selecting the next image from the CD until the class is complete.

For manually loading Tempest images into any other type of school software, please contact the appropriate LEA or local MIS support team.

6 - INFORMATION ON OUR DATALINKING SERVICE & BULK LOAD OF IMAGES INTO YOUR SCHOOL RECORDS

We can provide a service called datalinking where each pupils photograph is linked to the student's admission or ID number. Barcodes are used on the day of photography to create a link between the pupil and their image. A CD/USB is burnt by the photographer in such a way that all images that are named correctly by their pupil admission numbers, will then automatically load into the school pupil record system. Tempest Photography does not charge for providing this service to schools at this time. If you require assistance with loading a datalinked CD, please refer to your system instructions or contact your software suppliers support team.

AUTOMATIC LOADING OF A TEMPEST DATALINKED CD INTO PHOENIX (GOLD)

Open - [PUPIL RECORDS](#)

Then – [QUICK EDIT](#)

Select – [PHOTO-FIT](#) [from left hand side of screen]

Select Type – [ALL](#) or [CURRENT PUPILS](#)

Click (tick in box) – [OVERWRITE EXISTING PHOTOS](#)

Select - [IMPORT PICTURES by ROLL Nos..](#)

This Opens the Browser – Ensure the Tempest CD (with the linked bmp files) is in the CD Rom drive.

Click on the folder named “Tempest Images for your School Records” then Click [OPEN](#).

If bulk import is working the Left hand side will flash up an image as it is matching one with the record from the list on the right.

AUTOMATIC LOADING OF A TEMPEST DATALINKED CD INTO SIMS.Net

Click On – [ROUTINES](#)

Then – [STUDENT](#)

Then – [BATCH IMPORT PHOTOGRAPHS](#)

Then – [By ADMISSION NUMBERS](#)

Click – [The BROWSE button](#) (just below House & any at the top)

Browse For Folder – [Select the CD or USB Drive](#) - Click on the folder named “Tempest Images for your School Records”

Then – [Click OK](#)

Now press – [Enter or Return](#)

The software will then search the CD and you should see an egg timer. If successful a list of file numbers matched to names and details will be shown below. Please note if multiple images have been taken of each child there will be numerous unmatched images as only one image can be assigned to each student record.

Now click the License file browse button (just above the word gender and on the right of the license file space). You now need to locate and click **Open** on your license file supplied by Capita SIMS. Then click the word – **Import** on the left above the word license file. The import is now complete. You will see a Photo Import Status Summary, which you can either print or save as there may be a handful of images that will be sorted out afterwards manually. These may be duplicate images, or are staff, family groups or a few that may not have been linked correctly.

**Please note SIMS.Net users will require an annual license from Capita to complete the batch import routine. License files are charged direct to the school by SIMS/Capita Please contact Capita as they will require your school name, LA and Dfes numbers via their website <http://www.capita-sims.co.uk/order-photo-licence>*

7 - IMAGES WITH OUR COPYRIGHT LOGO

Tempest Photography owns the copyright on all images produced by our photographers.

It is an offence under copyright law to use these images for any other purpose than within your school database.

However, with an agreement in place, Tempest will give permission for the use of images, for other purposes including adverts, yearbooks, magazines, promotional literature, flyers or any other printed or electronic material.

Unauthorised copying of the images on this CD for any purpose other than school database purposes is strictly prohibited and constitutes a breach of copyright law.

If you would like to use any of the images for any additional purposes please contact customer services on 0800 012 1466

8 - HIGH RESOLUTION IMAGES

Should you require images to a higher resolution than your school record CD, please see section 7 regarding copyright and contact our Customer Services Department.