



Yearbook Assistant

This system is designed to help you capture student images remotely, then process them for a more “uniform” look, in order to add them to your yearbook.

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Login & System Sections

Login at rsip.academap.com then click your school name to see the student dashboard.

Each school profile has two main sections:

- A) The student dashboard shows student data as well as their virtual image status.
- B) The Approval Station shows submitted images and lets you approve or request a retake.

Student Dashboard: Manage Data & Send Image Links

To add people to the system (before getting their picture):

- For individuals, click “add new student” at the bottom of the dashboard and fill out their profile
- For groups, contact your representative.

Search or filter the dashboard:

- To find one person, search by first name in the search box at the top of the dashboard.
- Or filter your students based on their respective image status. Use the filters at the top of the dashboard.

Sort the dashboard:

Data can be sorted by clicking a column title.

Send Secure Image Request Links:

- For individuals, check the box next to their name and then click “send emails”
- For groups, click the filter to show anyone who meets your criteria (the most common group to notify is “New/Unsent”) and then click the box marked “Select All” and then the button to “send emails.”

Approval Station: How to Approve an Image

If there are images awaiting your approval then you can see them by clicking “Approval Station” at the top of the dashboard.

Important Note - the most common problems happen when images are clicked too quickly. Be careful where you click in the approval station.

Images in the approval station show alphabetically by last name.

What to look for:

- The system does two primary things to an image = position them so that everyone’s head is in the same place AND replace the background with a uniform look for the yearbook. If these two things look acceptable, then mark them as approved.
- Note that there will sometimes be a black bar on the image or empty space. That means the original did not allow enough room on that side of the image.
- If the image didn’t get processed for some reason, then you’ll want to mark it for retake - see below for instructions.

To approve an image:

- Check the box in the bottom right corner and click “approve selected”
- You may approve more than one image at a time but we recommend not moving through multiple pages. Just click the approved images on the screen and then mark them as approved

Approval Station: Requesting Retakes

Requesting Retakes:

- Note - there are two main types of problems = big obvious ones and subtle shadows. We recommend only rejecting an image (requesting a retake) because of an obvious problem.
- Big obvious problems (probable retakes) include:
 - Didn't get processed at all - sometimes this happens when an image doesn't have enough edge room around the student or the resolution is too small or the file is corrupt. In any case, you have to use discretion on these.
 - The background is too busy - the system can only remove plain backgrounds that contrast the student. Sometimes parents will send something outside or in the library or in the dark. If this is the case, you should definitely send it back for retake.
 - Resolution is poor - if the image is blurry that's an indication that the original image is too small. There's nothing you can do for this beside request a better / bigger image.
 - Partial background replacement due to lack of background contrast - If the student has hair or skin tone or clothes that match the background, the system may not be able to replace the background all the way. If that's the case you can let parents know to try a different background that contrasts.
 - Too close - Sometimes parents will send a close-up picture. This is obviously not uniform within the yearbook. You have to use your judgement as to what's acceptable.
- Notes:
 - *When you send a retake, remember to use the notes popup to give parents clear instructions for what they need to do differently.*
 - *Some parents will send you the same image even after you requested a retake (or something just as unusable). You can tell that an image in the approval station is a retake because it has a “retake” banner on it.*
 - *Sometimes an image will be marked as “paid.” You can disregard this banner. It simply means that the service has been paid for and has no bearing on whether you approve an image or not.*

When you're done in the approval station, you can go back to the dashboard by clicking your school name at the top of the approval station.

Submitting Images Manually

If you want to submit an image manually for processing (maybe because parents can't get to their email or prefer to send something through you), you can load it from the dashboard.

Click the small menu icon to the left of the student's name and select “upload photos to process.” Find the image on your computer and submit. This image will show in the approval station as soon as it's done processing.

Note that images are processed in the order they're submitted so the duration of time to process something depends on how many images are in the queue before it.

Download Your Yearbook Folder

Yearbook Formatting:

The Yearbook export follows common industry protocols for formatting so it should be as simple as exporting from this YearbookAssistant and importing to your yearbook software. If you need help, contact your representative.

Download New:

The Download New button will download only the images that have not yet been downloaded. Then it will mark them as downloaded to avoid confusion.

Download All:

The Download All button will download everything that has been approved - this is your complete export from the system. If something had not yet been downloaded, that item will be marked as downloaded for future reference.

Download Individual Item:

You may download an individual file from the dashboard by clicking on the blue menu to the left of a person's name and then download yearbook image. Note that the item will be marked as downloaded AND this is only possible for students who have already been approved in the approval station.

FAQs / Tech Support

Some of the most common issues and how to deal with them:

- Parents claim that they didn't receive their secure image request link.
 - Let them know to check spam. The system email is coming from NoReply@PhotoSmith.ai
 - Some email systems have extra sensitive firewalls that will block whatever the system sends, so there are other options too:
 - You can send them another email by checking the box next to the student name and click "send emails."
 - You can change their email to something different and then check the box next to their name and click "Send Emails."
 - You can copy the link from that student's profile and send it separately. Find their secure link in their profile by clicking "edit" next to their name.
 - You can manually upload the image yourself. This should be a last resort since this means the contact will not receive retake requests.
- Parents with more than one student will send an image for the wrong student.
 - If you catch this in the approval station, mark them for retake and make it clear in your notes what happened.
 - If you don't catch it, then you should delete those instances of the student and create a new version. At that point, you can submit a new email to their contact.
- More than one contact per student.
 - The system is designed to communicate with only ONE contact per student.
- Student Name/data formatting.
 - The system recognizes common characters but may have a hard time with quotes or certain punctuation. If you have a question, you can see how the information is presented in the dashboard. Please modify it there before marking the image as approved or exporting data.

- Lost images - sometimes a corrupt image file will result in a perpetual pending process. If you notice that someone is pending for a long time, then the student may have to be removed and re-added to solve the problem. Notify your SumnerPhoto contact to take care of this for you OR you can delete the student yourself and add a new student from the dashboard.

Contact SumnerPhoto Support

If you have any questions, please contact your SumnerPhoto representative or the SumnerPhoto help team at help@Sumnerphotography.net.