FYI

2016

United
Promotions
Customer
Information
Guide

UP

Welcome

to the

United UP Promotions Family!

Your Customer
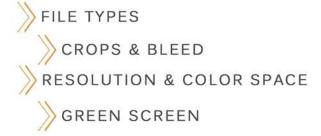Number is :_____

CONTENTS

HOW DO I PLACE AN ORDER?

There are several ways to submit an order to United Promotions. The most efficient ways are ROES, Lab Link and FTP. Let's take a look at each option.

ROES (REMOTE ORDER ENTRY SYSTEM)

With ROES, you recieve an 8% discount on your order! To download the ROES Software, visit our website at http://www.upilab.com/ and under the SOFTWARE tab, click on ROES.

Once ROES has Installed, it will open to the HOME Page.

On the right hand side, you will see an Options Window as seen in Example 1. Click in the Box beside "Search Enclosed Folders" to uncheck this option. This will allow the program to load images more efficiently.

Example 1

Next, you will Click on "Start Ordering" to begin the Ordering Process. In Example 2, you can see how your screen will appear while building an order.

This is where you will navigate through the different products

This is where your Loaded images will appear. To add images, Click on "Add Image Folder"

Click Here to change Catalogs

This is where you manage your Favorites (Packages)

Volume Package Prints

Volume Package Prints are multi (10+) sittings with multi sheet packages. Smaller orders may be billed at Studio prices.

Click Here once you are ready to Complete your Order

This is where you will select Options such as Mounting, Color Tone, etc.

This is where the selected product will appear

This is where you add each product to the Cart

Example 2

ROES (REMOTE ORDER ENTRY SYSTEM)

ROES is a tool that allows your order to move more quickly through the lab, as the products arrive PRINT READY. For this reason, please call if you have any questions, as all orders submitted through ROES will be printed without review.

Once you have added your items to the CART, click on VIEW CART at the top. You can scroll through the items that have been added to verify that everything was added correctly, text was typed correctly, etc.

Scroll through added items to verify each one before completing your order

You will not be able to complete order without typing the word "YES" here to verify that you have reviewed your order

Example 3

Click here to Complete your order

Click here to Save your order and come back to it later

When using Removable Media (such as CDs, Flash Drives, etc) to upload images to ROES, please do not remove the hardware until after your order has completed. If your images are stored on multiple devices (like on several CDs), ROES will only be able to upload the images from the media device that is in your computer at the time of order completion. If images are stored on Multiple Devices, please transfer them to your computer hard drive before uploading the images to ROES. Also, please do not rename or move files until your Order has finished sending.

Click here to review previous orders

When your Order says "Sent! Thank You!" you can detach any Removable Media and move/rename any files as all file transfer has completed

Once you have reached this screen, you have successfully completed your order!

LABLINK

With LABLINK, you recieve an 8% discount on your order!
Download the LABLINK Software, visit our website at
http://www.upilab.com/and under SOFTWARE, click on LABLINK.

Screenshot of Lablink

Create a new order in Lab Link, add images to it, and key packages with your custom stored package combinations. If you need to update or correct a package, your order will also update immediately with the package change, saving you hours of time.

Once packages are keyed, use Lab Link's easy cropping tools to custom zoom and position your images. Apply one crop to hundreds of images in seconds or individually crop every image. The choice is yours.

Lab Link has hundreds of backgrounds to choose from for green screen and will apply to every product we offer. Use your own software to remove the green, or send it to us to handle the knockout.

Lab Link also prints camera cards from imported data which can be used when shooting tethered or with a hand held scanner. When using one of these matching methods, Lab Link will automatically match the data and packages to the images. With matched data in Lab Link your images can now be sorted in many custom ways and printed to match the chosen sort.

Use Lab Link's built in FTP to transmit your order to UPI for color adjustment and printing. Once we have your images reorders are a breeze as the images will not need to be resent to the lab. Your reorder will sync with the images on file at the lab making ship time quick and accurate.

Lab Link is your total solution for everything from high volume packages to single sheet printing.

FTP (FILE TRANSFER PROTOCOL)

To upload images and files through or FTP Server, go to www.upilab.com and under the "Products and Services" tab, click on "FTP - Upload".
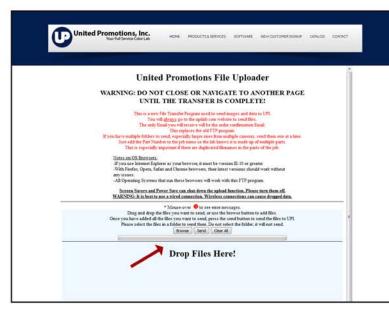
Enter your Customer Number, Job Name, Studio Name, User Name, Email Address, Phone Number, and Shipping Method, and any special instructions for the job.

Click on " I own the copyright to the images I'm sending" and Click "Next".

Click on "Browse" to navigate to the folder with the images or "drag and drop" the files in the the window marked "Drop Files Here". Once images have been added, Click on "Send".

Please do not remove or rename images on your computer until the files are finished sending.

WHAT DO I NEED TO PLACE AN ORDER?

Now that we've looked at the different ways to submit an order let's look at what is needed to submit an order for several different products. First, what type of work do you do?

SCHOOLS

ID CARDS

Please send us any logos or other graphics you want on the card along with the images. Please make sure the graphics are at least 1 inch by 1 inch at 300 dpi.

300 DPI

1 inch

1 inch

Please include any specific instructions you might have when you place the order. For example:

* Do you want the card horizontal or vertical?
* Do you want a hole punched at the top of the card?
*Do you want clips and/or lanyards for the cards?
*Is there a specific layout you want for the card?
*What information do you want on the card?
(Grade, Home Room/Teacher, School Year, etc.)
*Do you want a barcode on the card?

2015 - 2016
ABINGTON
Junior High School
Abington, Pennsylvania
Tiara Henson
5th Grade
260013972

Woodrow Wilson Middle School
2015-2016

Kevin Abara
Grade: 6
Student ID: 6316695

Student IDs can be Listed or used to create a Barcode

Please ensure that any information you want on the card (such as Student ID or Teacher) is included in the data file you send with the images.

SCHOOLS

School Administrative & Yearbook CDs

Please make sure that any necessary data is included in the data file you send with the images.
 * Most Admin CDs require Student ID to function properly, without it the CD is useless.
  Please specify what CD you need.
   Many of our Customers don't want us to actually produce any CDs until after Makeup/Retake shoot. If that is the case, please include the phrase "Hold CDs Until After Retakes" with your CD order. That way, we can go ahead and get things ready, but we know to wait before creating any CDs. Please include instructions on how you would like yearbook CD sorted. Usually, elementary schools are grouped by teacher while middle and high schools are grouped by grade. However, K-8 schools and the like often differ from one another, so any information you can pass along will be extremely helpful.

Yearbooks

   Please follow all instructions listed for Yearbook CDs. Please note that in order to qualify for free yearbook software, you must order 75 or more books with 16 or more pages.
Please note that we cannot produce hard cover yearbooks at this time, only softcover.
After we finish matching the data and images, we will lay out a bare bones book with the students already grouped by teacher/home room and/or grade.
We will then email you a link with instructions. You may now download the yearbook software (FotoFusion by LumaPix) and begin working on the book. Alternatively, you may forward the link to the school and allow them to design the book if you prefer.
   Once the book is complete, let us know and we will produce a proof for final approval.
    When we have final approval, we will print and ship your books.

Screenshot of FotoFusion

COMPOSITES

Composites consist of 2 orders. One for the setup of your Comoposite, and one for the Actual Print. So when you place an order, you first decide if you want Standard or Custom.

Standard $4.50

The Standard Composite setup can consist of Images, Names, School Name, Graduating Year and Teacher/Class Name. Multiple Background options are available.

8x10 Standard with Names

Custom $30.00

The Standard Composite setup can consist of Images, Names, School Name, Graduating Year and Teacher/Class Name.

8x10 Custom with Logos

You are also charged for the Crop and Matching of Data. If you have Images Only, you will be charged $.05 per Image for Crop. If you have Images and Data, you wil be charged $.12 per image for Crop and Matching.

SAMPLE ORDER
Custom Composite Setup $30.00
60 Images and Names Matched and Cropped ...$7.20 ($0.12 x 60)
1 - 16x20 Print $16.50
1 - 16x20 MOUNTED ON FOAM BOARD.................$11.00
TOTAL CHARGES FOR COMPOSITE : $64.70

UNDERSTANDING DATA & FILES

Now we know HOW TO ORDER and what is the best TOOL for you, so let's take a look at the contents of your order. The DATA for your order is very important. It tells us what key information goes with each image. When you use the same layout each time you submit an order, it reduces the risk of errors. Excel Files are the most seamless approach to saving your data. Below is an example of an ideal data file.

Microsoft Excel - Roster.csv

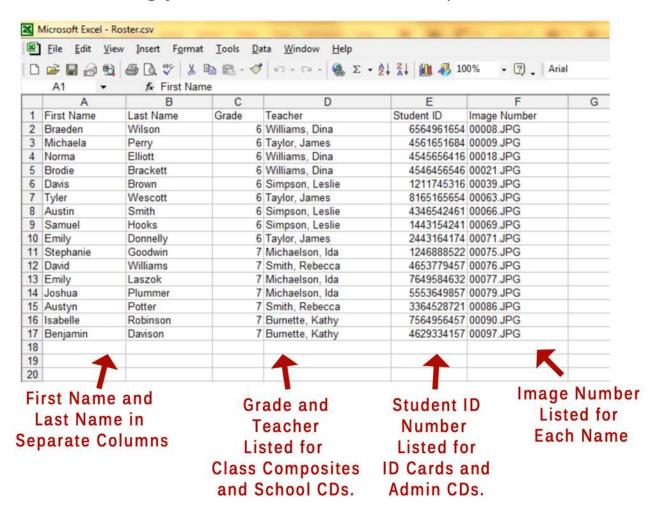|	A	B	C	D	E	F	G
1	First Name	Last Name	Grade	Teacher	Student ID	Image Number	
2	Braeden	Wilson	6	Williams, Dina	6564961654	00008.JPG	
3	Michaela	Perry	6	Taylor, James	4561651684	00009.JPG	
4	Norma	Elliott	6	Williams, Dina	4545656416	00018.JPG	
5	Brodie	Brackett	6	Williams, Dina	4546456546	00021.JPG	
6	Davis	Brown	6	Simpson, Leslie	1211745316	00039.JPG	
7	Tyler	Wescott	6	Taylor, James	8165165654	00063.JPG	
8	Austin	Smith	6	Simpson, Leslie	4346542461	00066.JPG	
9	Samuel	Hooks	6	Simpson, Leslie	1443154241	00069.JPG	
10	Emily	Donnelly	6	Taylor, James	2443164174	00071.JPG	
11	Stephanie	Goodwin	7	Michaelson, Ida	1246888522	00075.JPG	
12	David	Williams	7	Smith, Rebecca	4653779457	00076.JPG	
13	Emily	Laszok	7	Michaelson, Ida	7649584632	00077.JPG	
14	Joshua	Plummer	7	Michaelson, Ida	5553649857	00079.JPG	
15	Austyn	Potter	7	Smith, Rebecca	3364528721	00086.JPG	
16	Isabelle	Robinson	7	Burnette, Kathy	7564956457	00090.JPG	
17	Benjamin	Davison	7	Burnette, Kathy	4629334157	00097.JPG	

First Name and Last Name in Separate Columns

Grade and Teacher Listed for Class Composites and School CDs.

Student ID Number Listed for ID Cards and Admin CDs.

Image Number Listed for Each Name

This is the way that you would send data for **School Yearbook CDs, Admin CDs, ID Cards, Composites,** and **Trader Cards.**