

A quick checklist for using eZmatch.

For more details, refer to the instructions included after this page.

1. Prior to shoot (one time installation):

- Step 1** - Download & Install eZmatch Software **PAGE 1**
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2. Prior to shoot (every photo shoot):

- Step 2** - Add Sync Scan and extra “walk-up” subjects to data **PAGE 2**
 - Step 3** - Create FLOW project and import data into FLOW **PAGE 2**
 - Step 4** - Create barcode labels using FLOW Reports **PAGE 2**
 - Step 5** - Confirm that your opticon scanner is completely charged and clean
of existing data **PAGE 3**
 - Step 6** - Confirm that your camera battery is completely charged and memory
card is cleared of old images and reformatted **PAGE 3**
-

3. At the shoot (every photo shoot):

- Step 7** - Sync your camera and scanner (remember to “shoot” an image of
anything within 2 seconds of scanning the sync scan barcode) **PAGE 3**
 - Step 8** - Proceed with your shoot - (1) scan subject’s barcode, (2) photograph
subject, (3) scan next subject’s barcode, (4) photograph subject, etc. **PAGE 3**
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4. Post photo shoot, at the studio (after every photo shoot):

- Step 9** - Merge data from FLOW, images, and opticon scanner files together
in eZMatch software **PAGES 4 & 5**
- Step 10** - Import merged data and images into FLOW project and begin
ordering packages **PAGES 5 & 6**

What is eZmatch?

- A powerful solution for photographers shooting untethered events and schools from Full Color.
- Match data and images in seconds, with confidence!
- eZmatch is designed to work in conjunction with Flow software, providing the ultimate business solution.
- Used in conjunction with an Opticon OPN2004 Barcode Companion Scanner to seamlessly capture data.
- Are you ready to get started? Great, let's go...

Download & Install eZmatch

- Go to www.fullcolor.com and navigate to the *Ordering Systems* page from the footer.
- Select the “Flow” callout, and then click the “Download eZmatch” button.
- This will download a compressed zip file. The browser may ask you to pick a folder, although typically this is automatic and is usually the Downloads folder. Click “Save”.
- You’ll need to extract all the files, so point to the zip file, right click and select the item “Extract All”. Allow it to put the files in the folder called “eZmatch Install Kit” and select the option to “Show Extracted Files when complete”. (This may already be checked.) Click “Extract”.
- This should open the “eZmatch Install Kit” folder. Double-click on “eZmatch Setup.exe”.
- Click “Run” and “Install” to complete the installation.
- The program should launch automatically. While eZmatch is open, pin the eZmatch icon to the taskbar for easy access. Do this by right clicking on the eZmatch icon in the task bar, select ‘Pin this program to taskbar’ from the menu (figure 1).
- Open eZmatch and select “Administration” (figure 2).
- Select “Generate Key” (figure 3), and the “License Key” window appears and provides you with a key. Email that key to Full Color at: **events@fullcolor.com**, along with your name, studio and your Full Color account number.
- Full Color will reply to your email with a new license number - copy and paste it into the “New License” window (located under “Administration” > “Update License”. Figure 4). Click OK.

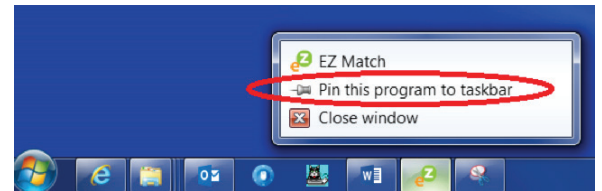


figure 1

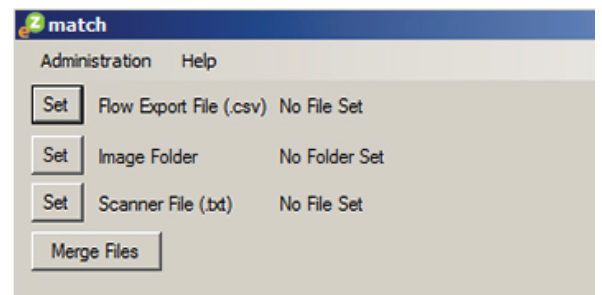


figure 2

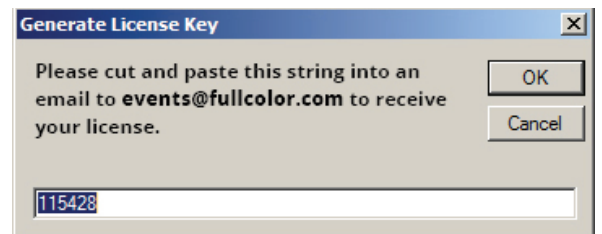


figure 3

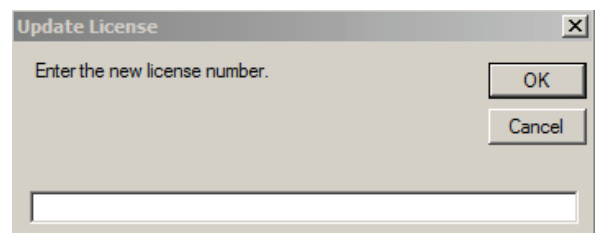


figure 4

Opticon OPN2004 Barcode Scanner - REQUIRED!

- The scanner can be purchased directly from Full Color by calling 1-800-382-2101. Full Color sells them at cost for \$120, plus shipping. Ask for the Events department.



PRIOR TO SHOOT! Using Flow + eZmatch + Scanner

- Create your “Project” in Flow and import your data for your untethered shoot.
- Create barcode labels in the “Reports” section of Flow from the data of this “Project”.

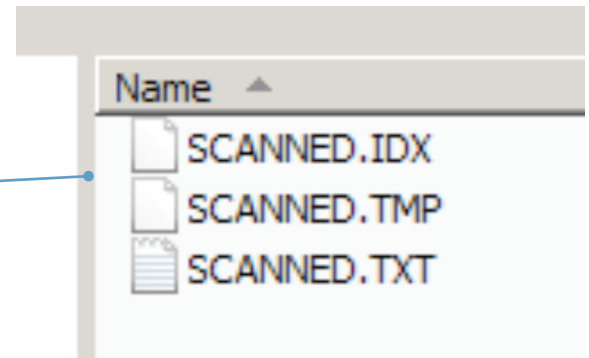
IMPORTANT NOTE ON DATA

- We suggest that you create “walk-up subjects” to your data prior to loading your data into Flow. The quantity of subjects depends on how many subjects you anticipate photographing who are not in the pre-loaded data. As a general guideline, add 10% extra “walk-up subjects” in your data.
- Adding the “walk-up” data to the original data allows you to create barcode labels in advance, with the benefit of editing the data later.
- If there are extra “walk-up subjects” in your data after the shoot that are not used, delete them. They are unique to this job and cannot be used again. It is better to have too many extra walk-up labels than not enough.
- Flow requires that each subject have a first and last name. We suggest any “walk-up subjects” have a record number, as well as a “temporary” first and last name (shown in red in the example to the right).
- We suggest that you add Sync Scan data to the end of your data. Add the same number of Sync Scan data as the number of cameras you plan to use for the job. These scans (shown in red) will be used to sync the camera and the Opticon scanner.

1	Record Number	First Name	Last Name	Grade	Student ID
9	8	Robert	Stacks	10	1367
10	9	Jack	Thompson	10	9121
11	10	Bill	Wakefield	10	5583
12	11	Steve	Weck	10	1365
13	12	Lori	Bates	11	8834
14	13	Lionel	Hochbaum	11	6622
15	14	Howie	Hudson	11	1371
16	15	Rick	Trummer	11	9823
17	16	Troxel	Green	12	2323
18	17	Inger	Iderbald	12	1373
19	18	Greg	Grillo	Staff	
20	19	Jean	Johnson	Staff	
21	20	Steve	Metz	Staff	
22	21	1	1		
23	22	2	2		
24	23	3	3		
25	24	4	4		
26	25	5	5		
27	26	6	6		
28	27	7	7		
29	28	8	8		
30	29	Sync	Scan1		
31	30	Sync	Scan2		

PRIOR TO SHOOT! Using Flow + eZmatch + Scanner [con't]

- Clear all data from scanner **BEFORE** beginning photo shoot:
 - Plug scanner into a USB port on the computer.
 - Open the scanner drive.
 - Select and delete all three files shown, right.
- There should **NOT** be any scans or data on the scanner prior to beginning a job.
- Make sure your camera card is also clean prior to starting.



VERY IMPORTANT - SYNC CAMERA AND OPTICON SCANNER AT THE SHOOT

- Once the scanner is clear of previous data, you will 'sync your camera and scanner'. Do this by scanning the first 'Sync Scan' label (Sync Scan1) that you created at the end of your data then shoot the camera that will be used with this scanner at 'anything' within 2 seconds after the scan has been completed.
- Some studios find it helpful when using multiple cameras to have the photographer who will be photographing / scanning on camera 1 to be in the image captured after the photographer scans the 'Sync Scan1' barcode. This way, the photographer who photographs on camera 1 will be the first image on his own camera card.
- The objective of doing this very important step is to establish a "starting scan and capture" that will serve as the synchronization at the beginning of a photo shoot.
- A single scanner must remain with a single camera from the moment the "batch" starts until it finishes. Data can only be synchronized on a one-to-one basis with the hardware. On a multiple camera shoot, assign camera "1" to scanner "1"; camera "2" to scanner "2" and so forth, until the job is complete.

You are ready to start your photo shoot

- Subject "1" approaches your camera. Scan their barcode.
- Lay their order form face-up and mark it "1" to indicate sequence 1.
- Photograph subject "1".

- Subject "2" approaches your camera. Scan their barcode.
- Lay their order form face-up and mark it "2" to indicate sequence 2.
- Photograph subject "2", etc.

NOTE: You can take multiple shots of each subject if needed.

Continue with this until all subjects have been photographed.

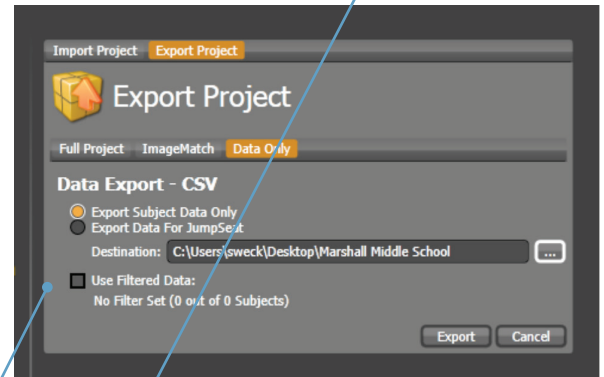
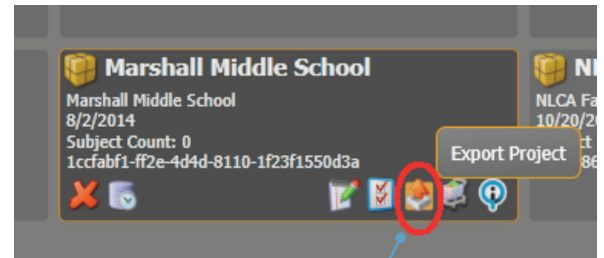
- If you shoot a known bad image, you don't have to delete it, but you can.
- The camera and scanner **must have a power supply or battery** that allows the camera to generate the proper time/date stamps for the entire batch. If the time/date is reset during a session, the data will be corrupted. Recharging the scanner from a dead battery will reset the scanner clock to 1/1/1970 and thus force a new date/time set of scans.

Post Photo Shoot + Folder Management

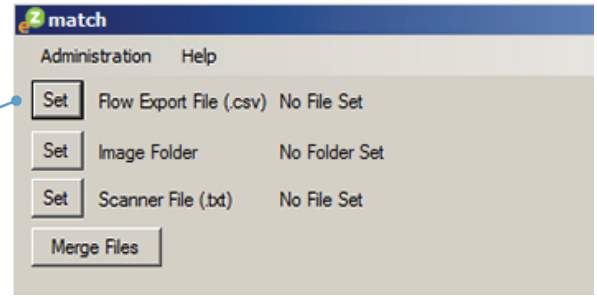
- Create a job folder on your PC and name it (i.e., the school name).
AN IMPORTANT NOTE IF YOUR MAIN COMPUTER IS A MAC: eZmatch will only function successfully if you download your camera files directly from your camera card into the job folder on your PC where eZmatch and flow reside. Images CANNOT be moved into the job folder from the Mac as that causes the 'Date Modified' for each image to change. That would result in the eZmatch process to not work properly.
- Download all images to the job folder on your PC. No sub folders are necessary unless using multiple camera / scanner sets. Create a sub folder for each camera / scanner set used naming them 'Camera 1', 'Camera 2', etc **DO NOT** change image names and **DO NOT** rotate images when downloading them.
- After downloading your images to the job folder(s), create and name an 'Edited Image' folder for each camera / scanner set (Edited Images Camera 1, Edited Images Camera 2). **AN IMPORTANT NOTE IF YOUR MAIN COMPUTER IS A MAC: Unlike with the job folder images, the 'Edited Images' folder of images may be placed on a Mac, edited and imported later from there into flow via a network.** Like you did with the job folder, also place all images from each camera in its respective 'Edited Image' folder. These images are the ones you will edit and eventually import into Flow and match to data. IMPORTANT: When editing these files, you may delete for best image, crop, rotate, retouch, convert from Raw to jpeg, etc. but **DO NOT RENAME THE IMAGES**. When converting Raw files to .jpg, always keep the same "core" file name as only the extension will change (IMG_7870.CR2 will become IMG_7870.jpg).
- Plug in the scanner. Copy & Paste the 'SCANNED.TXT' file to the job folder that contains the images that were taken with the camera that scanner was partnered with. Do this appropriately for each camera / scanner set used.
- In Flow, perform "Export Project" by selecting the orange arrow for your project, as shown, top right. If your project is open, you will see this icon at the upper right corner of the screen.

How to perform 'Export Project'

- In the "Export Project" screen:
 - Select the "Data Only" tab.
 - Choose the "Export Subject Data Only" button.
 - Browse for your "Destination" folder, which is your job folder.
 - Select "Export".
 - A .csv file is created and sent to your job folder.



- There should now be three items in your job folder:
 - Original Images
 - SCANNED.TXT file
 - .csv file (named after the project, school, etc.)



Now you're ready to use eZmatch

- Select "Set" for "Flow Export File (.csv)", browse to the job folder and select the .csv file
- Select "Set" for "Image Folder", browse to and select the job folder.
- Select "Set" for Scanner File (.txt), browse to the job folder and select the SCANNED.TXT file
- Select the button "Merge Files".

eZmatch will create a Merge File (Merge-1.CSV) and automatically place it into the job folder.

Remember to treat each camera / scanner set used as its own job folder so you'll repeat the eZmatch steps for each camera / scanner set used. Note that the 'Flow Export File (.csv)' the first 'Set' button is pointed towards may be used for all camera / scanner sets when running eZmatch.

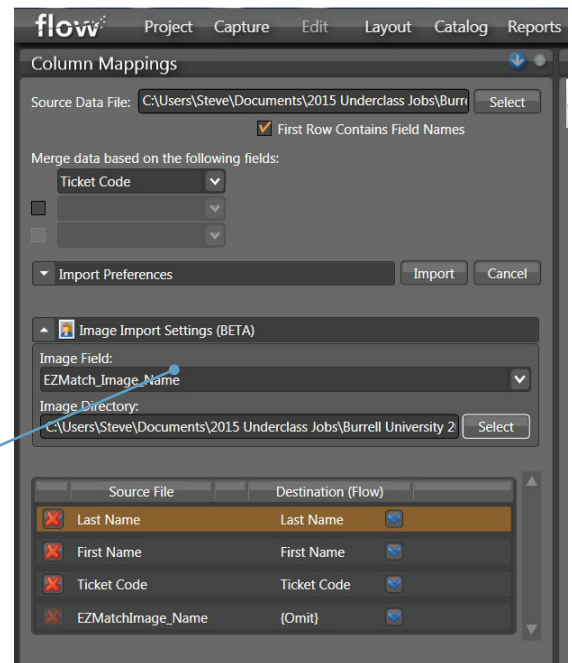
A Note About Edited Images

- eZmatch recognizes both .jpg and raw file extensions however Flow only imports .jpg files
- Whether you shoot .jpg or raw files, you would have downloaded all original files into the job folder as they are. However, in order to import raw files into Flow, you must convert them to .jpg files and place them as .jpg files in the 'Edited Images' folder ready to import into Flow.
- Remember when converting RAW files to .jpg, always keep the same "core" file name, as only the extension will change (IMG_7870.CR2 will become IMG_7870.jpg).

Importing Edited Images Into Flow

Now you are ready to import each of the Merge-1.CSV files and their corresponding 'Edited Images' into Flow. Complete the following import process for each 'Merge-1.CSV' file you have.

- Open your project in Flow and go to the Edit screen.
- Import each of the 'Merge Files' that were produced and placed in the project folder. Remember, if you had multiple camera / scanner sets, there should be one 'Merge File' per set.
- Go through the following import process the same number of times as the number of Merge Files you have in your job folder.



Open Your Flow Project and Go to the Edit Screen

- Select “Import Data”.
- On the “Column Mappings” screen:
 - Browse for your ‘Source Data File’ located in your job folder:
‘Merge-1.CSV’ file
 - ‘Merge data based on the following fields’...always choose ‘Ticket Code’ from pull down.
 - ‘Image Import Settings (BETA) ... select the yellow pull down arrow... see the ‘Image Field’ appear
 - ‘Image Field:’ pull down...select ‘EZMatch_Image_Name’
 - ‘Image Directory:’ ... Point this to the folder that contains the edited images for your job that you want to import into Flow. If working with multiple cameras, make sure you’re importing the correct images for that camera / scan set.
 - Select the ‘Import’ button to the right of ‘Import Preferences’
- This import will match the edited images with their appropriate data in Flow. Remember, if you used multiple cameras, you must import the edited images from each camera / scan set by repeating these steps.
- Once you have imported all Merge Files + Images, it is very important to delete your “sync scan” record from your Flow project. This will ensure that your school project has a clean yearbook export.

Ready to Add Packages

Here’s a fast way to add packages by using a ‘keyboard wedge’ (it acts as a keyboard) type barcode scanner (not the Opticon scanner which is a ‘batch scanner’).

- In the ‘Reports’ area of Flow, create a ‘Catalog Package’ report. Choose ‘Show Bar Codes on Report’.
- Select ‘Preview Report’. Print the report of barcoded packages.
- In the Capture screen in Flow, set Search By to ‘TicketCode’.
- Scan the first subject’s barcode, which is their TicketCode.
- Scan the package they want from the report of barcoded packages.
- Scan the next subject’s barcode and the package they want, etc.

Shooting with multiple cameras and scanners

- As stated before, each camera will have its own dedicated scanner.
- The user will need to go through this process for each camera / scanner set
- Remember to create ‘job folders’ for each camera / scanner set (ie: Camera 1, Camera 2, etc.) and place each camera’s original images and SCANNED.TXT files in its own folder.
- The same .csv file produced from the ‘Export Project’ step is to be used each time you run eZmatch in order to produce the ‘Merge Files’ for each camera / scanner set.
- Import into Flow each ‘Merge File’ that was created from each camera / scanner set as well as its accompanying folder of ‘Edited Images’

