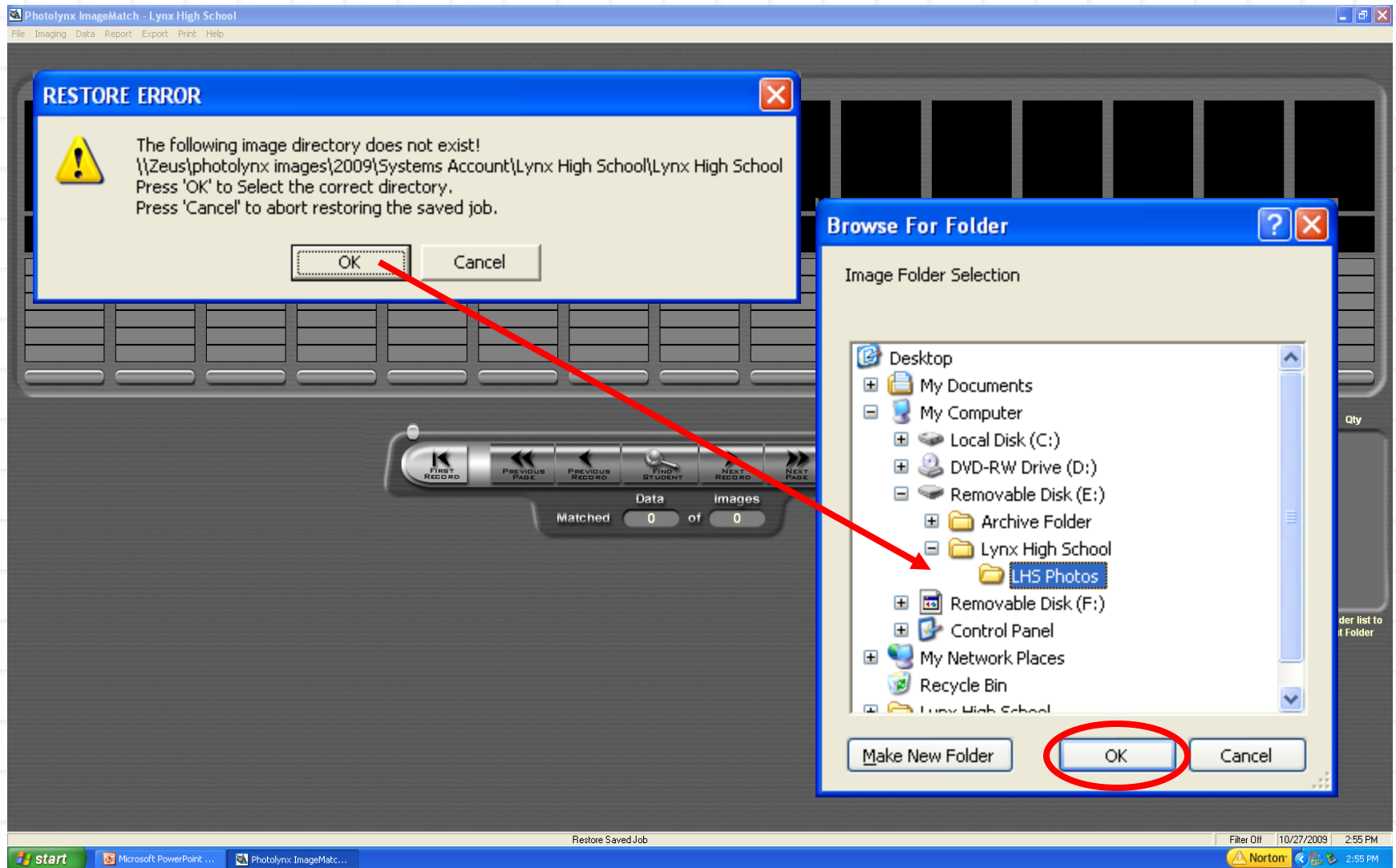
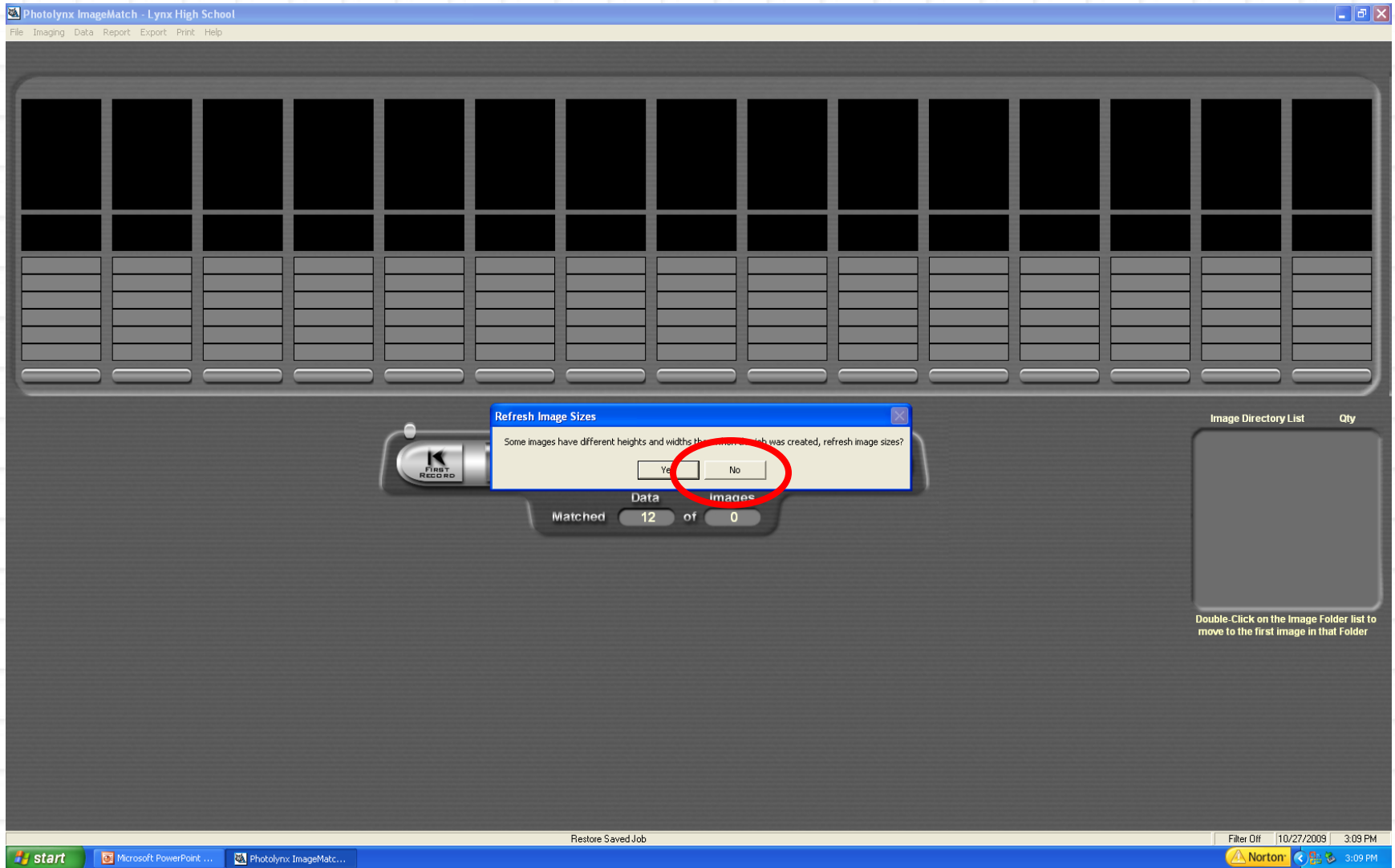


# Finding Image Directories



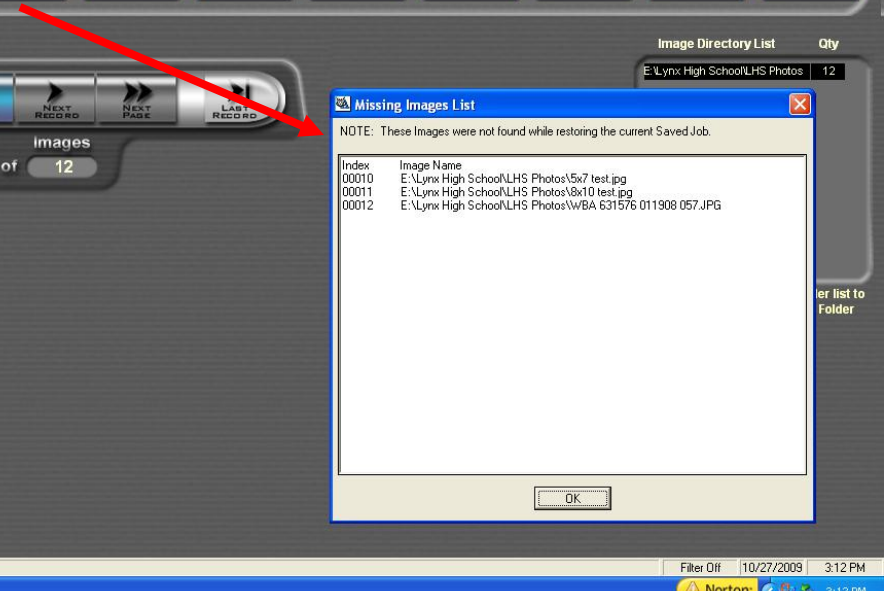
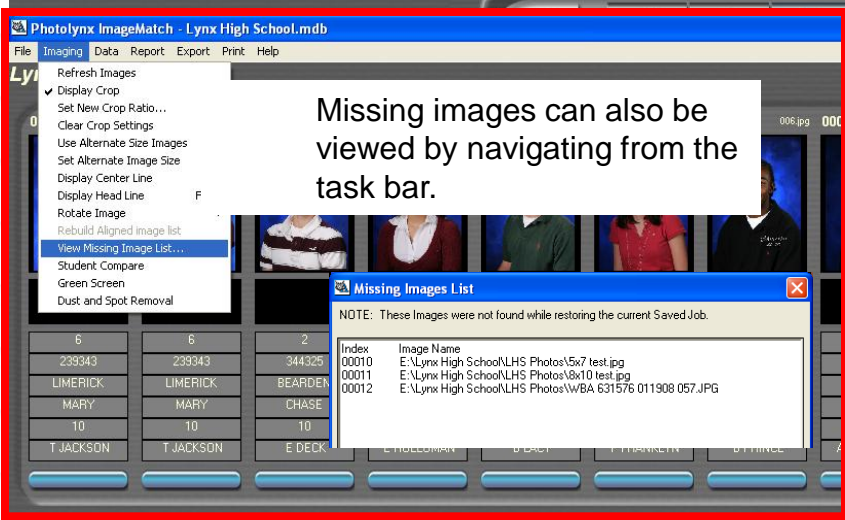
When loading a job, a message will be displayed if the path to the images cannot be located. If this happens, click O.K., and a file browser will pop up, allowing navigation to the image folder.

# Refresh Image Sizes



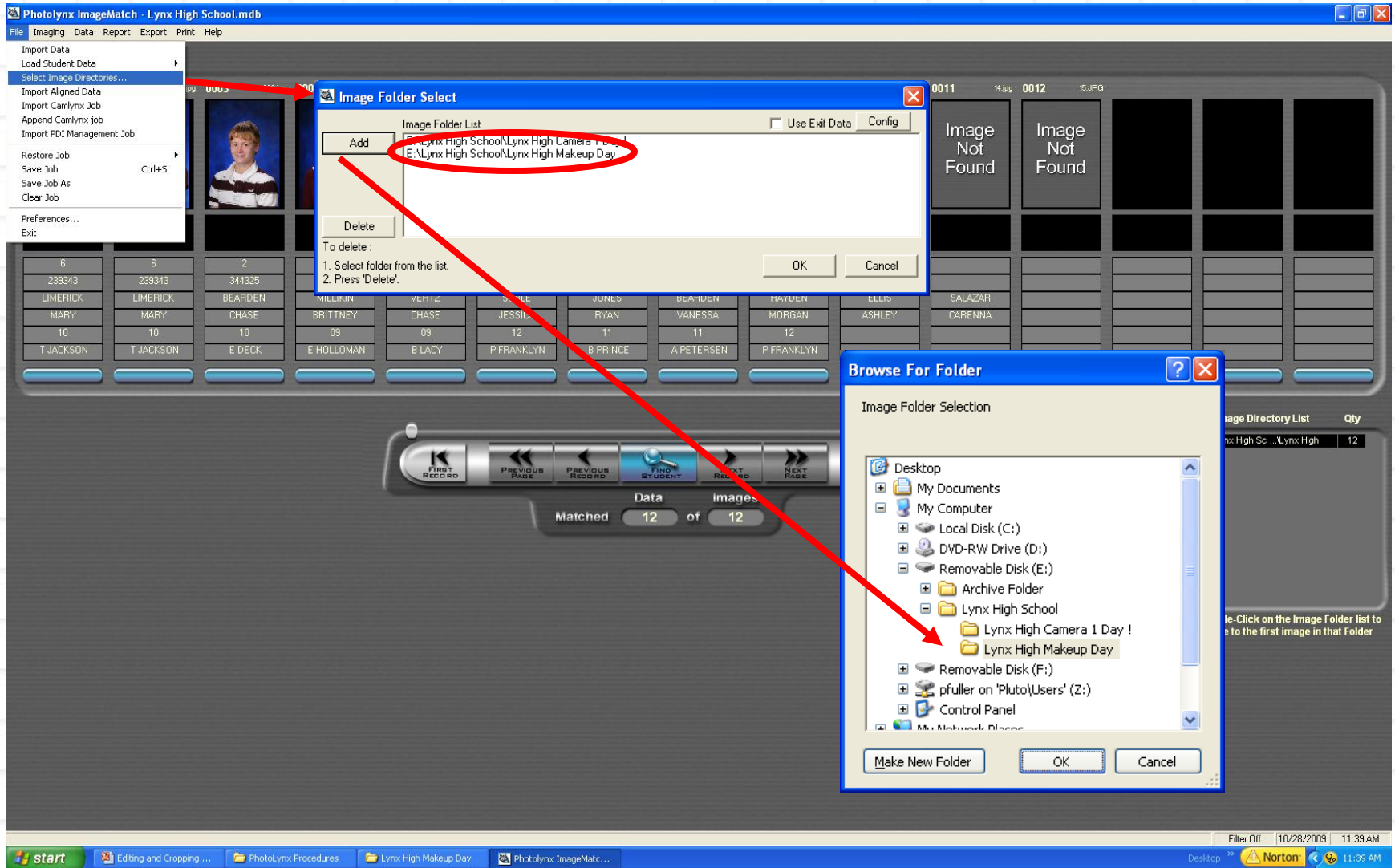
If a folder pops up asking if you want to refresh the image sizes, click NO.

# Missing Images



If images are missing, the image names will be displayed next. If all images are there, this message will not appear. You can Click OK here and view the list later using the **Imaging: View Missing Images List** shown in the red box.

# Adding Additional Image Folders.



When all images are not in the same folder, this process is used to add additional image locations.

# Images and Records Do Not Match or Missing Record Numbers.

The screenshot shows the Photolynx ImageMatch interface for 'Lynx High School.mdb'. The main window displays a grid of 14 student images and their corresponding data records. The records are as follows:

0001	0002	0003	0004	0005	0006	0007	0008	0009	0010	0011				
6	6	2	5	1	8	3	7	4						
239343	239343	344325	260332	270048	249557	268398	264479	258477						
LIMERICK	LIMERICK	BEARDEN	MILLIKIN	VERTZ	SOBLE	JONES	BEARDEN	HAYDEN	ELLIS	SALAZAR				
MARY	MARY	CHASE	BRITTNEY	CHASE	JESSICA	RYAN	VANESSA	MORGAN	ASHLEY	CARENNA				
10	10	10	09	09	12	11	11	12						
T JACKSON	T JACKSON	E DECK	E HOLLOMAN	B LACY	P FRANKLYN	B PRINCE	A PETERSEN	P FRANKLYN						

The 'Find Student' button and the 'Matched 12 of 11' status bar are circled in red. A red arrow points to the status bar, and a red question mark is placed near the two records with missing student IDs.

**Image Directory List**

Image Directory List	Qty
E:\Lynx High Sc...Lynx High	9
E:\Lynx High Sc...Lynx High	2

Double Click on the Image Folder list to move to the first image in that Folder

See Next Page

The number of images and the number of data records do not match.

- Two of the images do not have record numbers assigned to them, and the Student ID, Grade and Teacher fields are blank.



# Inserting Blank Images.

The screenshot shows the Photolynx ImageMatch software interface. A menu is open with 'Insert Blank Images' selected. A dialog box in the center says 'Done' and 'Inserted 1 blank images'. A red arrow points to a cell in the grid labeled 'Image Data Not Found'. The grid contains student photos and names. The 'Image Directory List' on the right shows two folders with image counts.

Image Directory List	Qty
E:\Lynx High Sc... \Lynx High	9
E:\Lynx High Sc... \Lynx High	2

Matched 12 of 12

Correct this using the **Data:Insert Blank Images**. When this is done the image count and record count will match. Image Data Not Found will be displayed where the picture is missing.

# Adding Record Numbers.

The screenshot shows the Photolynx ImageMatch interface with a grid of student portraits. A red circle highlights two empty slots in the grid, corresponding to record numbers 1000 and 1001. A dialog box titled "Assign Record Numbers" is open, showing the "Record Number Field" set to "Record Number". The "Assign to" section has "Records Without a Record Number" selected. The "Record Number To Assign" section has "Unique Numbers Starting With" selected, with the value "1000" entered in the text box. A red arrow points from the dialog box to the highlighted empty slots in the grid.

**Assign Record Numbers**

Record Number Field: Record Number

Assign to

- Records Without a Record Number
- All Records

Record Number To Assign

- First Unique Number
- Unique Numbers Starting With 1000

Ok Cancel

Image Directory List

Image Directory List	Qty
E:\Lynx High Sc... \Lynx High	9
E:\Lynx High Sc... \Lynx High	2

Double-Click on the Image Folder list to move to the first image in that Folder

See Next Page

Two of the images do not have record numbers assigned to them. Record numbers can be assigned with the Data:Assign Record Numbers command. Be sure to only assign record numbers only to records without a number, and assign a unique number large enough that the new records will be the last records in the database.