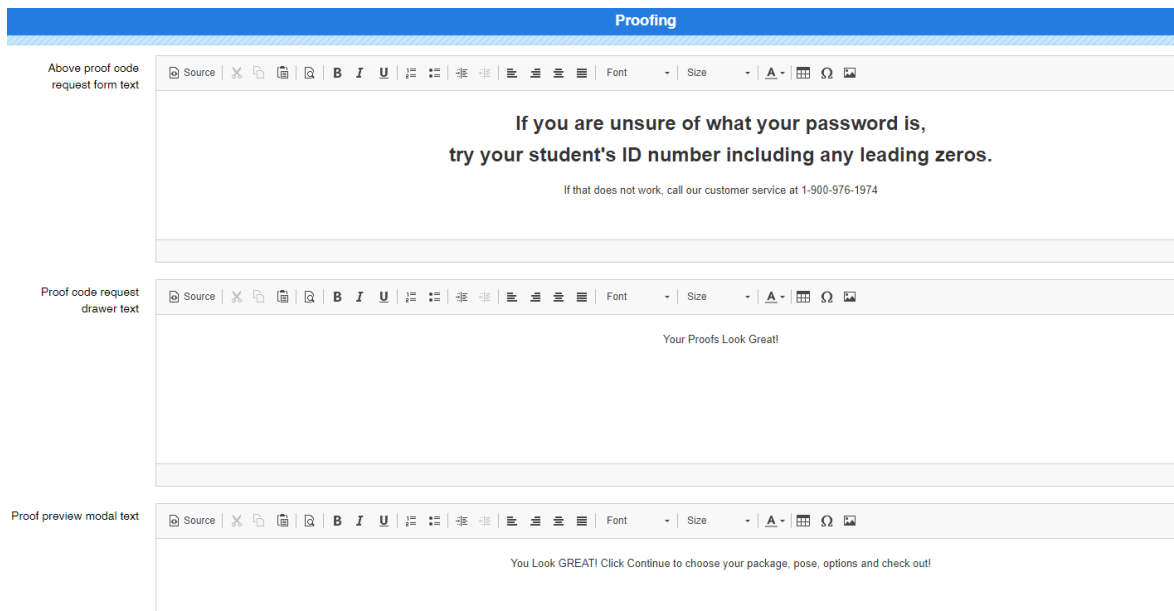


Prepaysystems Proofing v1 Setup

Below is an overview of items to take into consideration when preparing your first proof jobs with prepaysystems.com

- 1) We need to make sure that the proofing service is enabled - This is a setting that prepaysystems support has to enable for you, and is likely already enabled. But if you are not seeing some of the referenced screens and features below, needs to be turned on. Contact support to enable it.
- 2) Add a watermark in the Global Section on the [settings page](#). Watermark should be 1500px x 1000px. It should be a PNG file with a transparent background.
- 3) We suggest going through your [marketing plan](#), and either adding a new one with separate verbiage throughout that addresses the proof process for the customer and/or adding information to the section in the marketing plan entitled “Proofing”
A configuration similar to below screenshot is what we recommend:



- 4) In the **Manage Section** on the individual School/League (Market), there is a setting that indicates “Requires proof to place an order” - This is not a requirement, but if you are doing a job that is “proof only” we would suggest turning this on.



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- 5) You will want to create a new package plan that is specific to proofs. In the package plan, when attaching packages and addons, you want to indicate which ordered items require a proof. This is done so by turning on “Requires Proof” when attaching OR if editing an existing package plan, by clicking the Edit button on the right side of screen next to the item.

Limit per

0 will allow for an unlimited quantity. setting this will over

Notify on Purchase?

Background Count

Sheet Count

Requires proof

Price override

If this field contains a value, it will take precedence ove

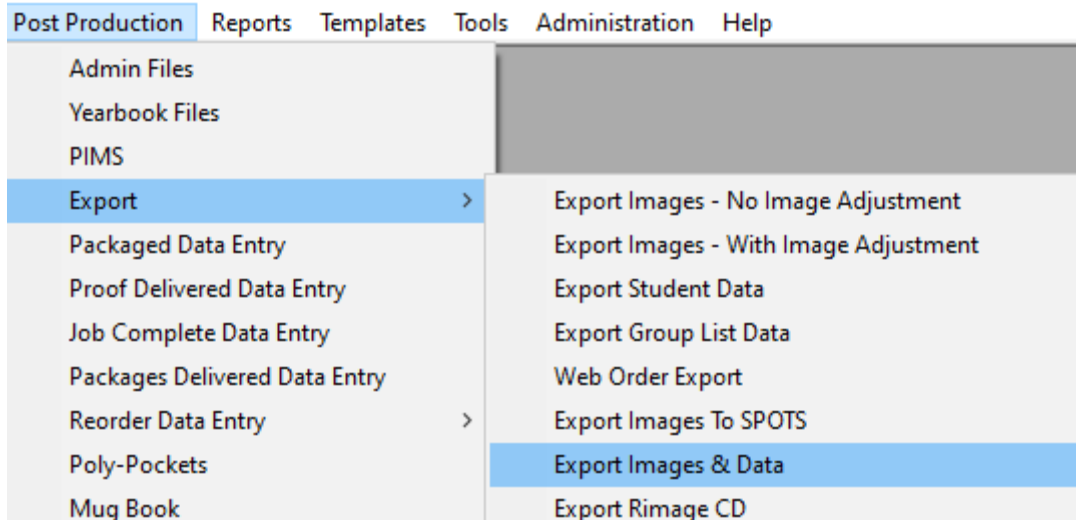
Note: presently, “design your own” packages are not supported with proofs, so you will see an error if you try to enable proofs on a package that has a sheet count requirement.

Loading proofs into the prepaysystems.com

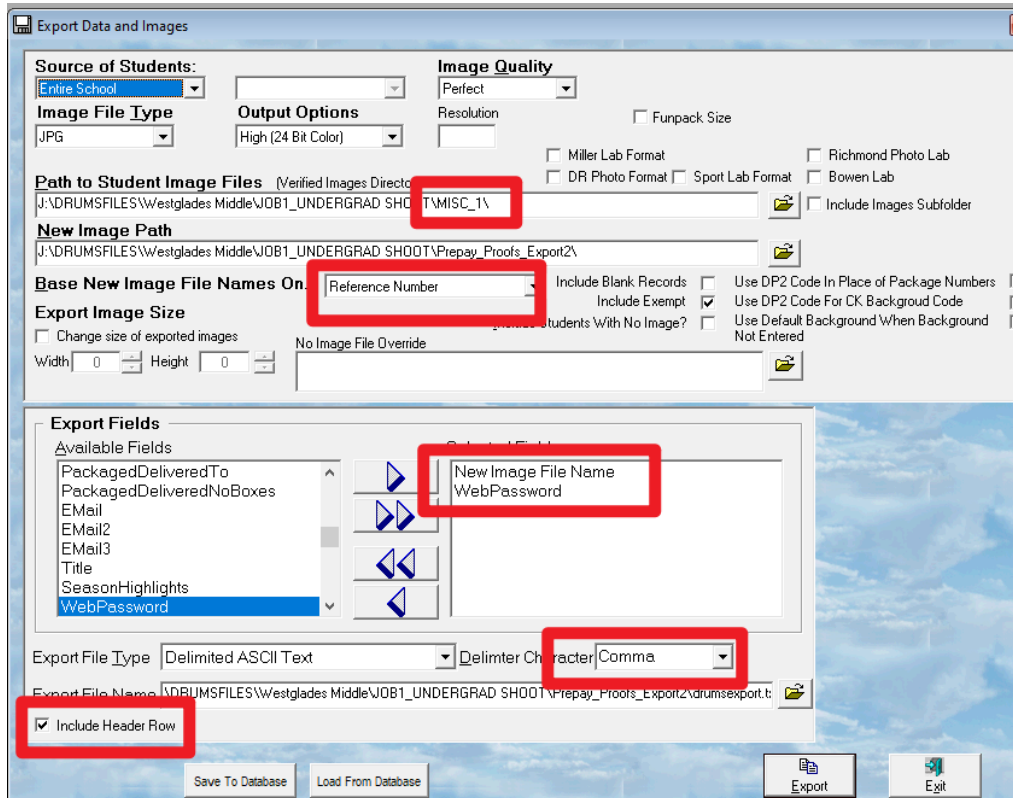
- 1) To load proofs, find the [School/League \(Market\)](#) you want to add them to and click the camera icon.



- 2) You have to first upload the proof schema. This is simply a CSV file with the filenames and passwords. **The CSV file must have columns named "Code" or "WebPassword" for the proof code and "Filename" or "New Image File Name" for the file.** This is easily exported from DRUMS by going to Post-Production → Export → Export Images and Data.



- 3) Below are some important settings on the export
 - a) We suggest you export high-resolution files in preparation for future releases with lab integration. It will accept PNG or JPG files.
 - b) Naming the files reference number will assist in future integrations.
 - c) Make sure to export a CSV file with Comma Delimiters
 - d) Make sure to include a header row.

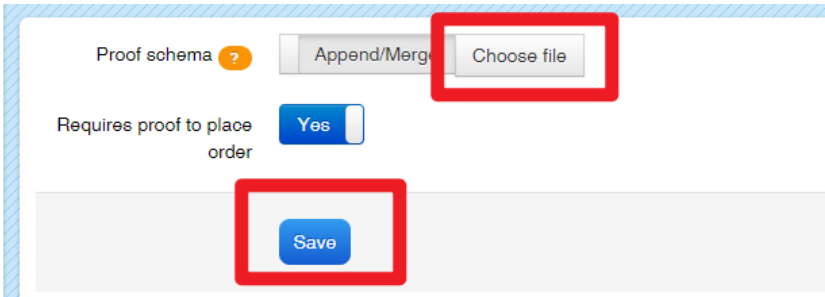


The screenshot shows the 'Export Data and Images' dialog box with the following fields highlighted in red:

- Image File Type:** Set to 'JPG'.
- Image Quality:** Set to 'Perfect'.
- Output Options:** 'High (24 Bit Color)' is selected.
- Path to Student Image Files:** Set to 'J:\DRUMSFILES\Westglades Middle\JOB1_UNDERGRAD SHOOT\MISC_1\'. The folder name 'MISC_1' is highlighted.
- New Image Path:** Set to 'J:\DRUMSFILES\Westglades Middle\JOB1_UNDERGRAD SHOOT\Prepay_Proofs_Export2\'. The folder name 'Prepay_Proofs_Export2' is highlighted.
- Base New Image File Names On:** Set to 'Reference Number'.
- Export Image Size:** 'No Image File Override' is selected.
- Export Fields:** 'New Image File Name' and 'WebPassword' are selected in the 'Selected Fields' list.
- Export File Type:** Set to 'Delimited ASCII Text'.
- Delimiter Character:** Set to 'Comma'.
- Include Header Row:** Checked.

IMPORTANT NOTE: If you are offering a choice of backgrounds, you MUST export and upload PNG Files. The application combines proofs and backgrounds to present to the customer during the background selection process before checkout. If you are not offering a choice of background, then JPG files are fine.

- 4) After you have created the export files, go to the above referenced Proof page where its prompting you to upload the proof schema. Choose your CSV file, and determine if you want to replace any existing data or simply Append/Merge. If this is the first upload for this school, then the setting does not matter. Choose your CSV, and click Save.



The screenshot shows a web form for uploading a proof schema. It includes a dropdown menu for 'Proof schema' with a question mark icon, a radio button for 'Append/Merge', and a 'Choose file' button. Below this is a toggle switch for 'Requires proof to place order' set to 'Yes'. A 'Save' button is located at the bottom of the form. Red boxes highlight the 'Choose file' and 'Save' buttons.

- 5) After doing so, you are presented with a form to upload the images. Either drag and drop all of the images to the box, or select browse to locate the files. And upload. It will take a few minutes to process and upload.

This is just preliminary information to get you started - there are many more details that are documented in tooltips and captions in the application. Feel free to schedule some time with us to talk about the details! Thank you!