



Description and requirements

The picture-to-patron map file links each image file to the appropriate patron record. This file may be provided by a photography service, such as Lifetouch National School Studios or Herff Jones. Alternatively, you can create it yourself. In either case, it is important to verify that the map file is formatted and named correctly.

- The map file must be named **idlink.txt**.
- Each patron picture takes up one line of the map file.
- Each line in the map file must contain "patron barcode," "picture file name" (the quotes are optional but the comma is critical) and end with a carriage return.
- The picture file name must *not* contain any spaces.
- The map file does not contain a header line.
- All picture files must be .gif, .jpg, .jpeg, or .png files.

Note: Idlink.txt is the default file name created by the Lifetouch administrator CD.

The following is a sample of a picture-to-patron map file:

```
"639465","00002.jpg"  
"688692","00003.jpg"  
"859228","00004.jpg"  
"971657","00005.jpg"  
"752899","00006.jpg"
```

Why a Zip File?

Given that Destiny is a web-based product, submitting hundreds of patron picture files one-by-one is not an easy task for a browser.

Uploading the files:

To upload multiple patron pictures at one time, you must first create a zip file that contains the image files (.jpgs) that you want to upload and the picture-to-patron map file (idlink.txt). All of the files must be at the root of the zip file, not in subfolders.

1. Once you have created the zip file, open **Upload Pictures** in the **Back Office**.
2. Click **Browse** to locate the zip file.

3. Click  to start the process.

Viewing the job summary:

The upload runs as a job using **Job Manager**. It can be stopped at any time. A job summary is generated for each patron picture upload. The summary contains an entry for each warning and for each patron picture added.

Example of a job summary:

Job	Upload Patron Pictures
Site	<site name>
Started	<date><time>
Import	<zip file name>
File	
Summary	Patron pictures added: 145
Warnings:	3

Warning Could not find patron with barcode '16123'

Added Successfully added patron picture for patron with barcode '16000'

Import completed <date><time>