

## ID STUDIO USER GUIDE

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## ID Studio User Guide

Please note the information contained within this document is subject to change

### Program Description

ID Studio is an easy-to-use photographer program for the linking of names and other information at the point of photography. Primarily intended for school photography, it can be used for events and other assignments where the accurate linking of data with photographs is required.

#### Key features:

- Direct tether support for Nikon and Canon cameras, no other software needed.
- Hotfolder input for wireless shooting and unsupported cameras.
- Print barcoded shooter cards with up to six fields directly to an attached printer.
- On-site proofing capability.
- Multipose proofcard capability with an advanced Layout Designer (optional).
- Stop, review and resume a shoot at any time.
- Attached data editable in-line or post-shoot.
- Comprehensive search facility.
- Instant recall of any saved shoot.
- Export and Import of shoots.
- Generate School database images at the school
- Export to FTP, local folder, USB stick or CD.
- Import shootlists in .CSV format.
- Manual data entry if running without a shootlist.
- Serial barcode reader, does not rely on positioning the cursor in a search box.
- Automatic generation and insertion of "slates/classboards"
- Unique Usernames and Passwords taken from a pre generated and tested list.
- Annual licensing with flexible payment options.
- Dongle-free software licensing.

## Installation Procedure

### Pre-requisites

The program is designed from the ground-up for modern Windows Operating Systems. It will install and run reliably on 64 bit Windows 10. If you require to run on earlier versions of windows please contact halsys via email - sales@halsys.co.uk.

With reference to the minimum hardware specification, Appendix C, at the back of this guide, obtain a suitable computer. The program is distributed as a digital download. If you require physical media, please contact Halsys Ltd. for the installer package on USB stick or CDROM.

- You'll need an internet connection
- You'll need a VCP type barcode reader. We can supply a suitable hand-held reader at a competitive price. Refer to Appendix C.
- You'll need a supported camera, either Nikon or Canon. If you don't have a supported camera, you can use hotfolder mode which requires camera manufacturer's capture software. This mode of operation is provided for convenience, but is not recommended.
- USB cable for connecting your camera to the computer.
- For on-site proofing you'll need a suitable printer, printer supplies and a block of pre generated Usernames and passwords.

### Run the Installer

Click on the 'ID-Shoot Installer (Version No.).exe' to start the installation.

- Start the installer and follow on-screen prompts.
- Install the barcode driver
- On the very first start, you will be asked for a licence key.
- Follow the on-screen instructions to obtain either a trial key or to purchase an annual licence.
- For on-site proofing, obtain a block of pre-generated Usernames and Passwords. Please contact Halsys Ltd.
- Connect your barcode reader.

## The Setting-up Screen

On the very first start after the licence has been installed, you'll see the registration screen.

The screenshot shows a dark-themed registration screen. At the top, there is a horizontal menu with five tabs: 'Photographer', 'Protected', 'Settings', 'Accounts', and 'Online'. Below the menu, the 'Photographer' section contains three input fields: 'Title', 'First name', and 'Last name', each with a red border. Below these is a 'Photographer identifier' input field. A blue button labeled 'Show hidden confirmations' is positioned below the identifier field. At the bottom right, there are two buttons: a grey 'Save' button and a blue 'Close' button.

Enter the following to personalise your copy of the program:

**Photographer:** Your title and name

**Photographer identifier:** Typically your initials which will auto fill. Can be any number of letters and numbers. What you type here will be appended to all filenames collected by the program from the attached camera.

### Protected

Able to set a password to lock out some settings to stop photographers changing settings.

## Settings

The screenshot shows the 'Settings' dialog box with the following configuration:

- Photographer: [tab]
- Protected: [tab]
- Settings: [tab, active]
- Accounts: [tab]
- Online: [tab]
- Delete when archiving:
- New session on find row double click:
- Confirm when deleting row:
- Filmstrip initially visible:
- Enable shoot configuration:
- Suppress Image Format Warnings:
- Barcode scanner COM port: COM1
- Camera: Nikon SDK
- Camera Folder: C:\Users\JamesC\Documents\ID Shoc
- Audit log:  [empty field]
- Buttons: Save, Close

- Delete when archiving - When checked the photoshoot is deleted after it is zipped and copied to the MyDocuments folder.
- New session on find row double click
- Confirm when deleting a row - When checked, a confirmation dialog is displayed prior to deleting a shoot data row. When not checked the shoot data row is deleted without confirmation.
- Film strip initially visible - When first loading a job the film strip will be visible
- Enable shoot configuration - unticked will not allow the user to change any shoot configuration in the advanced screen (See the advanced section), this is used to lock down the system to a particular way of working.
- Suppress Image Format Warnings - Turn off warnings about incorrect image formats.
- Barcode Scanner COM port - Select the correct port that the barcode is plugged into.
- Camera -Choose between, Nikon, Canon or a hot folder.
- Camera folder - When hot folder mode is selected this is the folder that the images will be dropped in.
- Audit Log - The audit log checkbox is used to enable and disable the audit log functionality. When enabled a valid audit log folder must be specified.

## FTP Accounts

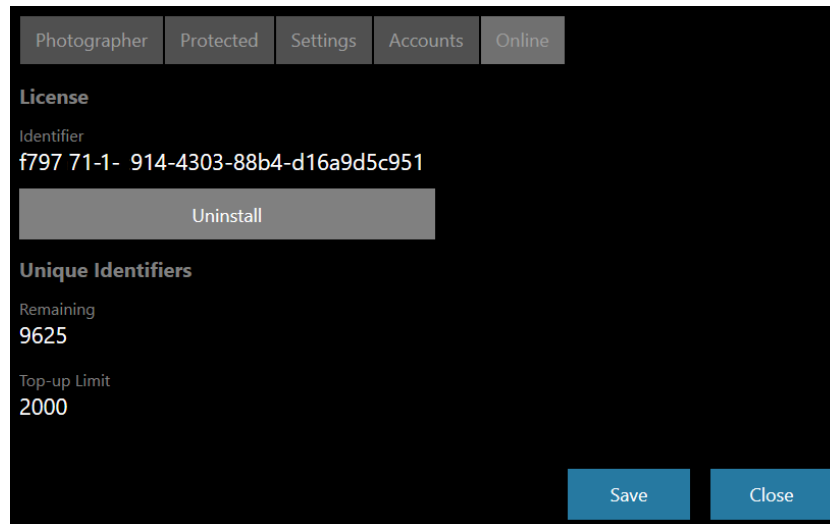
Click the Accounts button if you want to FTP completed jobs back to a lab.

The screenshot shows a software interface with a dark background. At the top, there is a horizontal menu with five items: 'Photographer', 'Settings', 'Accounts', 'Online', and 'About'. Below this menu, there are three input fields. The first is labeled 'FTP address' and contains the text 'Test'. The second is labeled 'FTP user name' and contains the text 'Test'. The third is labeled 'FTP password' and contains seven white dots. To the right of the password field is a button labeled 'Test connection'. At the bottom right of the dialog are two buttons: 'Save' and 'Close'.

- Enter the desired FTP server address, username and password. Click Test Connection to verify.

## Licence

- Click Online and the licence check screen is displayed.

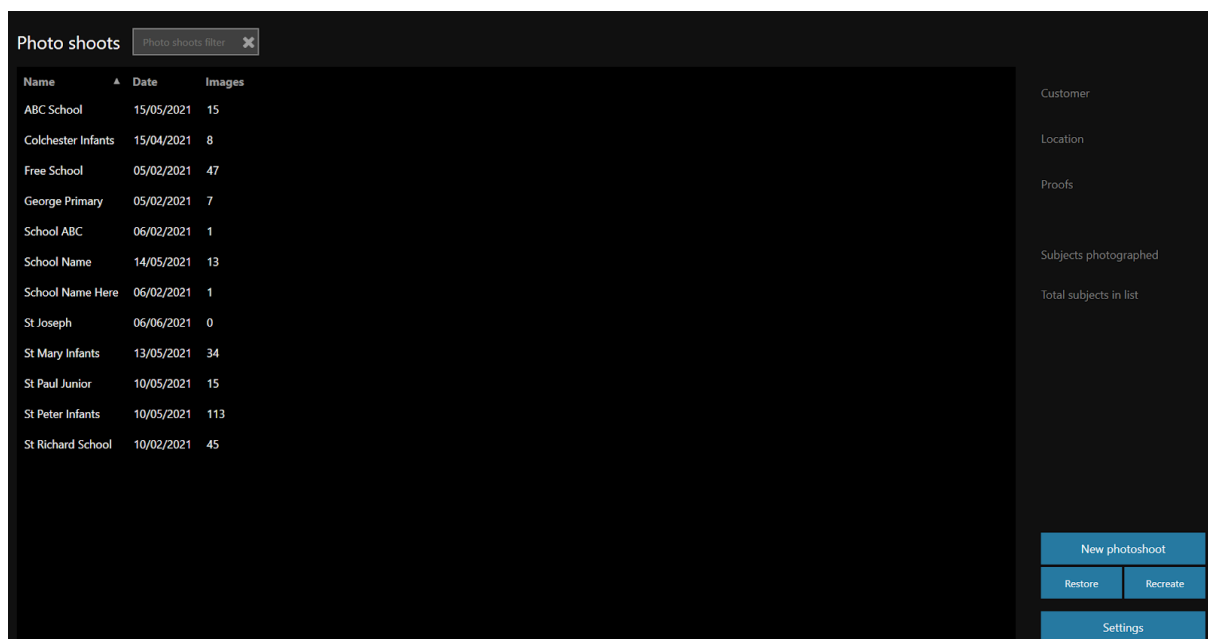


Here you can check when the licence was installed, its original duration and other information. Do not click Uninstall unless directed by a member of the Halsys support team or you wish to permanently remove the licence from your system.

**Very important:** If you do not save the Uninstall Token generated by the program and later wish to re-install, you will need to purchase a new licence

## The Main Screen

This screen is shown every time the program starts-up, once the registration screen has been filled in.



The program can store many thousands of shoots. You can filter the list using the search box at the top.

From this screen you can

- Create a new shoot
- Search for and select an existing shoot and resume photography
- Restore an archived job
- Export a shoot
- Adjust settings



### Create a new shoot

Click New photo shoot:

The screenshot shows a dialog box titled "ID-Shoot (2019-01-20)". The dialog has a dark background and a light gray header with tabs: "General", "Data", "Fields", "Cards", and "Advanced". The "General" tab is selected. Below the tabs are five input fields: "Photo shoot name" (with a red border), "Customer", "Location", "Comments", and "Start date" (with a calendar icon). At the bottom left is a blue "Cancel" button, and at the bottom right is a gray "Next" button.

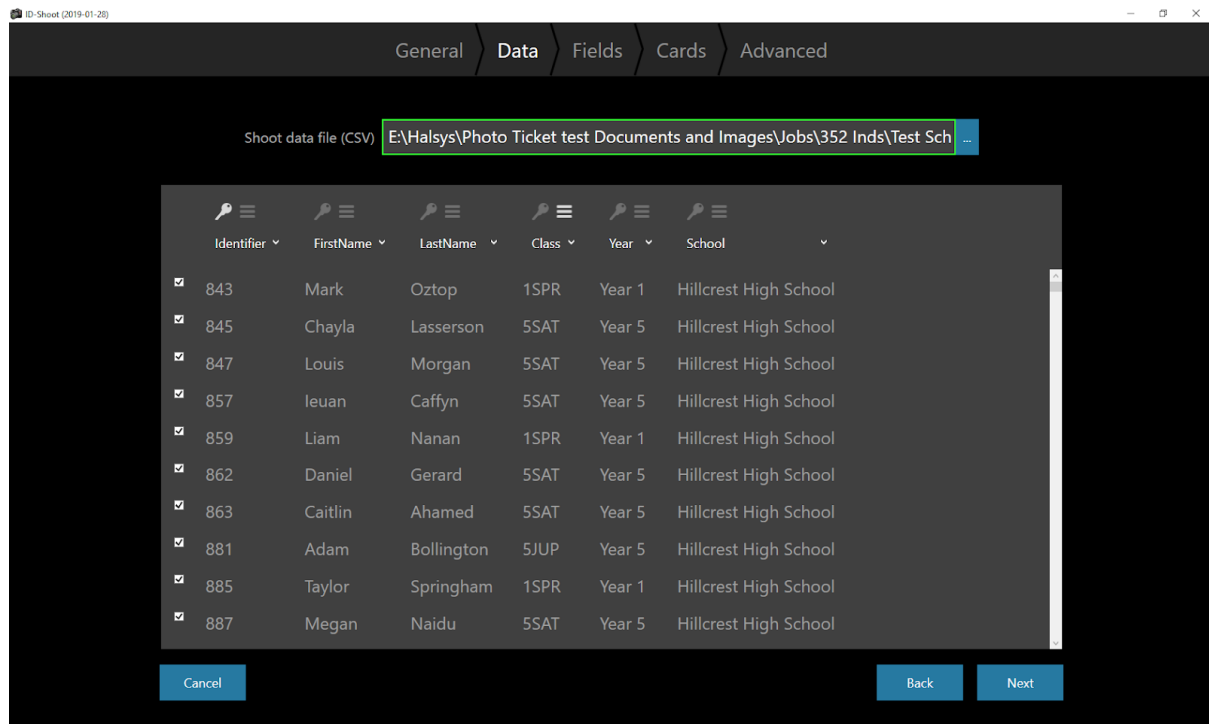
- Photo shoot name - Identifies the job on the following screens and in the various output files. A check is carried out for duplicate names and the box will remain red until a unique name is entered. You cannot proceed without a valid name.
- Customer - Optional. Anything entered here is saved with the Shoot.
- Location - Optional. Anything entered here is saved with the Shoot.
- Comments - Anything typed here can be inserted as metadata with the Shoot.
- Start date - Useful for sorting.

“Next” button will become active when ID Studio is happy. Click to go to the Shoot data screen.

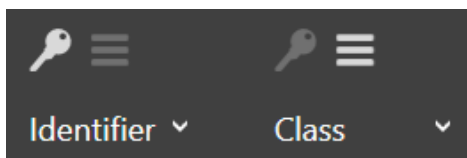
If you want to run from a Shootlist, Click the ellipsis button (...) and browse for a shootlist file. Typically this will be a school register list in .CSV format. In the illustration below, we've already selected a shootlist..

If you want to run without a shootlist, click Next without selecting a shootlist and you'll be taken straight to the Shoot fields screen.

### Running with a Shootlist



- Refer to Appendix A for information on shootlist format.
- Notice the key and “hamburger” symbols above each data column.

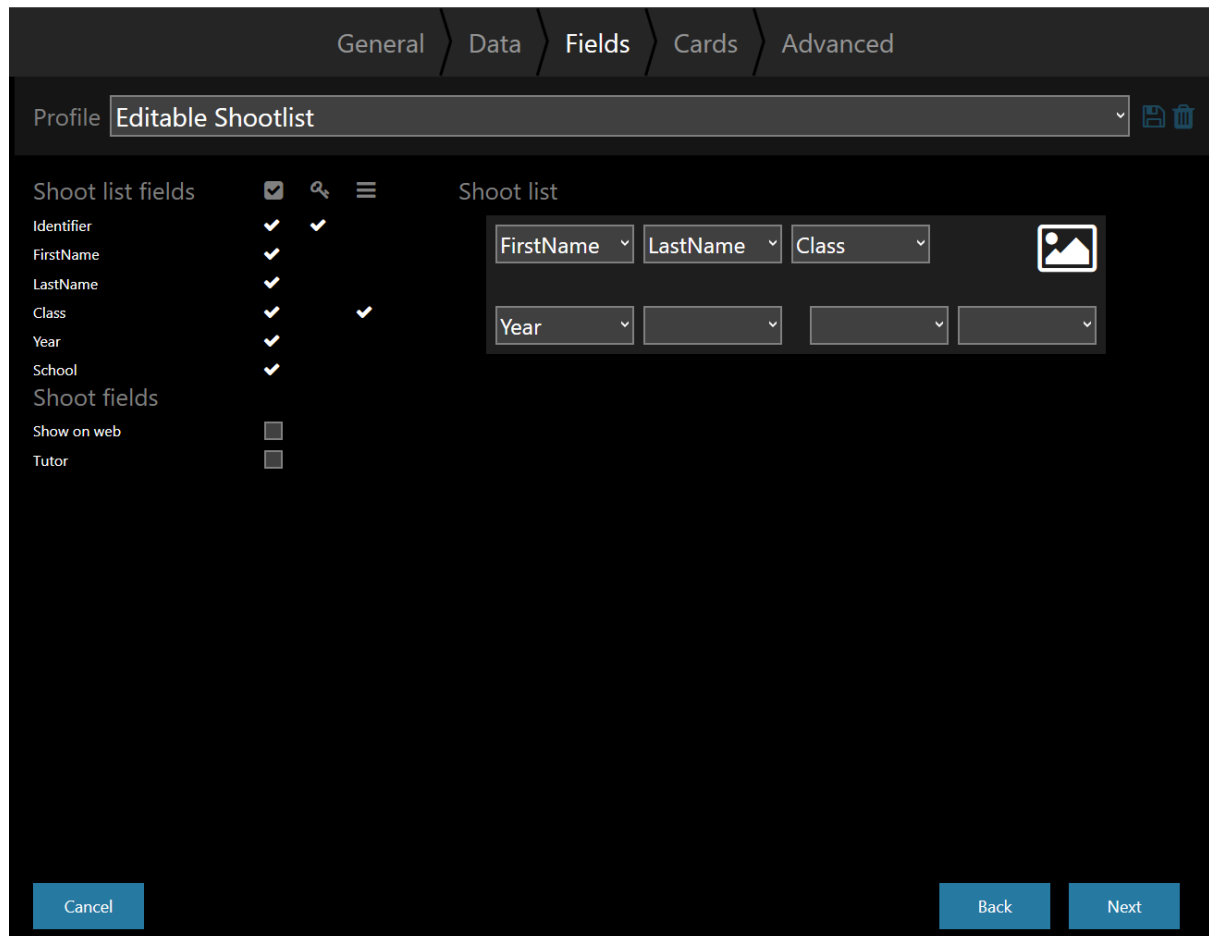


The highlighted key indicates the field chosen by the program as the data to use for linking (the “key” field).

The highlighted hamburger symbol denotes the selected Grouping column. You can change the selection if desired by clicking on another key. The program will attempt to identify all columns by their header names in the .CSV. The program runs from a set of synonyms which is how it works out the correct header names to use. These are editable.

- Refer to Appendix B for information on how to edit and add synonyms

- With a shootlist selected, click Next to go to the Shoot Fields screen:

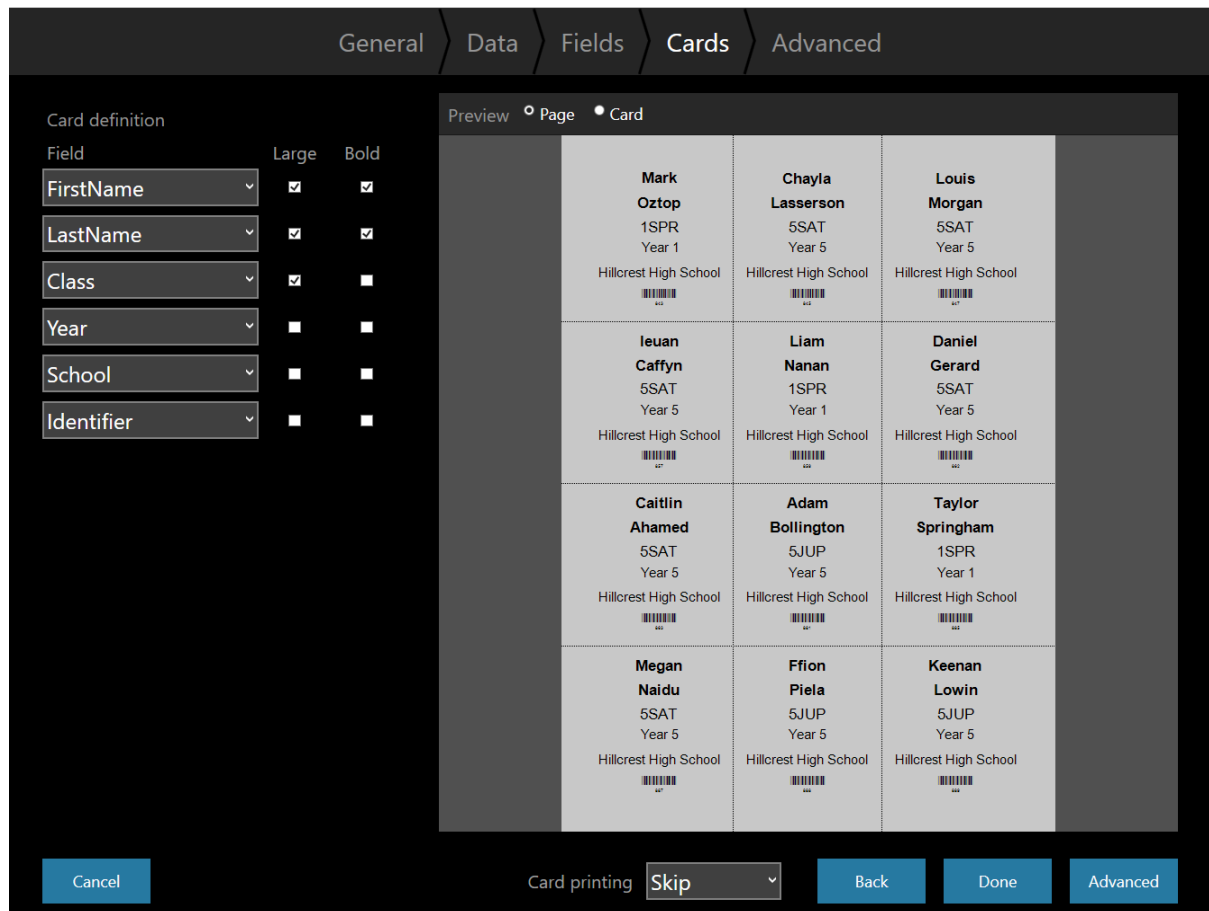


All these items control how the main shooting screen is presented, the right hand side data view. The image below shows what you will see from the set up above, with the pupils First Name, Last Name, Class and Year showing.

Charley Hafeez 1SPR  
Year 1

- **Profile:** This drop-down list displays the last-used settings, conveniently gathered up as a named “profile”. The program is supplied with two preset profiles, this one shown and one called “No shootlist mode”. Changes can be saved and new profiles added by typing in a new name and clicking the floppy disk icon. Trash can delete the currently displayed drop-down item.
- **Shoot list fields:** All the headers found in the selected shootlist together with Key and Group selection are displayed here. This section cannot be edited here.
- **Shoot list:** Additional fields not in the shootlist but which can be added in. They have additional features such as Sticky (persist for the entire shoot unless edited) and multi-line. Eg. For adding a list of siblings.

Click Next and you will get to the cards screen.

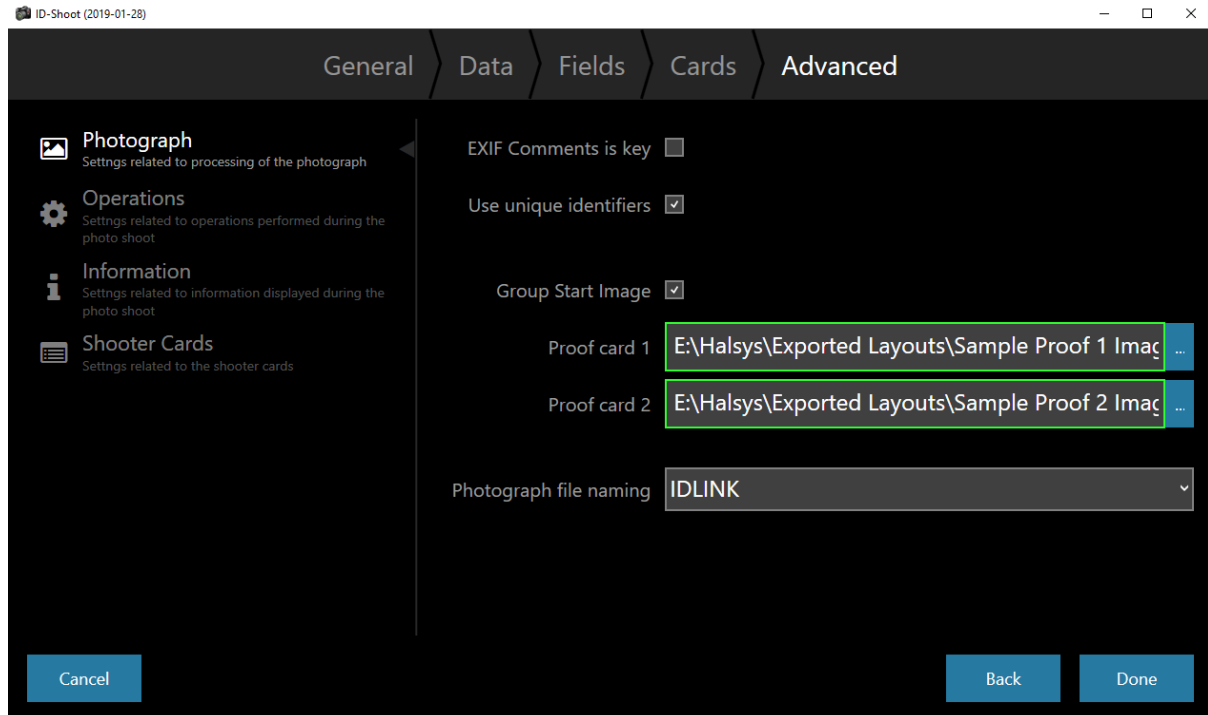


This screen is used to build printable pages for student shooter cards.

- You can add up to six fields.
- One field must be set to "Identifier". This will print as a barcode.
- Large and bold text options.
- You can choose to Print Now, Print Later or Skip from the drop down menu at the bottom.
- A number of page formats are available from the advanced button along with other settings.

Once the page is set up how you want it, click 'Done' which will take you to the main screen ready for your shoot, or the Advanced button will take you to more settings.

## Advanced Settings



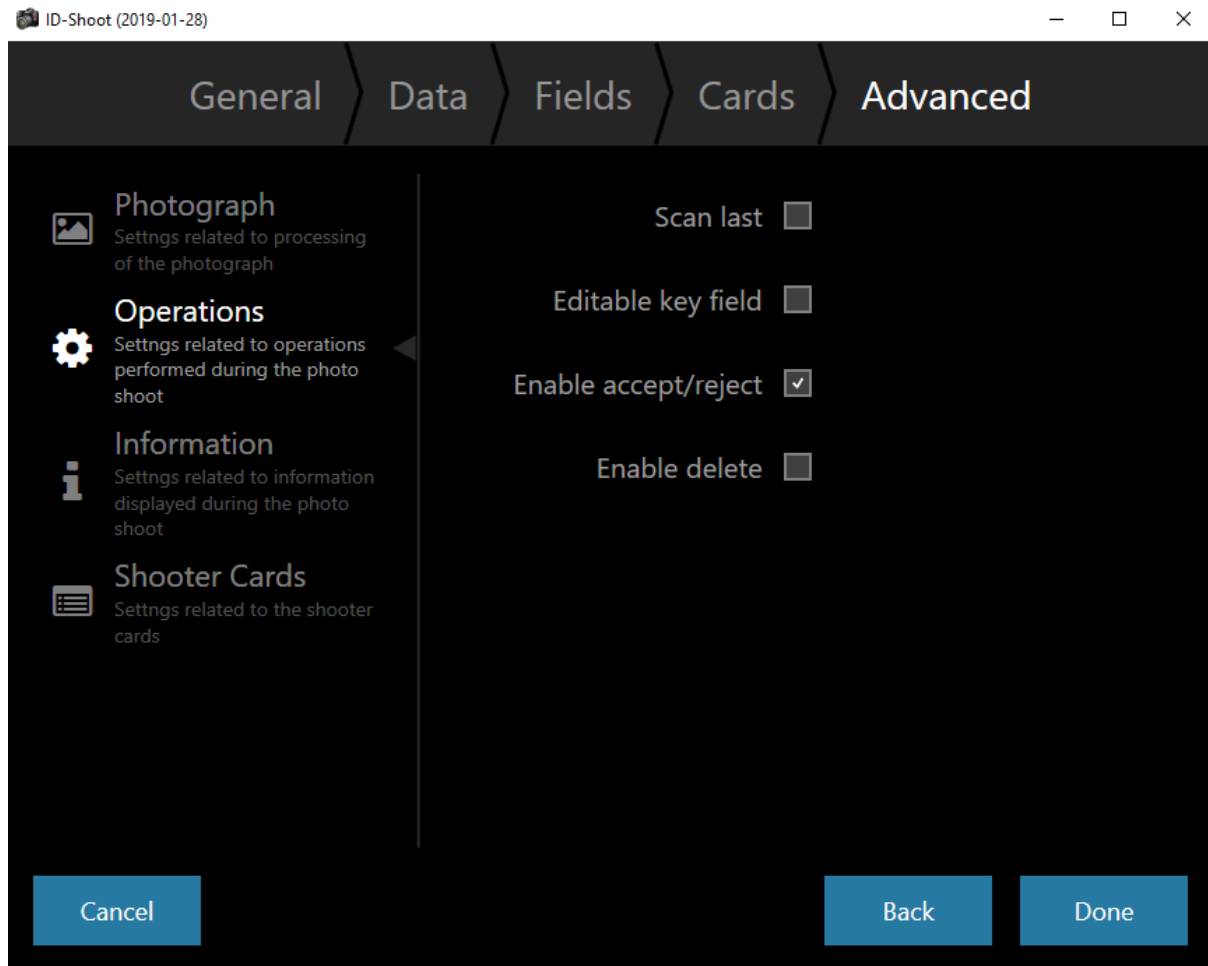
### Photography

Settings related to processing of the photograph.

- EXIF Comments is key - This flag determines if the contents of the EXIF comments fields contain the key identifying the shoot data row the photograph should be linked to when used alongside an on camera barcode.
- Use Unique Identifiers - This flag is used to specify if a unique identifier, username and password should be assigned to each photograph.
- Group Start Image - Tick this if you require class boards for each class.
- Proof Cards - Here you can load your proofcard background, this will need to be created in Layout designer and exported as a \*.layout file. You can load two different proofs here and it is specific to the job you are loading. This setting will be held for the next job, but can be changed.
- Photograph file naming - The file naming convention is specified using the option. It can be one of the following:
  - IDLINK – The IDLINK file naming convention is used.
  - UNIQUE – The original photograph file name is used with duplicates being handled by appending (n) after the photograph where n is 2, 3, ...

### Operations

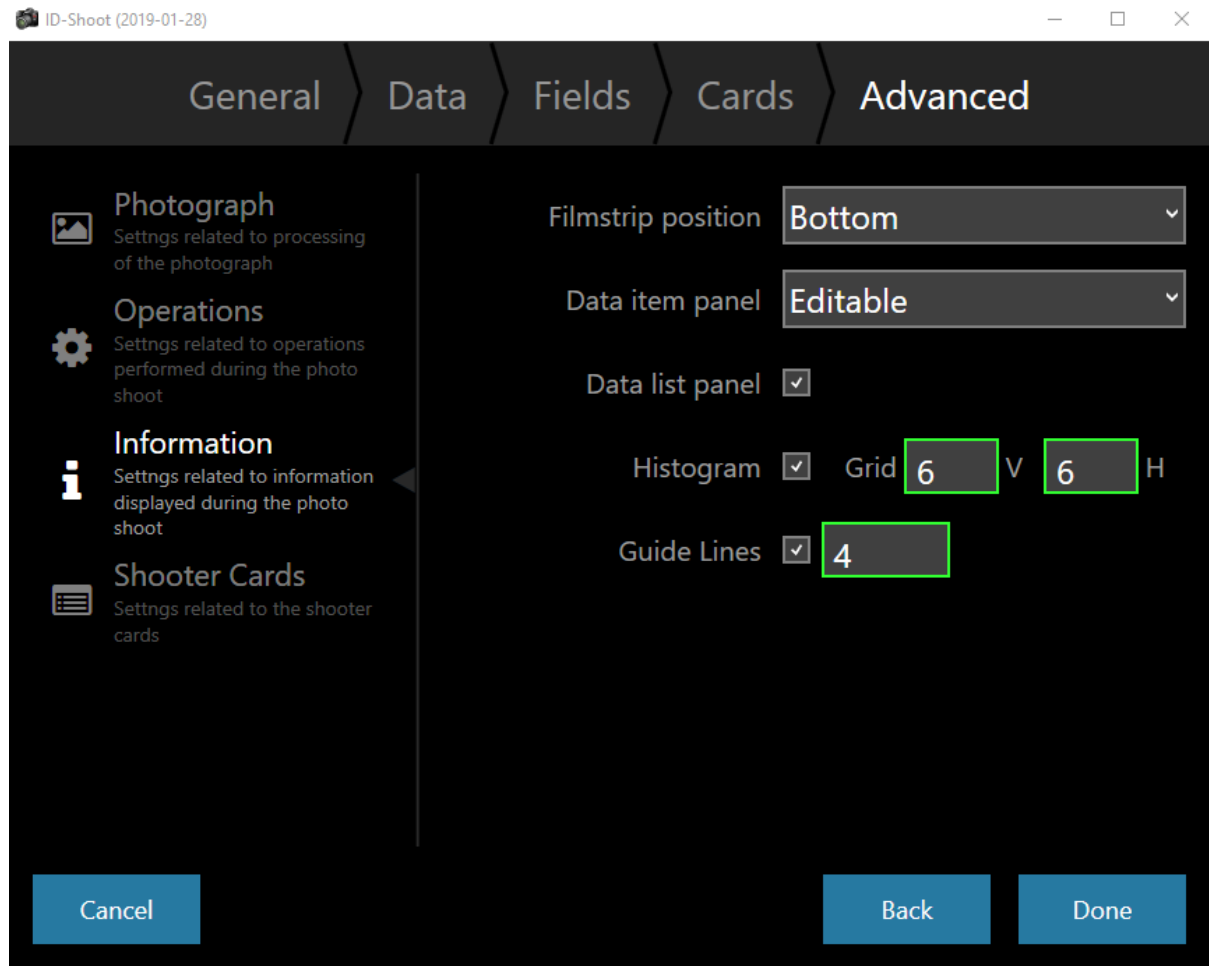
Settings related to operations performed during the photo shoot.



- Scan last - Tick this if you want to photograph the pupils before scanning the shoot cards, unticked means you will need to read the shoot card or select a pupil before photographing.
- Editable key field - If this is tick the user can edit the key field
- Enable accept/reject - Does what it says
- Enable delete - Does what it says

### Information

Settings related to information displayed during the photo shoot.

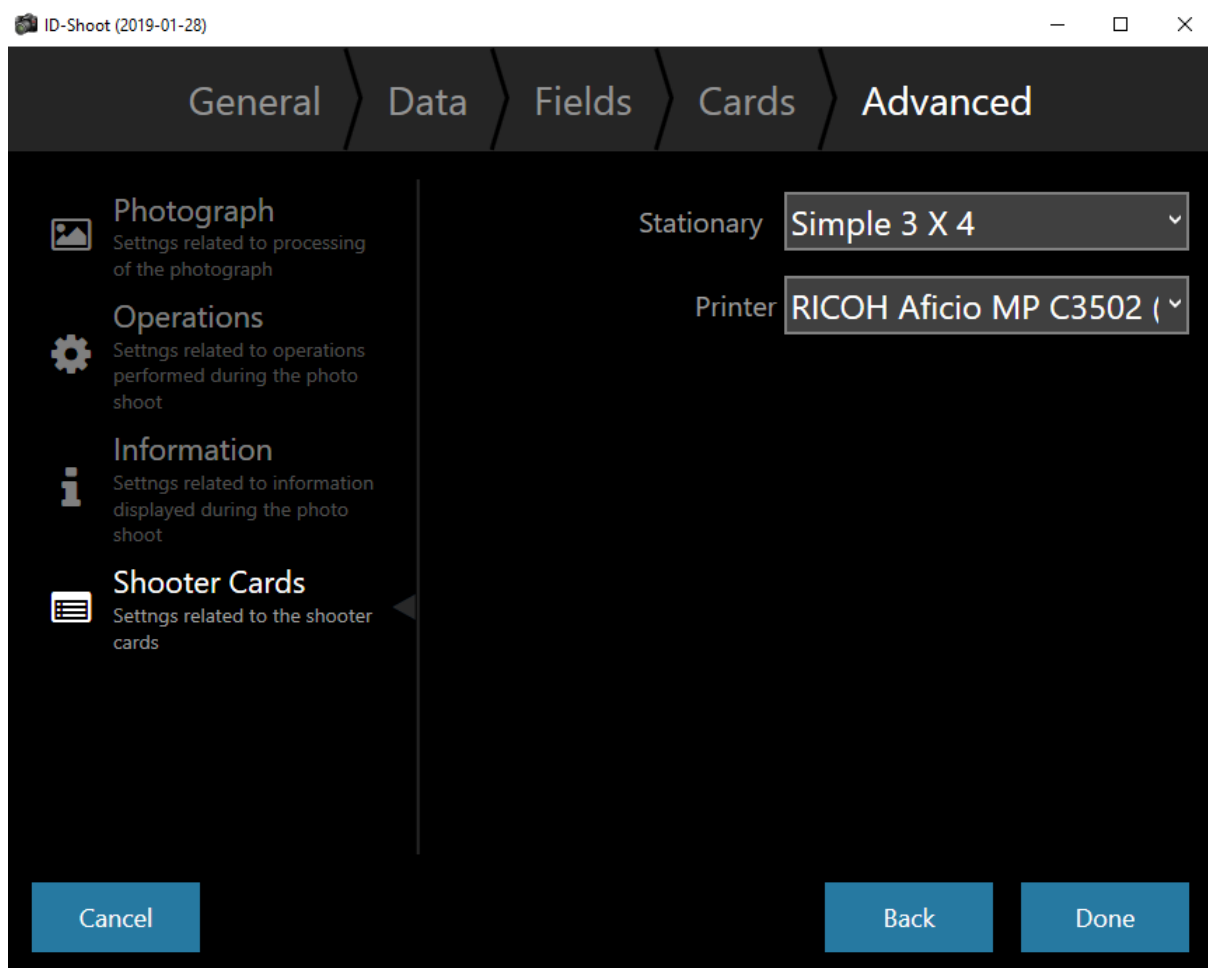


- Filmstrip position - You can change the filmstrip position to bottom or left.
- Data item panel - If ticked you will see the data selected and have the ability to edit it.
- Data list panel - If ticked you will see a list of all pupils in the job, you will need to see them if you want to manually find any pupils.
- Histogram - See a histogram at the top of the screen.
- Grid Size
- Guide Lines - Have a guideline on screen when shooting to help keep all heads in the same position.



### Shooter Cards

Settings related to the shooter cards.



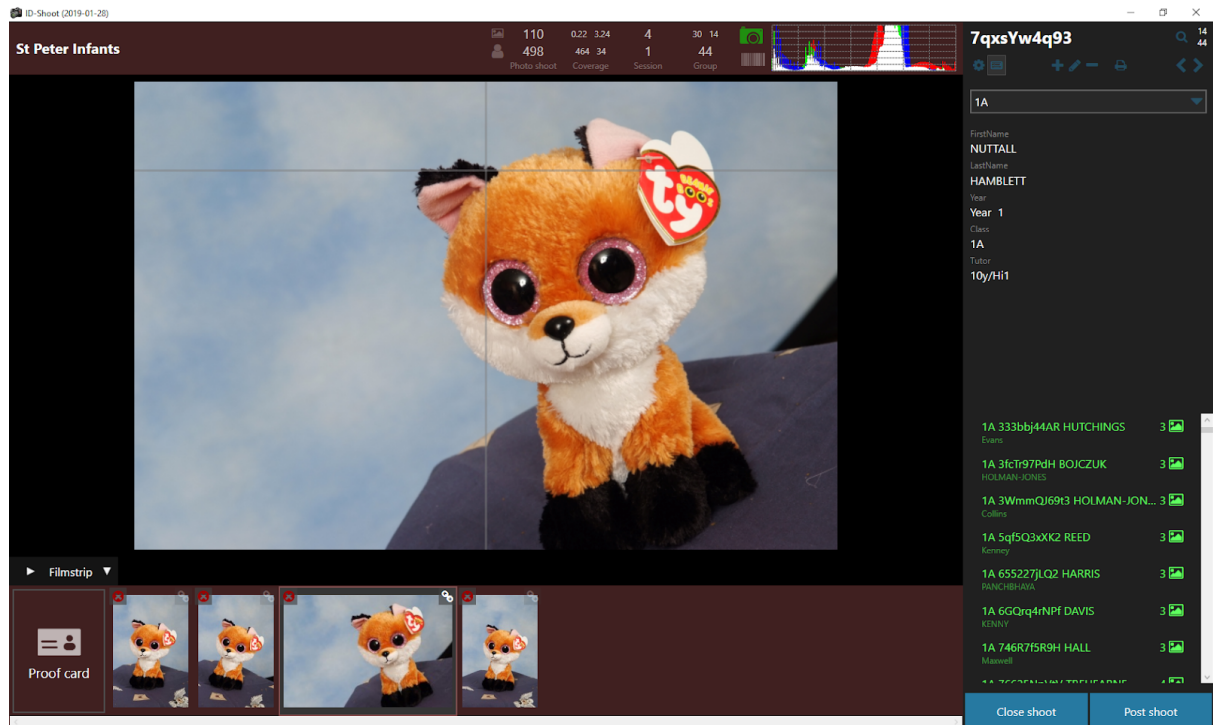
- Stationary - You can change the tiling of the shooter cards here, there are three presets - Simple 6x3 Landscape, Simple 3x4 and 2x2 small.
- Printer - Choose the printer you want the shooter cards to print to.



### The Shoot screen

This is where all the action takes place.

Make sure your camera is connected then switch it on. Camera icon goes from red to green, as shown. If a barcode reader is detected a little barcode icon appears underneath the camera icon. Shoot name appears top left, information top centre shows some statistics for the shoot. A histogram, useful for setting up, is displayed top right.



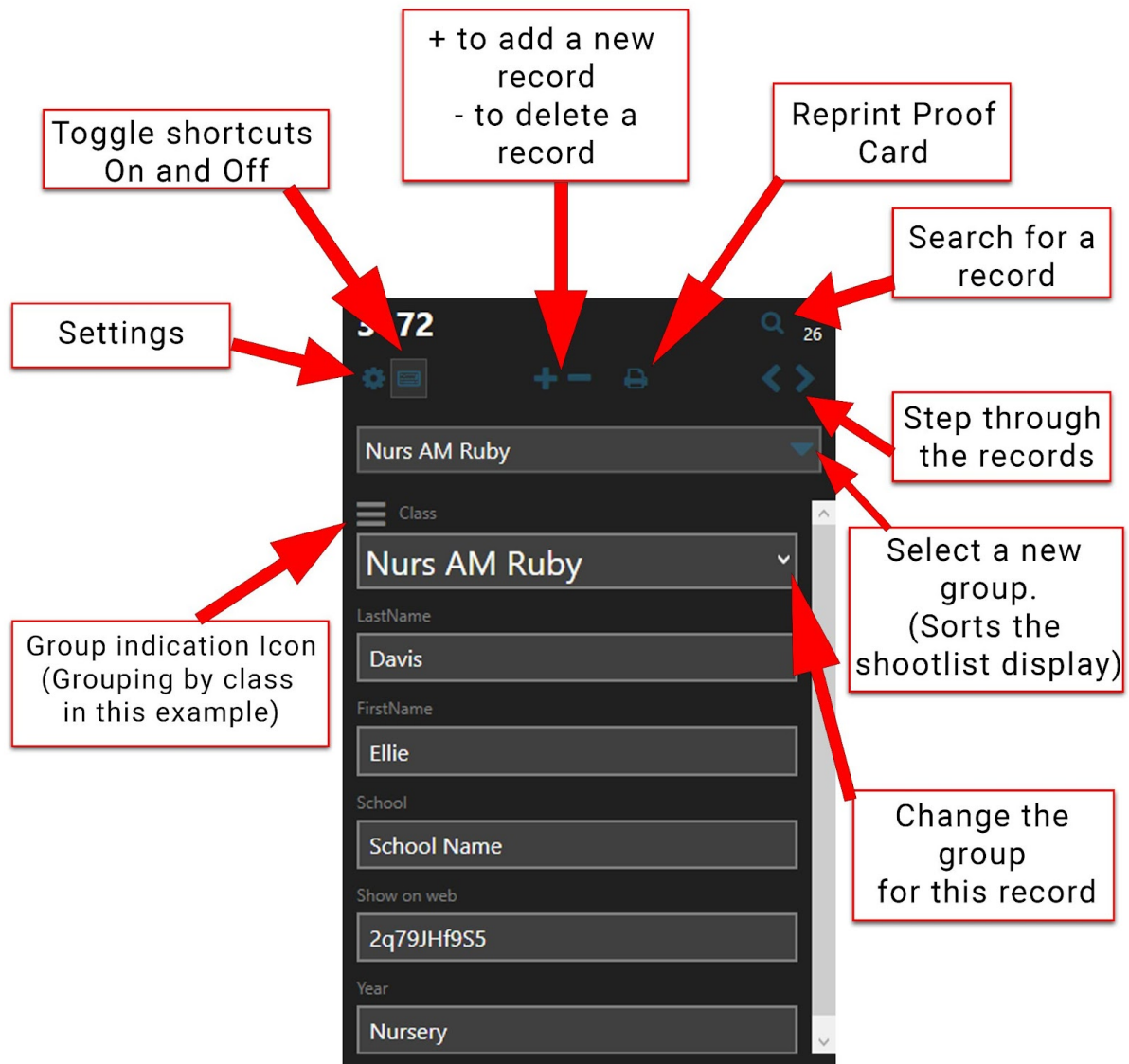
Here, we are running with a shootlist. A barcode has just been scanned and four pictures taken.

To proceed:

- Scan a barcode or select from the list. Name and shootlist data appear in the upper right boxes.
- Take a shot. The image is displayed in the main window and remains there until another is taken. Current record turns green to indicate one or more photos are assigned.
- Subsequent shots using the same data begin filling up the “filmstrip” along the bottom.
- Scan a new barcode or select another data set from the list. Filmstrip and main window are cleared, session count is cleared and new data is displayed.
- Continue working through all your subjects.

When done or to pause, click Close shoot. You will be returned to the Start-Up Screen.

### Shooting screen controls and icons




### Advanced operations

Say you have a student present without a barcoded shooter card or a shootlist entry (record). Click on the + and you'll be able to manually enter data. The system automatically assigns a sequential identifier.

If there is an error in the displayed data, you can edit any field if enabled in

### Reallocating wrongly linked data

If you have linked the incorrect data to a pupil you can quickly and easily move all or some of the images to a new data set.

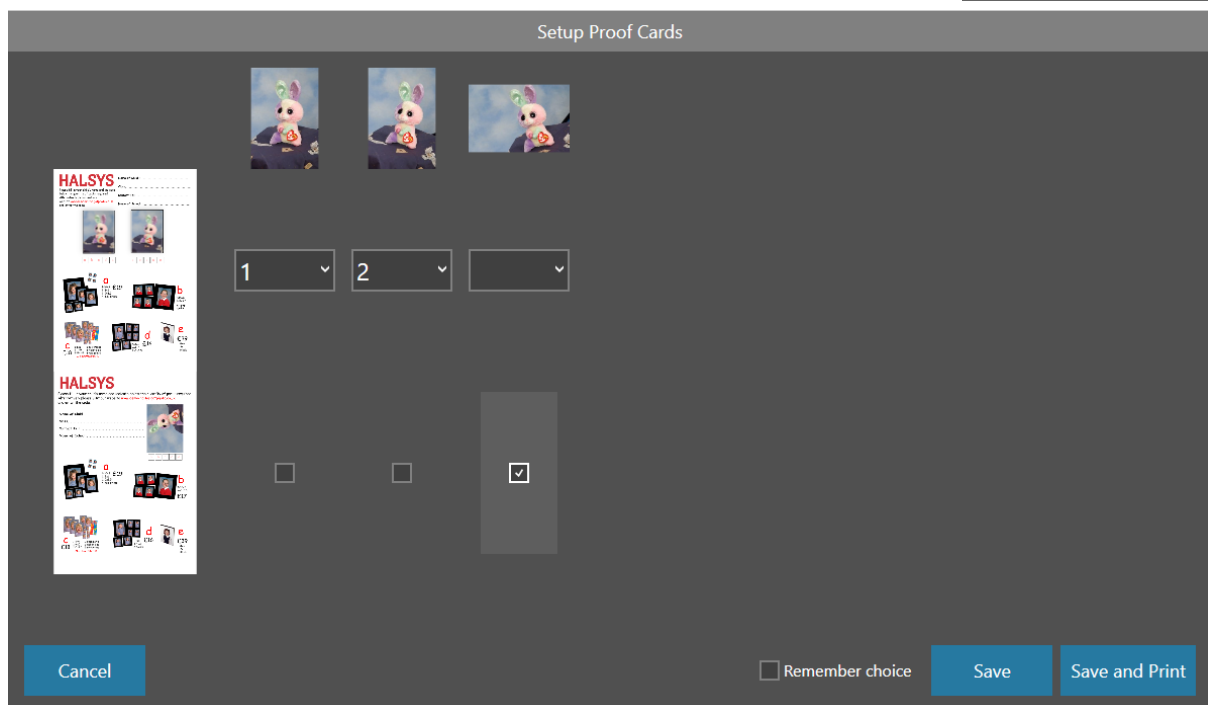
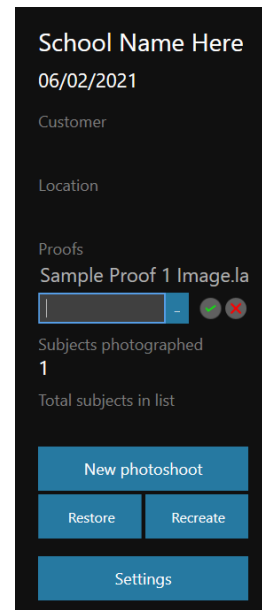
- Navigate data set with the wrong images in.
- Ctrl and left click to select all the images that need to be moved.
- You need to now click this icon  which you will see in the corner of the images.
- All the data will now appear in the form of a list (See below), there is a search box for a quick search at the top, and also a prompt to tell you how many images you are relinking.
- Find the data you wish to relink with the pupil and click 'Link'



## Onsite Proofing

To print proofs onsite there are some settings that you will need to set up.

- You will need to design a proof card in Layout Designer and export.
- You will need to load the layouts into ID Studio, which you can do at the job creation stage, you will find this in the advanced settings/photograph.
- After the job has been created you can change the proof cards assigned to a job, on the right hand side of the main screen. Click on the proof and a box will open, click the end of the box to navigate to the new proof and click the green tick. (See image to the right).
- If you have any proofs loaded into a job, ID Studio will give you the ability to print them. You can choose to print at the time of photography or print later, when you barcode read a new student the below dialog box will appear.

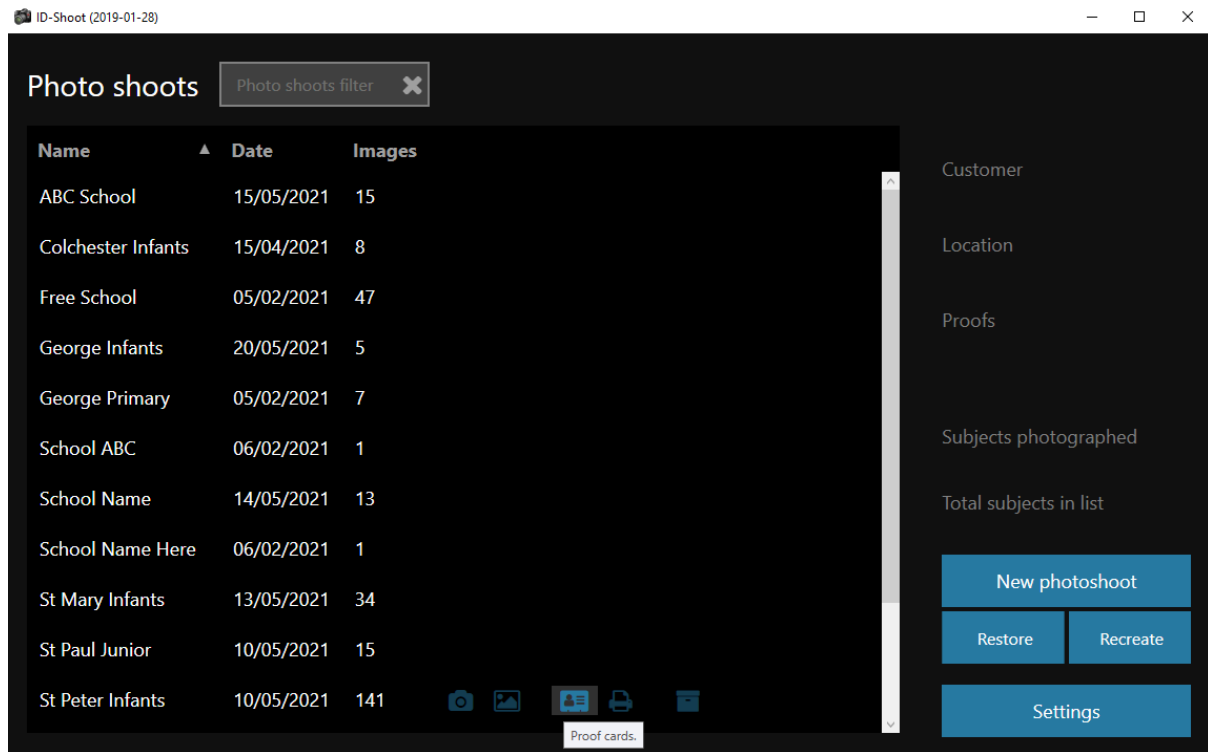


If you have a multi pose proof card you can select which images will be printed by clicking on the drop down and select the position they will appear on the proof. If there is one image proof you can tick the box below the images you would like to be printed.

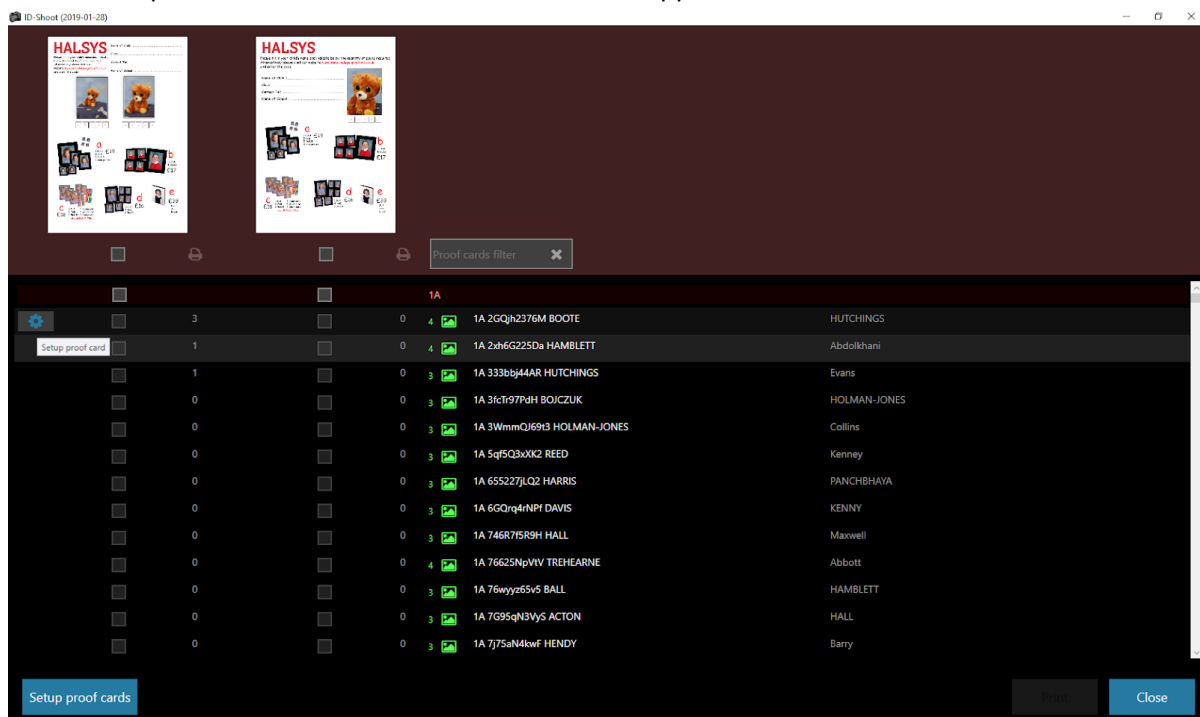
- Save - Will just save your image selection for printing at a later time.
- Save and Print - It does exactly that.

- Remember Choice - This will save this profile and do the same for all images going forward within this job, meaning this screen will stop appearing and the job will either save or print automatically without user interference.

To print your proofs after the shoot you will need to be in the main open screen, as below.



Click on the proof card icon and the below screen will appear.

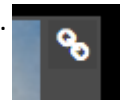


- You can tick individual pupils to print, if you need to change the proof setup you can click on the setup wheel on the correct data line.
- You can also tick the top box on each column and that will select all proofs for printing.
- When you have made a selection the print button will be visible.
- There is also a print count for each pupil.

## Post Shoot

Clicking on Open Post Shoot opens a viewing screen.

Here you can sort and group the shoot. This example shows a shoot grouped by identifier. This is very useful for checking incorrectly assigned data and correcting them by highlighting the images to move and clicking the white chain link in the top right corner of one of the images.

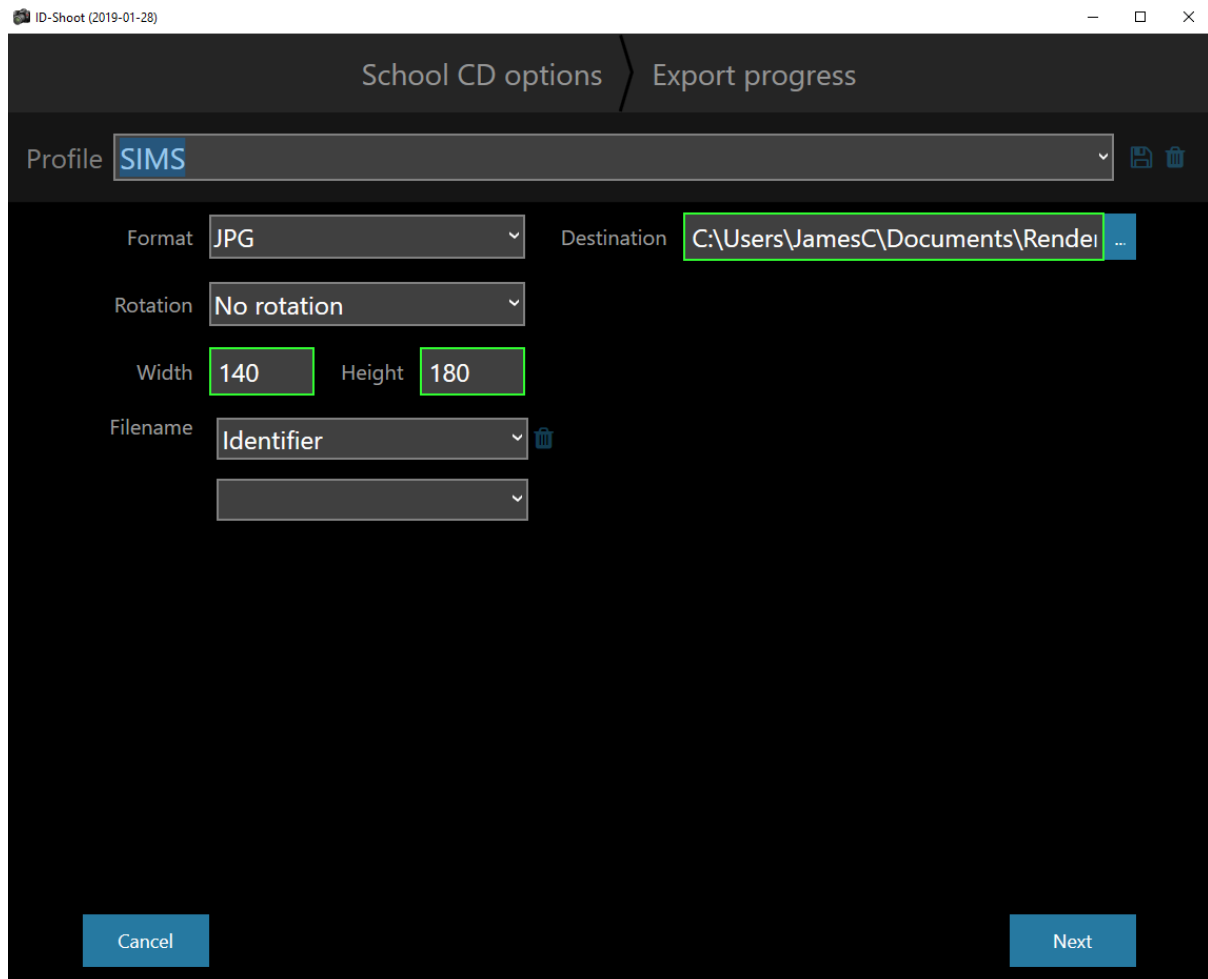


The screenshot displays the 'ID-Shoot (2019-01-28)' interface. It features three rows of images, each representing a different pupil. The first row, labeled '2t5RcA4dSZ', shows three images of a pink owl-like character. The second row, labeled '2xh6G225Da', shows four images of a brown teddy bear. The third row, labeled '333bbj44AR', shows three images of a pink mouse-like character. Each image has a small red 'X' in the top left corner and a white chain link icon in the top right corner. Below each image is a data card with fields for 'FirstName', 'LastName', 'Class', and 'Identifier'. The right-hand sidebar contains a 'Sort by' dropdown menu set to 'Image date time' and a 'Group by' dropdown menu set to 'Identifier'. Below these are checkboxes for 'Date and time', 'FirstName', 'LastName', 'Year', 'Class', 'Tutor', and 'Identifier'. At the bottom of the sidebar are buttons for 'Make School CD', 'Export', 'Close shoot', and 'Resume shoot'.

- You can quickly scroll through very large shoots with ease.
- Check the boxes to display attached data
- If enabled, you can delete any image by clicking on the red X
- You can reallocate images to different data here too.

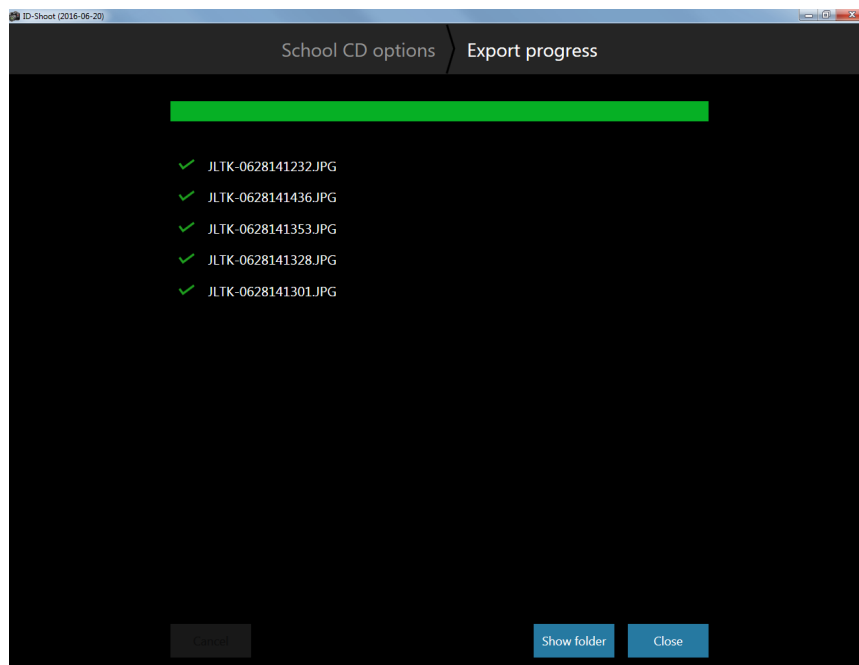
### Make School Database Images

From the Post Shoot screen you can go directly to Make School Database Images. The purpose of this facility is to generate low resolution record images to give to the school for their student Database.



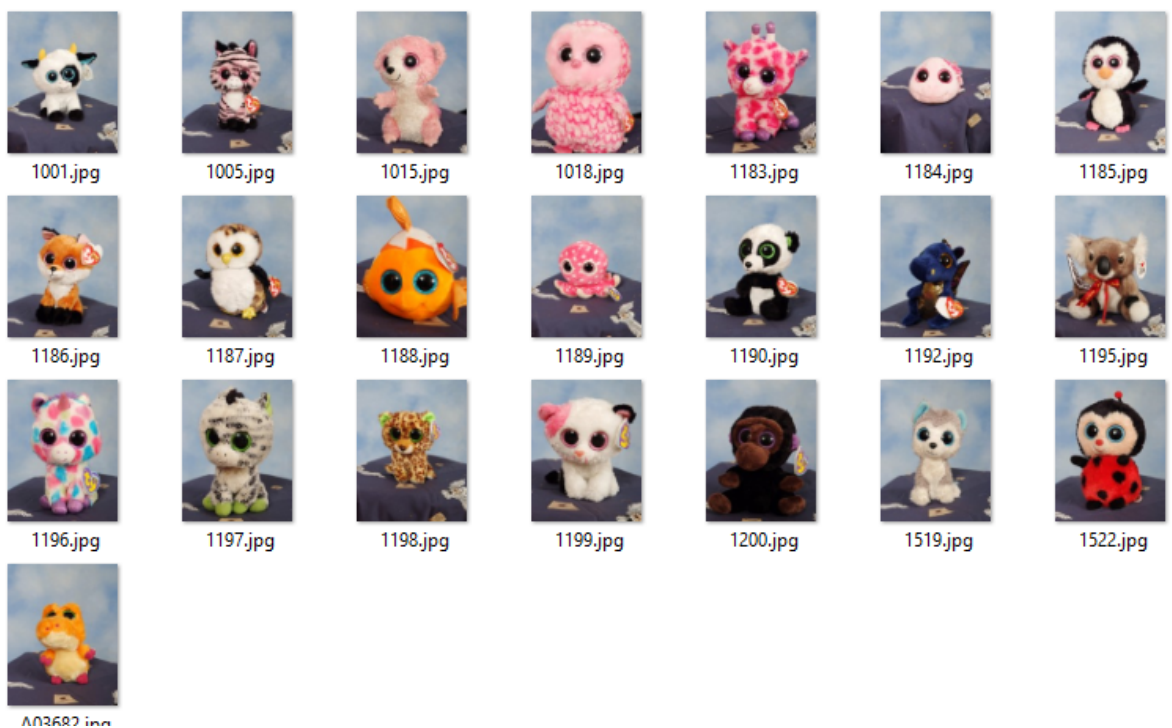
- **Note that all settings are remembered between sessions.**
- Profile, can save presets to speed up production. Set up your profile and click the disc icon, or if you require to delete a profile select the profile and click the dustbin.
- Set the desired record image format, either JPG or BMP
- Set a destination (The actual output goes into a subfolder named as the shoot name).
- Set whether to rotate
- Set a width and height. These settings will vary according to the brand of database system the school is using. For this example, we've chosen 140 x 180 which is a SIMS standard.
- Filename, you can choose this to be the identifier/Pupil Admin Number, or the pupil name, or any other data that has been assigned to the pupil.

Click Next to proceed.



Images are downsized and written to the chosen location.

To write them off to a CD or a DVD or to a USB stick, click Show Folder.



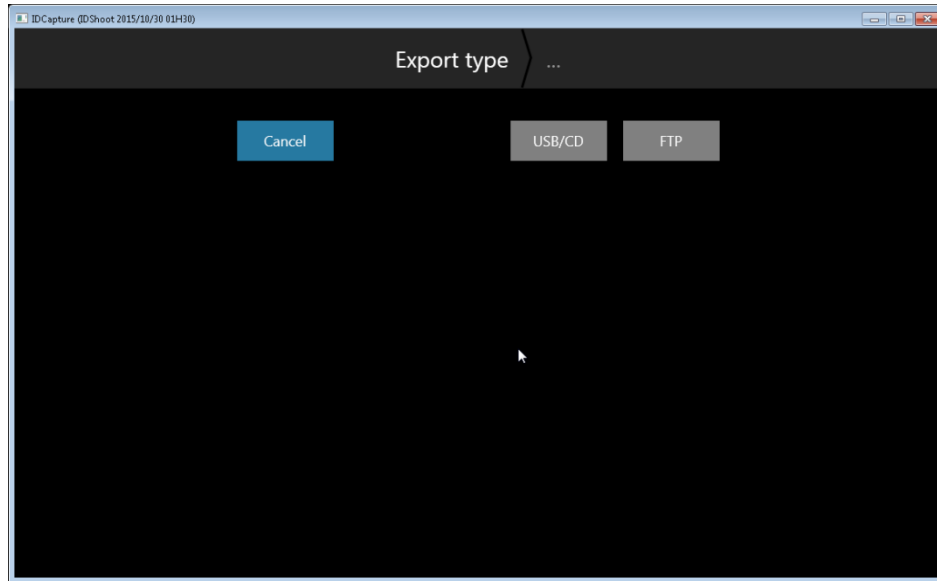
Here you can make a Windows selection (CTRL-A to select all), right-click and use "Send to..." to write to optical media or a USB stick etc.



As only one record image per student is required, the program uses the last shot in a sequence. Notice how the photos have been renamed using the identifier.

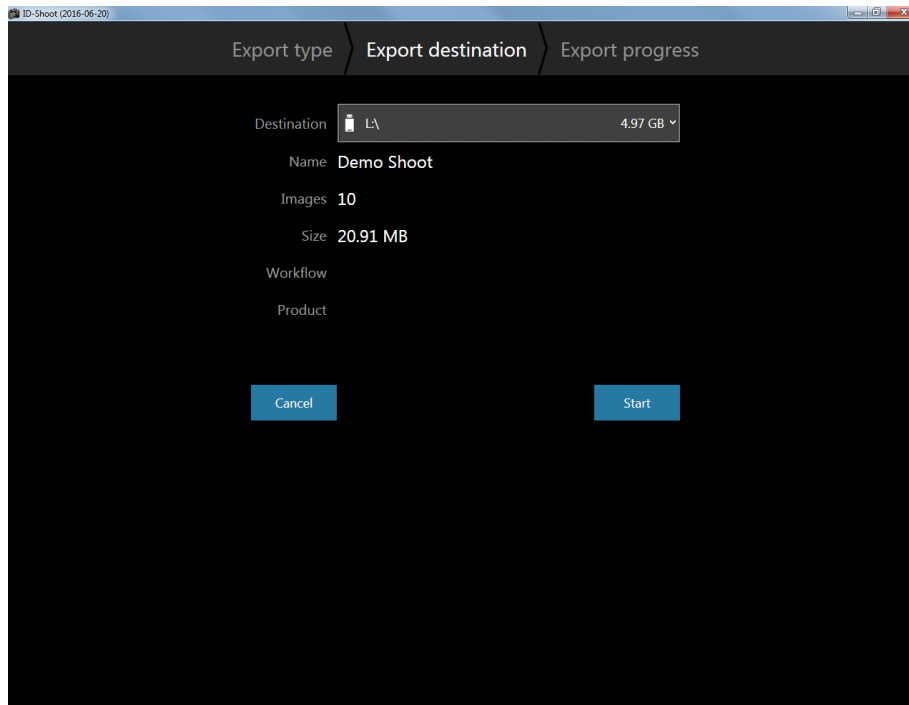
### Full Resolution Export

This export is for sending the full size image files to a lab or other software (such as Halsys MaxLab) for further processing into printed products or on-line sales.

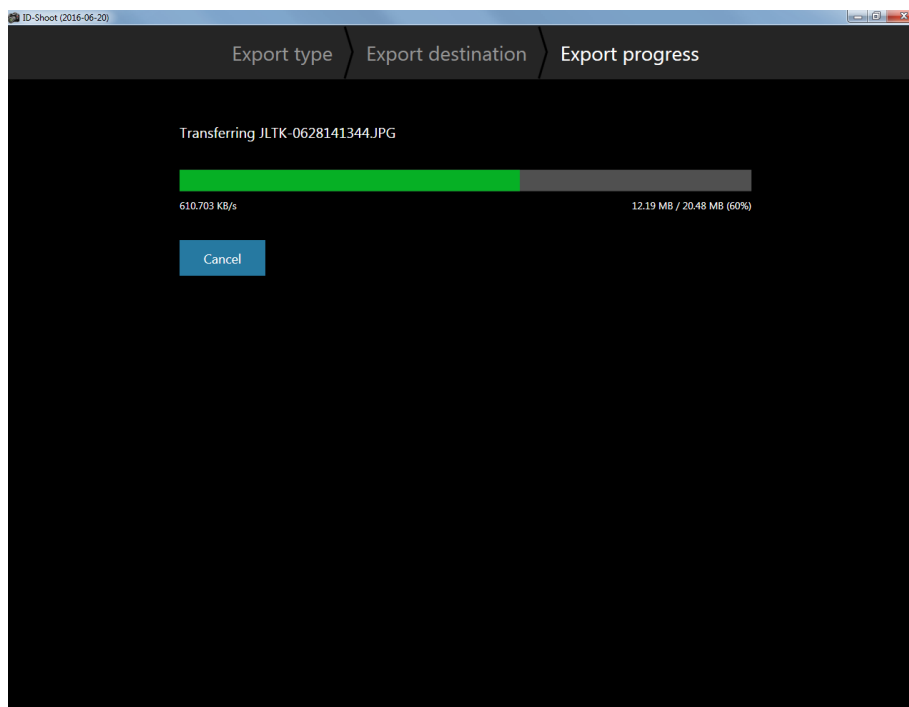


From the Post Shoot screen, click Export...

- USB/CD displays the available drive types on your computer
- FTP automatically connects to the FTP site specified in Settings and proceeds to transmit the entire job.



Here, a USB stick has been selected. Click next to proceed.



## Appendix A Shootlist Format

All shootlists are required to be in CSV format, that is, Comma-Separated-Variable format.

It is simply a text file like the following:

```
LASTNAME,FIRSTNAME,SCHOOL,ID,CLASS  
Cook,Martin,Reigate Sec,302110,7  
Francis,Richard,Reigate Sec,302125,7  
Smith,David,Reigate Sec,510654,7  
Cliffe,Steve,Reigate Sec,107789,7
```

First line is column headers, each separated by a comma.

Subsequent lines are the actual data.

The school will probably send you their register lists in this format. If not, you can use a popular spreadsheet program such as Microsoft Excel or OpenOffice Calc to convert .XLS and .XLSX to CSV. After running a conversion, Check the output and add headers if they are missing.

## Appendix B Edit and add synonyms

Synonyms enable the program to automatically insert column headers in the shoot data screen used when setting up a new shoot.

Adding and editing synonyms is a very occasional activity intended to be carried out by an administrator or by a Halsys technician. Because of the low usage, it was decided not to create a user interface, but rather directly edit the control file used by the program. Do not attempt to do this unless you are familiar with editing XML files.

It is recommended the file is edited using XML Notepad, which can be downloaded from Microsoft and used for free.

Using Windows Explorer, browse to C:\ProgramData\Halsys\IDShoot

- Open Datafields.xml in XML Notepad
- From the View menu, click Expand all to make all nodes visible.
- Locate the datafield for which you want to create or edit a synonym. For example "Surname".
- Edit the AlternateName element or insert new as desired.
- Save the file and restart ID Studio for changes to take effect.

## Appendix C Hardware Specification

### Computer

Any Windows Laptop or desktop machine can be used which meets or exceeds the following:

Operating System: 64bit Windows 10 recommended, contact sales@halsys.co.uk for older operating systems.

Processor:	1.5 Ghz minimum i3
RAM:	8GB
Screen	1366 x 768 minimum resolution
USB ports:	Minimum of 2 USB 2.0 ports. (Barcode reader, camera). If printing on site you may need a port for the printer, if saving to usb you may need a port for that also.
HDD /SSD	500GB recommended

### Barcode reader

A VCP (Virtual COM Port) reader is required if you want to use barcoded shooter cards. VCP readers are better suited to direct program control. The alternative is “keyboard wedge”. This is where the reader presents its data as though it were typed from a keyboard. Most readers can be configured for VCP operation by scanning a special code. Check with the manufacturer of your scanner. We may be able to advise also.

Halsys Ltd. can supply a highly reliable and aggressive laser scanner manufactured by Opticon. Please contact us for pricing.

Driver software is installed as part of the main ID Studio installation process. When the reader is first plugged in, it will be identified by Windows and the necessary driver loaded. The reader is assigned a COM port number which will display in a message on-screen. You can also get the same information through Computer – Properties – Device Manager – Ports (COM and LPT).

It is a good idea to mark the USB port you are using for the barcode reader so that you always use the same port. Changing ports may change the COM port number.

## Revisions

### Document Revisions

Rev	Date	By	Notes
1	14-05-2021	JC	Rewrite of guide