



PTQuickPics

Powered by PhotoTouch Inc.



Instruction Manual

Photo Event Software





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Signing Up

Locate the "Sign Up" link on www.PTQuickPics.com

** All fields required*

Service Level

Plan*	Standard
Monthly Fee:	\$0.00
Uploads Per Month:	100
Additional Uploads:	\$0.000
Prints Per Month:	100
Additional Prints:	\$0.000
Storage Days:	30 days

Create Account

Account Name*:
• Example: Trip Prism, Inc

Username*:
*• Must be at least eight (8) characters long
• May only contain letters and numbers*

Password*:
Confirm Password*:
*• Must be at least eight (8) characters long
• Must contain at least one letter and one number*

Email*:
Mobile Phone:
Your Name:

Terms of Use

Note: Your monthly license fee as well as the fees you pay for additional uploads, prints, or other services, is subject to change at any time. If you do not agree to the change in fees, you may cancel your service at any time such that you are no longer subject to these fees. PhotoTouch, Inc. reserves the right to cancel this server at any time for any reason or for no reason, with or without notice to you.

I Agree

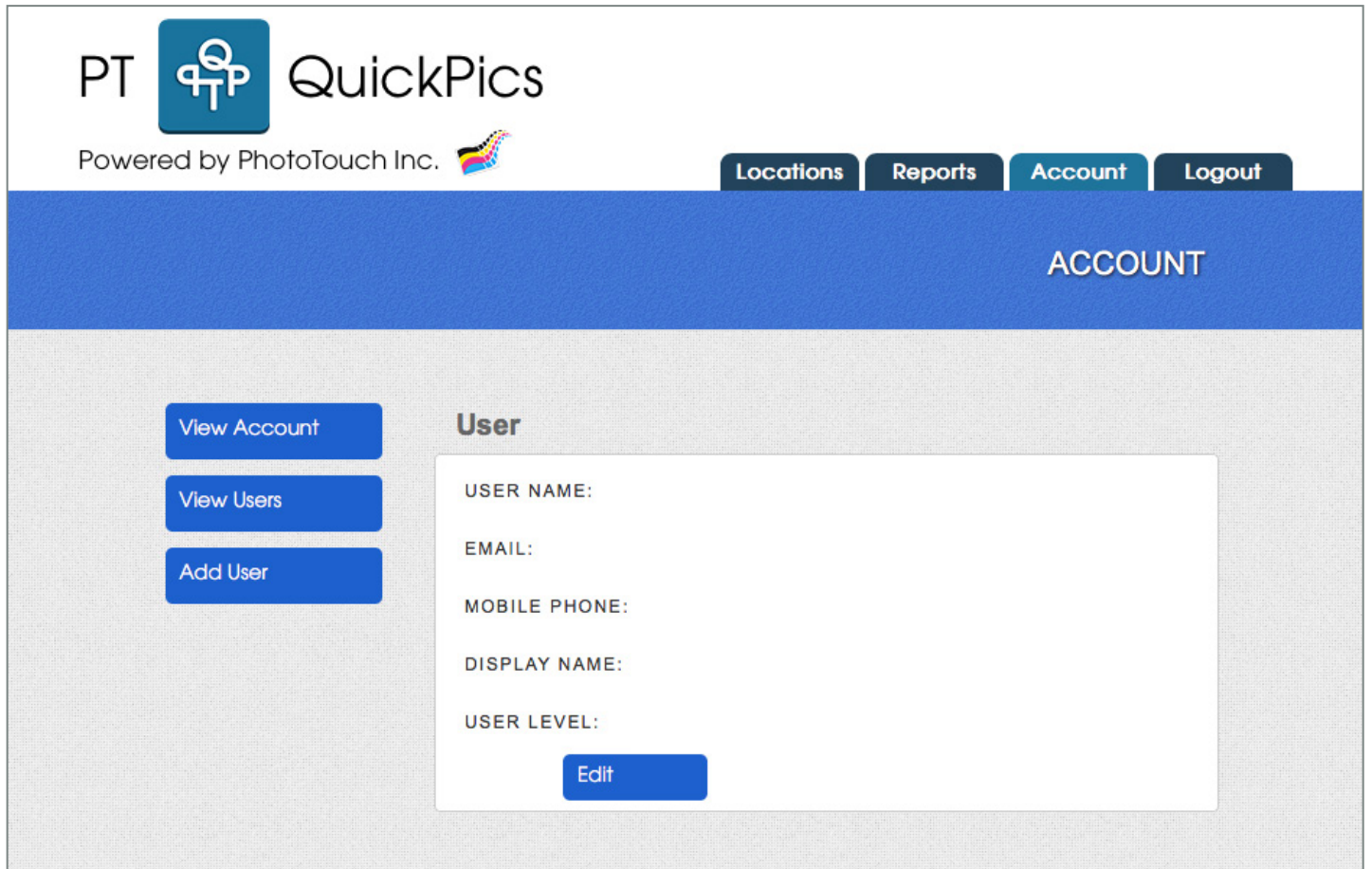
Annotations:

- Select Desired Plan
- Account Name (Name of business)
- Name of Admin User (Main account login name)
- Admin User Password
- Admin User Contact Information
- Agree and Continue to Proceed

Admin Website Overview

Account Page

The "Account" tab is located on the website toolbar. The Account page provides details of the account, as well as gives the administrator the ability to modify settings and payment information. Users can also be added to the account from here, and all users details can be viewed and edited.



The screenshot shows the Admin Website interface. At the top left, there is a logo for "PT QuickPics" with the text "Powered by PhotoTouch Inc." below it. To the right of the logo are navigation tabs: "Locations", "Reports", "Account" (which is highlighted), and "Logout". Below the navigation tabs is a blue header bar with the word "ACCOUNT" in white. The main content area has a light gray background. On the left side, there are three blue buttons: "View Account", "View Users", and "Add User". On the right side, there is a white box titled "User" containing a form with the following fields: "USER NAME:", "EMAIL:", "MOBILE PHONE:", "DISPLAY NAME:", and "USER LEVEL:". Below the form is a blue "Edit" button.

Viewing Account Information: The "View Account" button on the main page allows an administrator to view details on the account and edit options such as payments and contact information.

Viewing Transactions: To view an account's transactions, select "View Account". The "View Transactions" button will appear on the list of options on the left.



The screenshot shows the Admin Website interface with the "Account" tab selected. On the left side, there are four blue buttons: "View Account", "View Users", "Add User", and "View Transactions". On the right side, there is a white box titled "Account" containing the following information: "Accountname: joelclem", "Display Name: JoelClem", and "Enabled" (in green text). Below this information is the word "Plan" and a blue "Edit" button.

Viewing Account Users: If an account includes multiple user capabilities, different levels of users can be created and on the accounts page. The main user on any account by default has administrator level privileges allowing the user to make any changes to the account, as well as generate new users for the account.

There are 3 different levels of users on the PTQuickPics system:

Admin: Provides full access to account customization, event locations, file management, users and account payment information.

Manager: Has access to reporting, adding and customizing locations. Users and payment information cannot be altered from a manager account.

Reviewer: Permission to access event report information.

Users	
(Admin Username) Display Name: [VIEW] Level: Admin	
(Reviewer Username) Display Name: [VIEW] Level: Reviewer	
(Manager Username) Display Name: [VIEW] Level: Manager	

Adding Users: Using an administrator account, select "Add User" from the options on the left. Choose a username, password and enter the user's contact information. Before saving, select the user level being added to the account.

Add User

USERNAME:

PASSWORD:

CONFIRM PASSWORD:

EMAIL:

MOBILE PHONE:

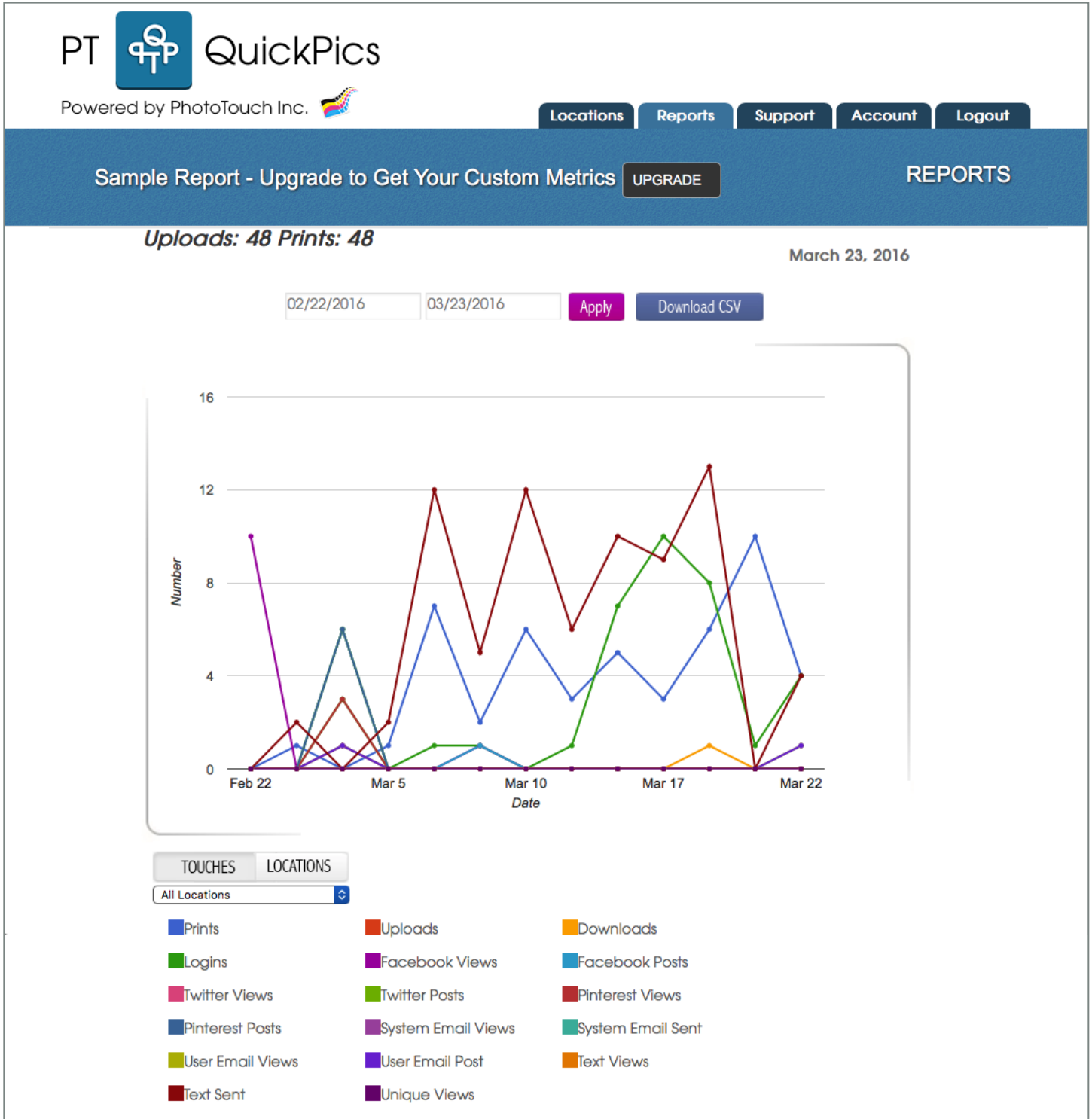
DISPLAY NAME:

ADMIN USER LEVEL*:

* Admin - Has access to all features, including: adding new users, setting admin levels, accessing reporting, adding and updating locations.
Manager - Has access to the following features: accessing reporting, adding and updating locations.
Reviewer - Has access to the following features: accessing reporting.

Reports Page

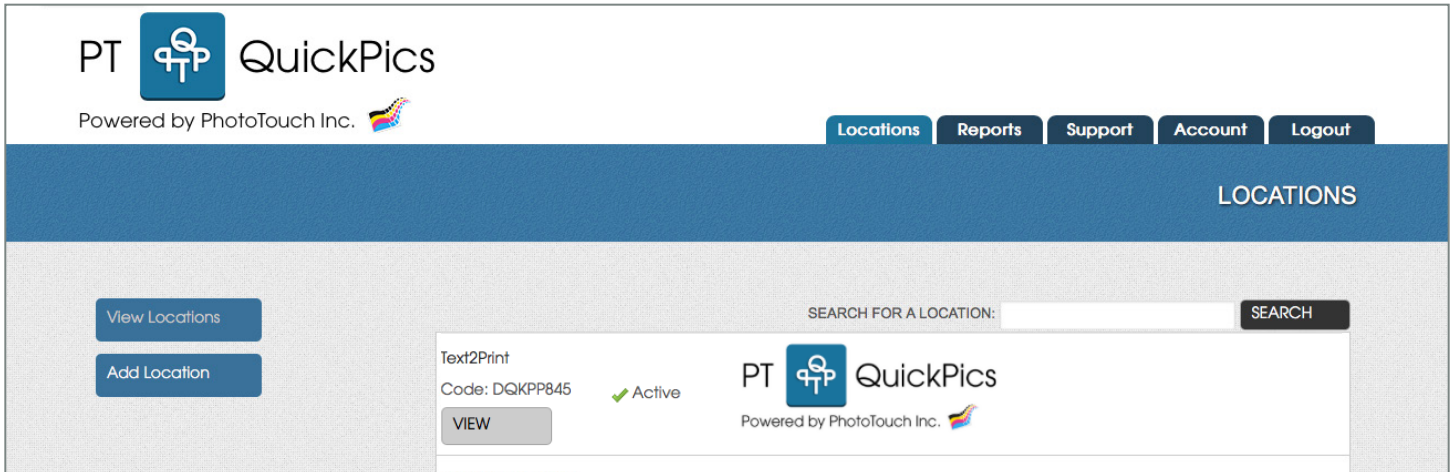
The reports section allows users to review activity from all events on a single account. Uploads, downloads and social media shares are all available within this section.



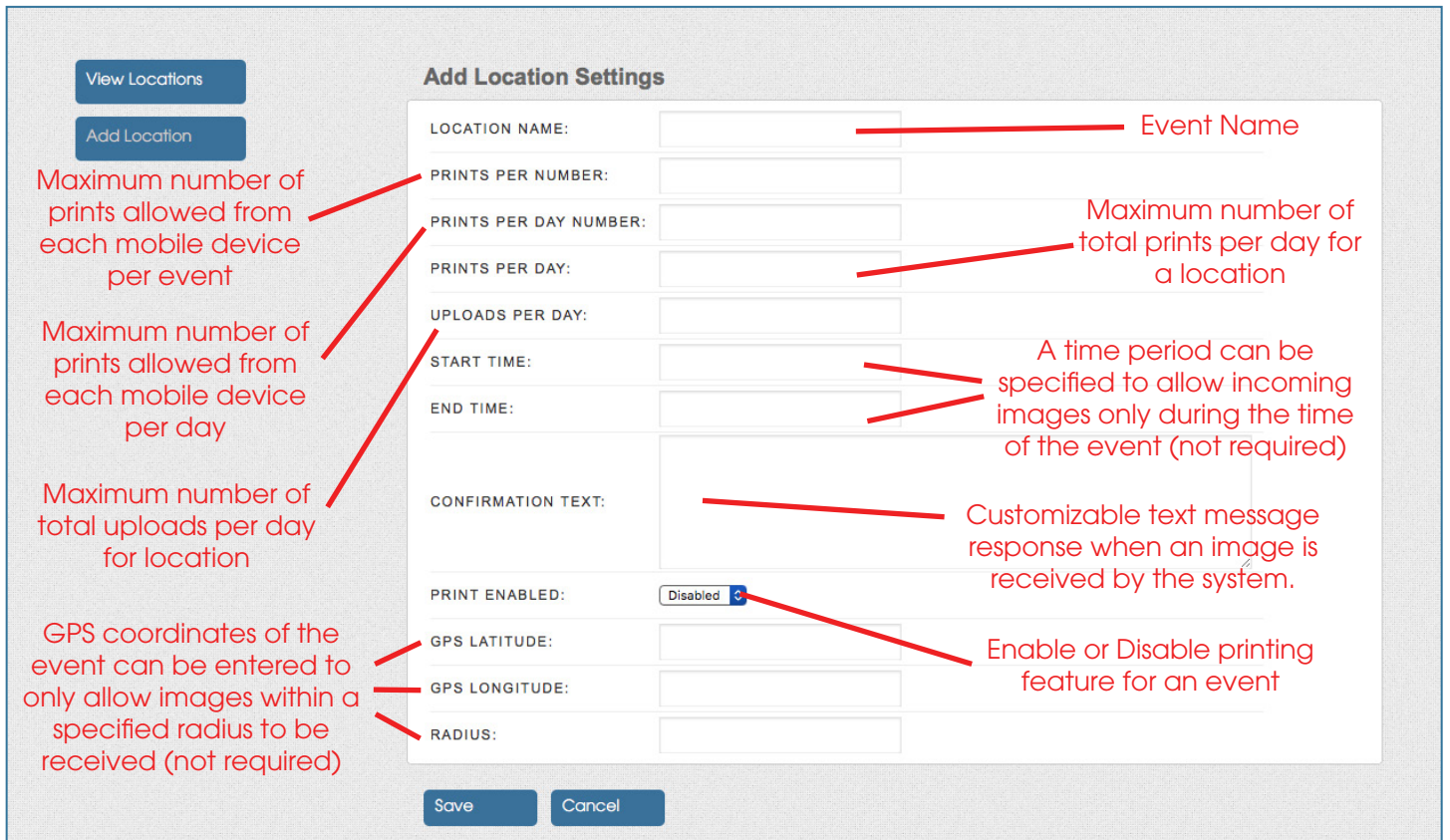
Accessing Report Information: To view the account's reports, select the "Reports" tab on the web toolbar. By default, the last month's activity will be graphed. Each category of data is color coded, and can be toggled on and off to be viewed on the data chart.

Locations Page



The Locations Page is where a user can customize all the parameters of an event. Each location generated will be given a unique ID and comes with a customizable layout allowing each event to be built to best support its needs. When the "Locations" tab is selected on the website toolbar, event locations will be listed with basic information including: the print location name, code, the current status of the print location and a graphic preview of the branding being placed on prints and uploads for the location.



Adding a new location: To create a new location, select the "Add Location" button.



Viewing and editing a location: Viewing a location's details enables a user to modify an event's settings, customize printing, web viewing, social media options and texting behaviors. While viewing a location's details, a user can also manually upload images, manage files, and access the location's print queue. To manage and customize an event, navigate to the "Locations" page and the event requiring customization, and select the "View" button located below the event's location code.

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[Locations](#) [Reports](#) [Support](#) [Account](#) [Logout](#)

LOCATIONS

[View Locations](#) [Add Location](#)

SEARCH FOR A LOCATION: [SEARCH](#)

Text2Print
Code: DQKPP845 ✔ Active
[VIEW](#)

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[Locations](#) [Reports](#) [Support](#) [Account](#) [Logout](#)

Text2Print LOCATIONS

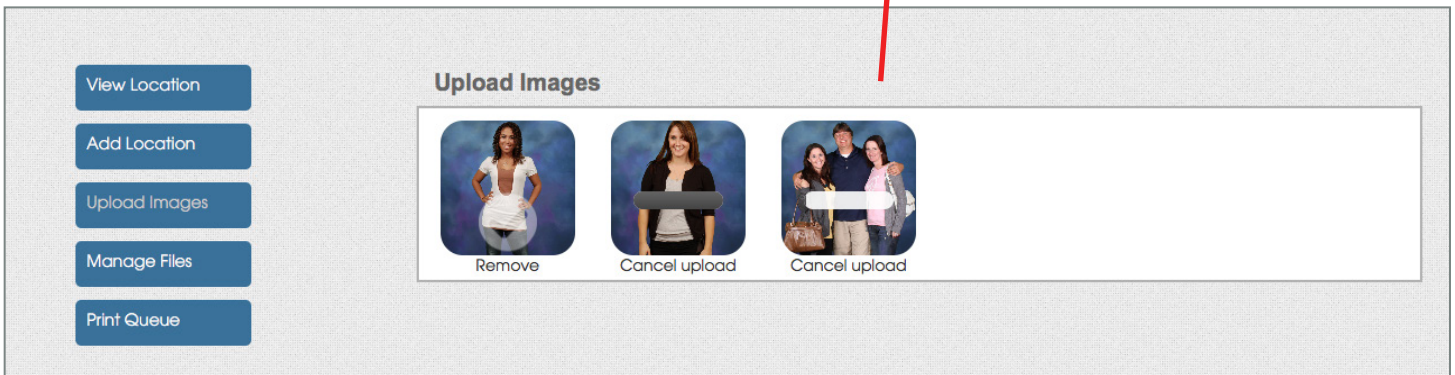
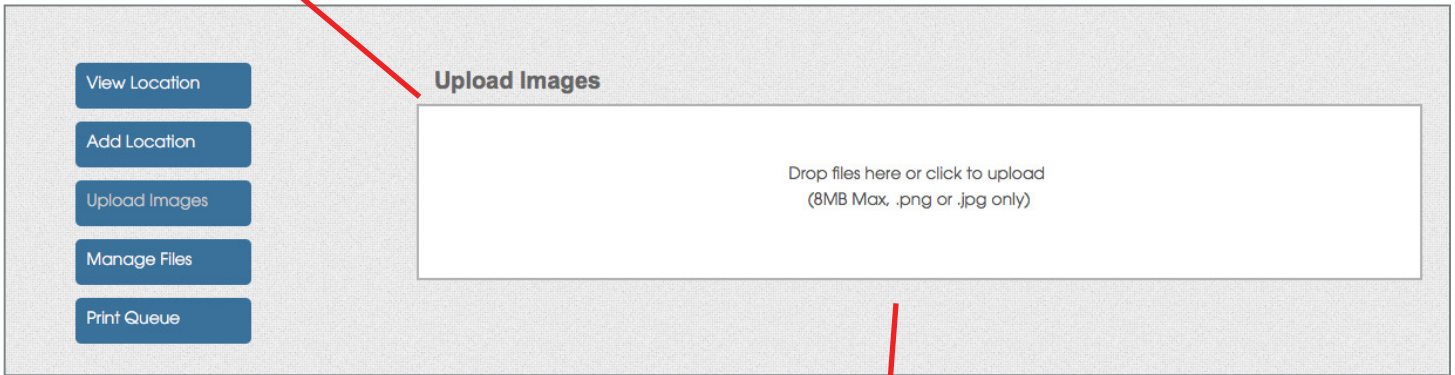
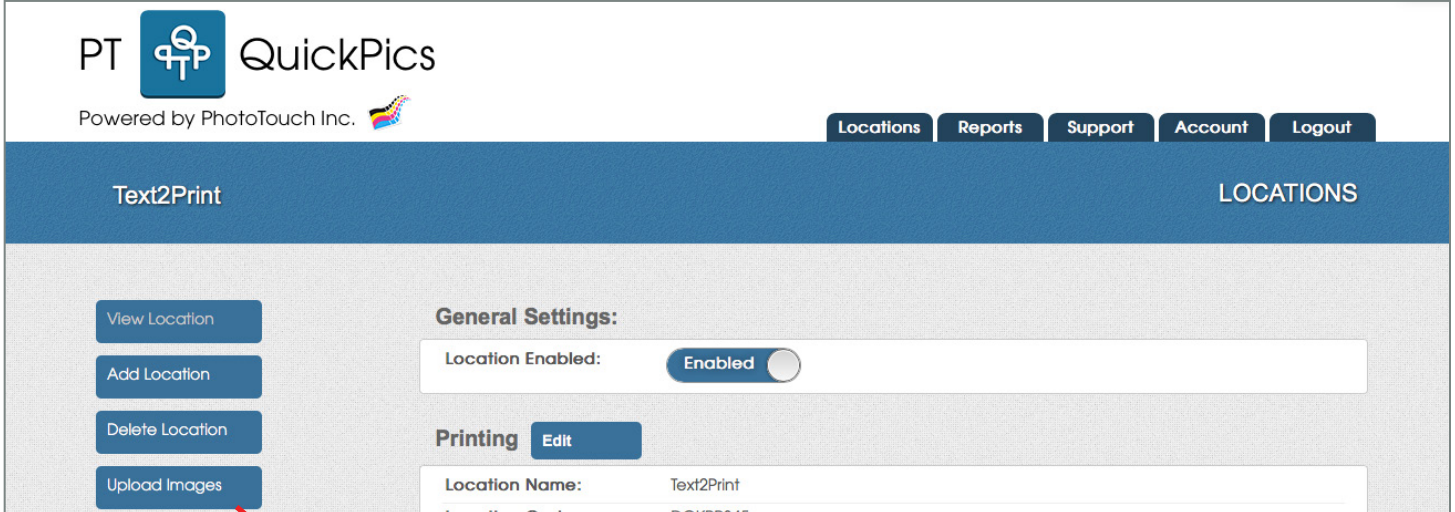
[View Location](#) [Add Location](#) [Delete Location](#) [Upload Images](#) [Manage Files](#) [Print Queue](#)

General Settings:
Location Enabled: Enabled

Printing [Edit](#)

Location Name:	Text2Print
Location Code:	DQKPP845
Gallery Code:	SEJMLA78F
Prints Per Number:	100
Prints Per Day:	100
Prints Per Day Per Number:	100
Uploads Per Day:	100
Start Time:	None
End Time:	None
Graphic File:	(none)
Graphic Position:	bottomleft
Confirmation Text:	We have received your image. Your photo print will be available momentarily. Please notify an attendant to retrieve your print. To view and share your image online click the link below!
Location (Lat,Lon):	0,0
Radius (Miles):	0

Manually uploading images: If an event is incorporating browser-to-print uploads, select the "Upload Images" button from the list of options on the left. Images can be uploaded by either dropping the image files directly into the browser or by clicking the upload area and locate the files in finder. As images are uploaded the progress will be shown. Unwanted image uploads can be cancelled during transfer or removed after the upload process is completed.



Once all the images have successfully uploaded, a prompt will ask whether the user would like to print the uploaded images. Note: Uploaded images can be printed or reprinted at anytime in the "Manage Files" section.

Managing Files: The manage files section is accessible while viewing a location. All images loaded to an event can be previewed, printed, deleted and emailed directly from the admin site.

View Location
Add Location
Upload Images
Manage Files
Print Queue

Manage Files

Code: SEJMLA78F
File: 28162609-0027.png

Code: SEJMLA78F
File: 28162608-0025.png

Code: SEJMLA78F
File: 28162608-0026.png

Delete selected images

Print selected images

Email an image (only one image can be emailed at a time)

Multiple images can be selected by clicking each images check box

Using the search option, a user can view all the images that were captured or uploaded between specified dates and times

Clicking on an image thumbnail will allow you to preview an image. Management options are available through preview

Search Images

Captured from to

Uploaded from to

Search Cancel

When emailing an image, simply input the email address you'd like to send the image to and a message to accompany the image



Email your photo

Send To*:

Message:

Send Cancel

* Enter multiple email addresses separated by a comma (,) or semi-colon (;)

If you choose to print an image, it will be added to the print queue

Print Images?

Yes No

Print Queue: To check the status of images and reprint images, access the “Print Queue” option. The print queue will provide the status of a print job, the date and time the job was queued, and when the last time an action was called.

The screenshot shows a 'Print Queue' interface. On the left, there is a sidebar with buttons: 'View Location', 'Add Location', 'Delete Location', 'Upload Images', 'Manage Files', and 'Print Queue'. The main area is titled 'Print Queue' and has navigation links: 'Previous Page | Page 1 of 2 Go | Next Page'. Below this, there are three rows of print jobs, each with a thumbnail image, status, queue date, last action date, and a control button.

Image	Status	Queue Date	Last Action Date	Action
	Status: Print queued	Tuesday March 29th, 2016 10:34 AM	Tuesday March 29th, 2016 10:34 AM	Cancel
	Status: Print queued	Tuesday March 29th, 2016 10:34 AM	Tuesday March 29th, 2016 10:34 AM	Cancel
	Status: Job Printed	Monday March 28th, 2016 4:39 PM	Tuesday March 29th, 2016 10:52 AM	reprint

Status will confirm whether the job has printed or is in the queue to print

A print job can be cancelled at anytime while waiting in the print queue, if a job is cancelled it will be removed from the print queue list

If a job has been printed, you can select “reprint” to create an additional print of an image

Customizing Event Locations

There are three main components to customizing a location for an event:

-“Printing Options” allow users to change settings used to setup the new location and customize the graphic being placed on the images being sent.

-“Viewing Options” allow users to customize the photo site landing page such as microsite graphics, social media options and view layout previews of the photo landing pages.

-“Texting Options” provides users with text number information and allows them create unique keywords for the event.

Printing Options: To modify a location's printing options, "View" the location you'd like to modify and select the "Edit" button next to the "Printing" section. Most of the printing options in the section have already been setup while generating the location, however, changes to any of these fields can be made at any time. To add a graphic such as a company logo or brand select the Graphic File "Edit" option and choose the graphic (a PNG file format recommended to allow transparency) to be composed on each image posted to your location.

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Locations Reports Support Account Logout

Text2Print LOCATIONS

View Location
Add Location
Delete Location
Upload Images
Manage Files
Print Queue

General Settings:
Location Enabled: Enabled

Printing [Edit](#)

Location Name:	Text2Print
Location Code:	DQKPP845
Gallery Code:	SEJMLA78F
Prints Per Number:	100
Prints Per Day:	100
Prints Per Day Per	

Edit Location Printing

LOCATION NAME: Text2Print

LOCATION CODE: DQKPP845

GALLERY CODE: SEJMLA78F [Generate](#)
(After saved, the old code will be invalid immediately.)

PRINTS PER NUMBER: 100

PRINTS PER DAY NUMBER: 100

PRINTS PER DAY: 100

UPLOADS PER DAY: 100

START TIME:

END TIME:

GRAPHIC FILE: (none) [Edit](#)

GRAPHIC POSITION:

CONFIRMATION TEXT:

GPS LATITUDE: 0

GPS LONGITUDE: 0

RADIUS: 0

[Save](#) [Cancel](#)

The "Graphic Position" option allows the user to determine where the business's branding is placed on the photo

It is recommended to provide a logo approximately 50% the size of the photo print to ensure that pixelation does not occur when scaling for composition.

Example: For 4"x6" photo prints, a 2"x3" logo at 300dpi is recommended (approximately 600 pixels X 900 pixels to accommodate a high resolution print)

Viewing Options: The “viewing options” allow a user to customize each location’s photo page. To apply changes to your photo page layout, locate the Viewing “Edit” button just under the Print options area.

Viewing **Edit**

Banner Image: (none)

Banner Link URL:

Background Image: (none)

Social Media Options

Facebook Custom Link

Twitter Custom Link URL: http://Phototouchinc.com

Pinterest Custom Text: Find more about PhotoTouchInc. Click Here!

Email Custom Icon: (none)

Download

Sharing Text:

Preview Photo Page: **Preview Mobile** **Preview Browser**

Background images are set to repeat, if a fixed image background is being used, a size of 1920px X 1280px is recommended. Repeating backgrounds such as patterns and solid colors can be set to sizes as small as 1px X 1px.

Previews are available to view the current settings for both graphics and social media options in browser and mobile interfaces

A banner image size of 1000px X 150px is recommended to accommodate both mobile and computer interfaces. (JPG or PNG graphic file format)

Edit Location Viewing

BANNER IMAGE: (none) **Edit**

BANNER LINK URL: http://

BACKGROUND IMAGE: (none) **Edit**

SOCIAL MEDIA OPTIONS:

Facebook Custom Link

Twitter Custom Link URL: http://

Pinterest Custom Text:

Email Custom Icon: (none) **Edit**

Download

SHARING TEXT:

Save **Cancel**

A link can be incorporated to the banner to allow users to click the graphic and be redirected to a new page.

A custom link’s website URL is entered here

Social media networks can be enabled and disabled to be included on the photopage for sharing

Modifying the sharing text allows users to populate the text shown when customers share images with content such as hashtags

Custom text is added here to encourage customers to engage in the location’s custom link

A custom link can be enabled to direct users to a website of the user’s choosing. This allows customers to be linked to any event’s call to action

A custom icon will be incorporated to the list of enabled social networking links. A 128px X 128px PNG icon graphic file will be required

Texting Options: The "Texting options" provides the text number and the keywords used to send messages for events. If the "Edit" button is selected next to "Texting" section, keywords can be added and edited (depending on the plan).

The "Add" button allows a user to add a new keyword to a location

The "Delete" button allows a user to remove the keyword currently selected

Sample Location Layout:

A 1920px X 1280px JPG "Background Image" provides a layout size large enough to adapt to any browser size

A 1000px X 150px PNG "Banner Image" with transparency allows the banner graphic to be placed on the background without impairing the layout's background image

The logo "Graphic File" is resized from 600px X 900px and composed on the image to the specified "Graphic Position" (bottom left).

A 128px X 128px PNG "Custom Icon" is incorporated with the social media networks to connect customers to the business's webpage

Equipment and Software Setup

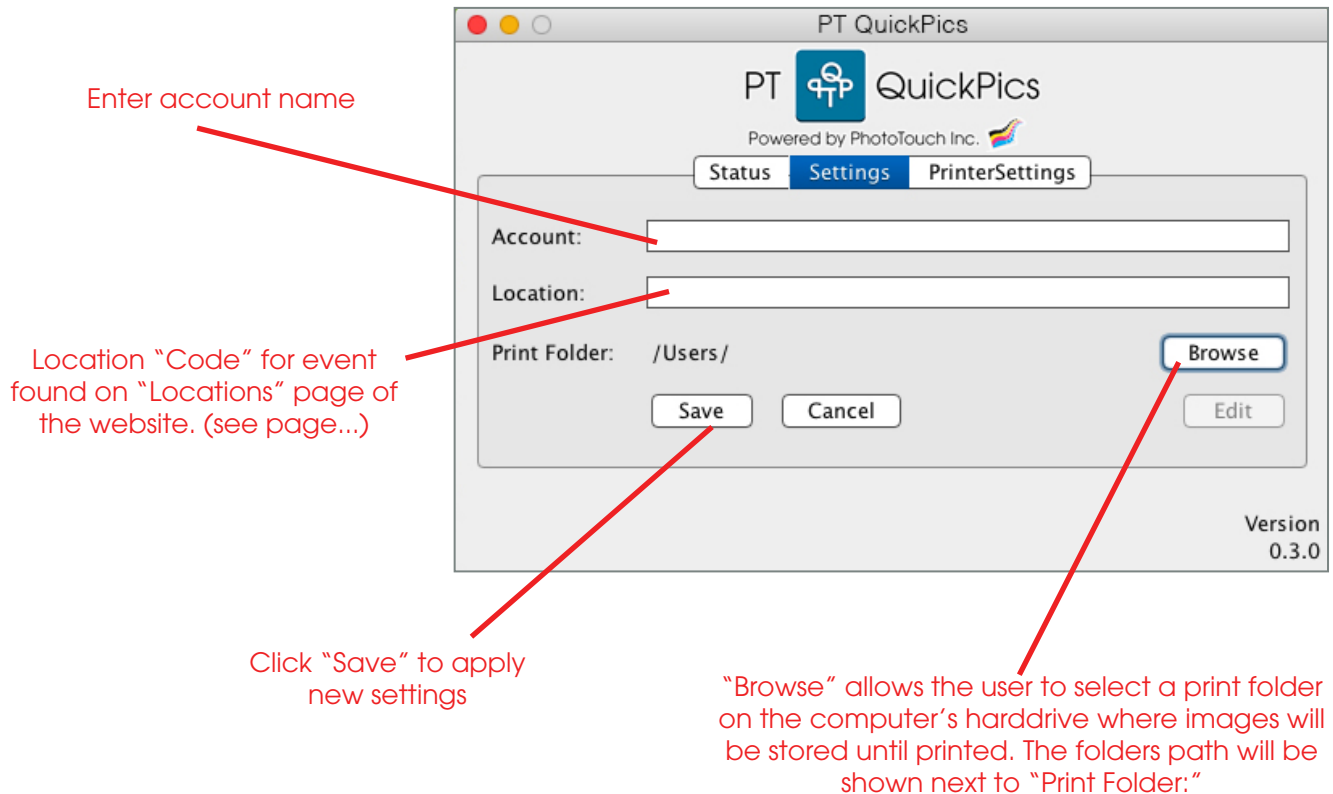
Text-to-Print and Browser-to-Print

An event/location using Text-to-print or Browser-to-Print will need the following:

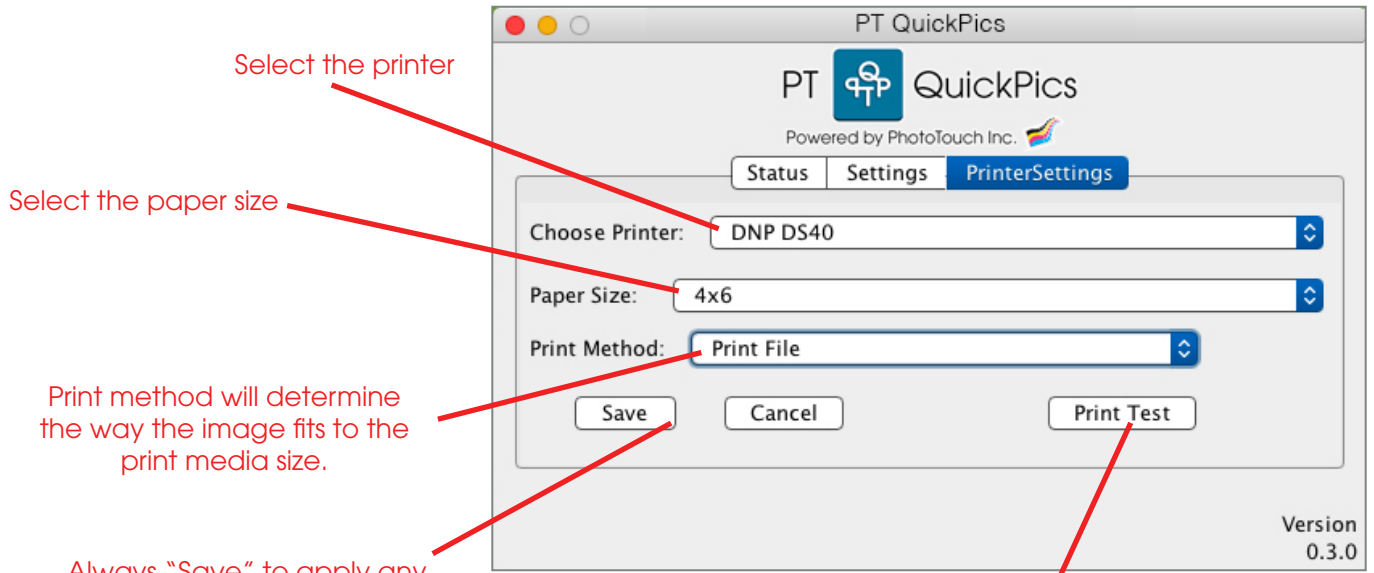
- Computer with PTQuickPics application downloaded and installed
- Printer (the printer drivers must be installed on the computer used for printing)
- Internet access (to retrieve event's print jobs from server)
- Account name and location code information

Equipment and Software Setup: Download and install PT QuickPics application to the computer that will be used for printing (application download is located in "Support" section of website). **Note: Java must be installed on the unit to run the PT QuickPics application.** Once the application is installed on the unit, connect the printer that will be used (it will necessary to install the corresponding printer driver to your computer).

Settings: Once the equipment is setup and the required software has been installed, open the "PT QuickPics" application on the computer. To calibrate the computer to your event's location, select the "Settings" tab in PTQuickPics window and click "Edit" button to input location information, after changes have been made, click the "Save" button.



Printer Settings: These settings allow a user to determine the type of printer in use, the size of the prints, and how images will be scaled to fit the print size when received from the server.



The "Print Test" button can be used to test print composition if a sample image has been loaded into the "Print Folder". (Folder determined by the user in PT QuickPics "Settings")

Status: The "Status" tab will give you the current status of the PT QuickPics application. It will notify the user when a job is being received and processed. When an event is active, it is suggested to keep the "Status" window open on the PT QuickPics application to monitor print jobs.

