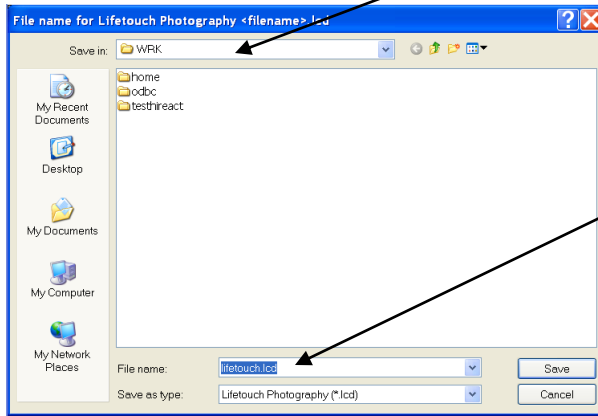




Make a note of where the file will be created on your computer.



Make a note of the file name

This file will contain information for Lifetouch to process your member records (as shown below). Give this file to Lifetouch.

0=RDS Advantage Info 1=Client Info 2=Family Info 3=Individual Info

- Family UID (not family number)
- Individual UID (not family number)

On "Family Info" this is Spouse and Children's names

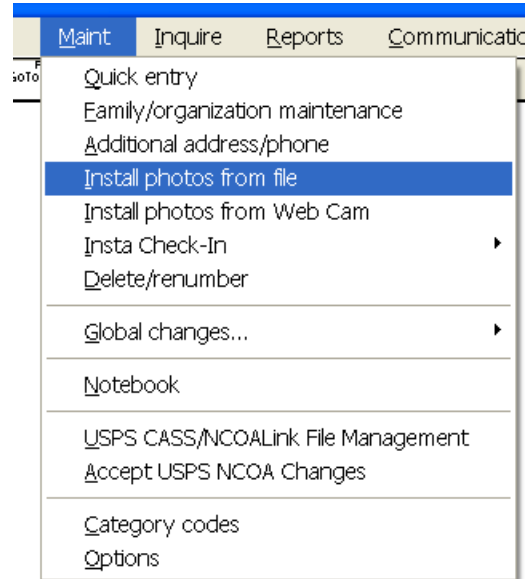
	A	B	C	D	E	F	G	H	I	J	K	
1	0	52	RDS Advantage	09.15.00	1-800-337-6328	6801 N. Broac	Oklahoma City	OK	73116	rds@rdsadvantage.com	www.rdsadvantage.com	
2	1	First Church	123456789		405-840-5177	101 Church Av	Oklahoma City	OK	73116	your email here	your web site here	
3	2	<span style="color: red;">○</span> 56	Maruska	Eric	Abby	Wiley	2009 Street	Oklahoma City	OK	73116	405-555-7777	
4	3	<span style="color: green;">○</span> 137	Maruska	Eric		<span style="color: red;">○</span> 56	19750731	2009 Street	Oklahoma City	OK	73116	405-555-7777
5	3	<span style="color: green;">○</span> 10	Maruska	Abby		<span style="color: red;">○</span> 56	19800827	2009 Street	Oklahoma City	OK	73116	405-555-7777
6	3	<span style="color: green;">○</span> 146	Maruska	Wiley		<span style="color: red;">○</span> 56	20071121	2009 Street	Oklahoma City	OK	73116	405-555-7777

On "Individual Info" this is Family UID and Birthdates

Lifetouch can also send a file back to you with your photos on a CD. You can use this new file to load the photos back into the RDS software (see next pages)

When you get your photos back from Lifetouch on a CD there should also be a .lcd file that connects the photos to the records in the RDS software.

Select "Install photos from file" from the Member Records Maint menu.

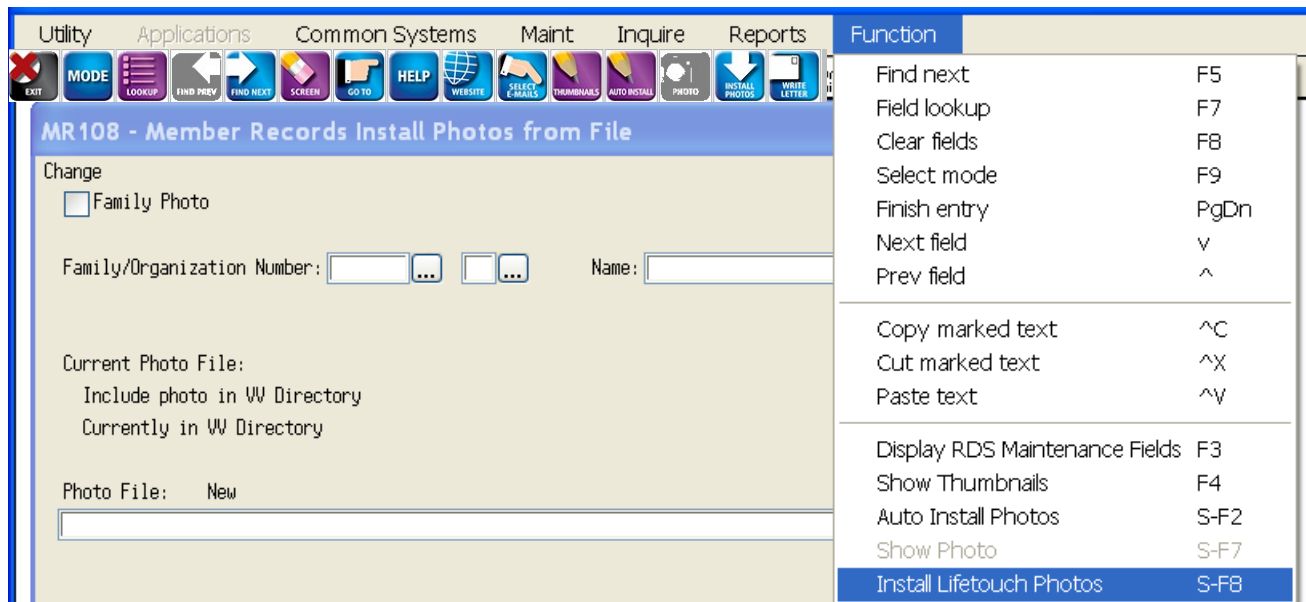


Choose "Change" mode.

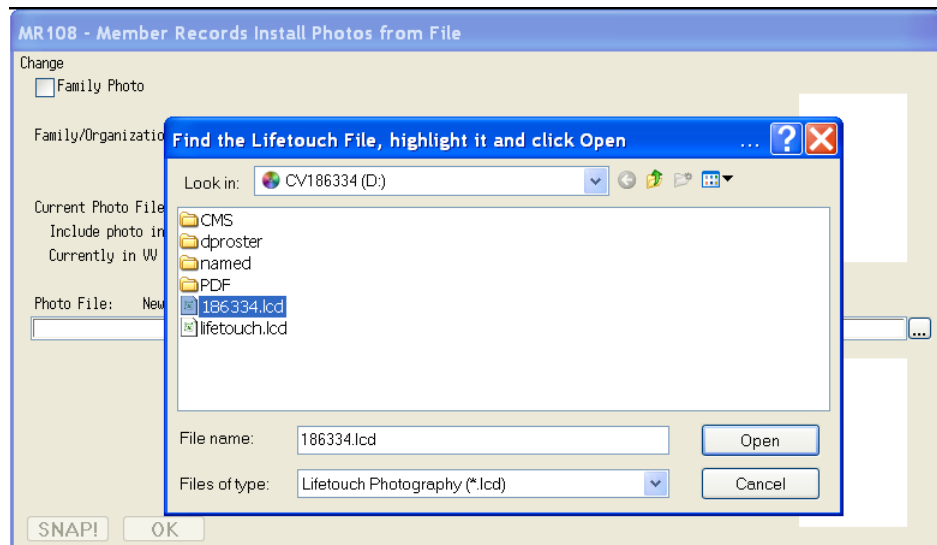
Click on the "Function" column and select "Install Lifetouch Photos"

-or-

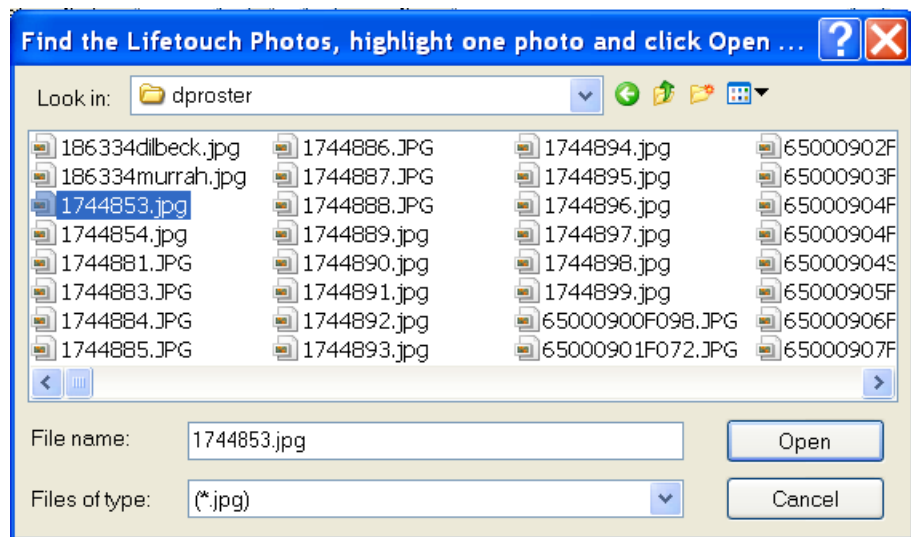
Click on the "Install Photos" icon



Browse to the file returned to you from Lifetouch.  
Highlight the file and click Open  
(it will be the most recent .lcd file on the root of the CD)

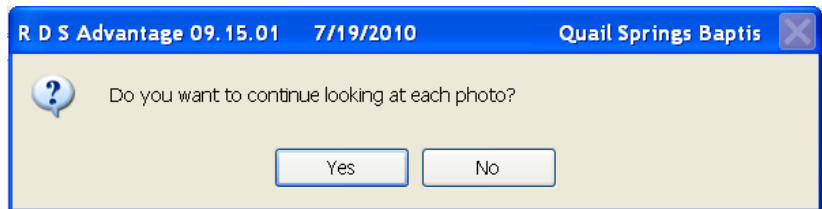


Browse to the photo files returned to you from Lifetouch.  
Highlight one of the files and click Open.  
(there will be several folders on the CD—the folder with the RDS photos is named 'dproster')



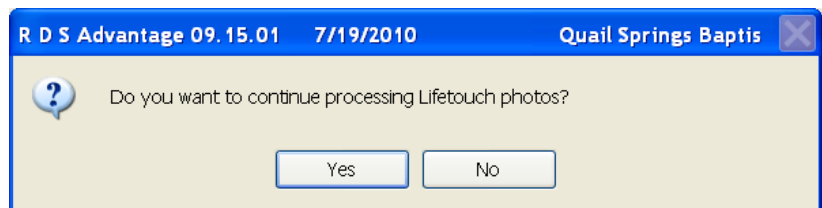


Each time you click Yes the photo will be saved for that Individual or family  
When you click Yes 20 times without any rejected photos you will see this question:



If you click on No the software will process the rest of the photos without asking for you to view them.  
If you click Yes you will continue to see each picture and accept or reject it.  
You will only see this question one time.

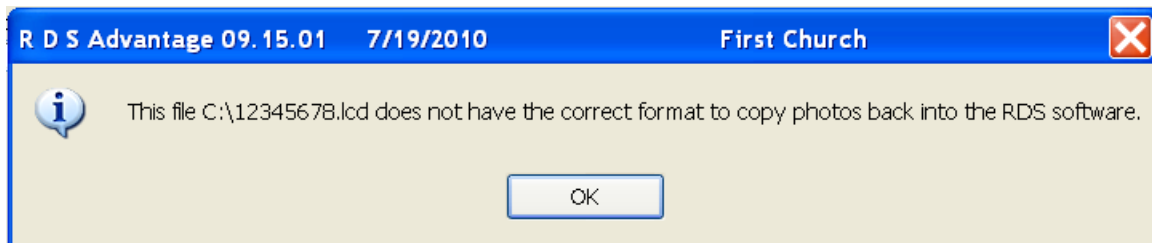
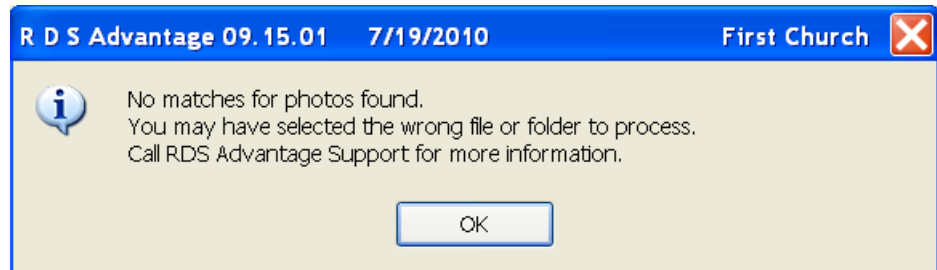
Each time you click No the photo will be skipped. Every time you click No on 5 photos you will see this question:



You can continue processing photos by clicking on Yes or abort the process by clicking on No.

Problems with files and photos:

Here are some messages you may see and information about the .lcd file.



**You can open and examine your file returned from Lifetouch in Excel  
DO NOT MODIFY OR SAVE THE FILE**

**RDS only process the record that have a 5 in the first column...**

A column must contain a 5 on the records that will get loaded back into RDS.

B column is the Individual UID

C column is the Family UID

D column is the name of the photo file

E and up are not used by RDS to load photos

(as you can see this file only returns family photos—the Individual UID column is blank)

	A	B	C	D	E	F
1	0	49	Lifetouch	1.0.6	(800) 821-4365 xt. 279	1371 Portland Way North
2	1		186334			
3	5		3389	65040032F021.JPG	65040032	ADAMSSON, Husband & Wife; Child1, Child2
4	5		3221	65580457F061.JPG	65580457	ADAMS, Husband & Wife; Child1, Child2
5	5		1561	65040017F085.JPG	65040017	AINS, Husband & Wife; Child1
6	5		3751	65000903F080.JPG	65000903	ALEXANDER, Cindy
7	5		352	65040036F027.JPG	65040036	ALLEN, Woody
8	5		928	65535623F085.JPG	65535623	ALEXANDER, The Great
9	5		2107	65691663F076.JPG	65691663	ALLEN, Betty; Child1, Child2, Child3

