**Destiny - Uploading Patron Pictures from LifeTouch**

The Lifetouch disk has some software on it. You need to install that software on a computer, and then you use the software to create the .zip file that Destiny wants.

Here are the steps:

1. You need to install the Lifetouch software on a computer. (I believe they call the software “ImageStream” or something like that). It is just a typical install process on a PC. On a Mac you have to find the Mac OSX folder on the disk and run the install app inside it.
2. You run the software. I don’t know that it matters whether you choose the option to copy the images from the disk onto the computer or not, unless you are working on an old, slow computer. If you end up with lots of errors (see below) this may be something to go back and try a different way, though.
3. The program shows you a list of all the pictures on the left side of the window. You click a button that selects all the pictures, then you click an “Add” arrow button that adds everything you selected over to the list on the right side.
4. Above that right side list is a button called “Export Wizard” - click on that, and it brings up a new prompt. It asks something about “Management Software” and that is the type of export you want.
5. Choose “Follett Destiny” from the pull down list of management software
6. Browse and Create a new empty directory/folder somewhere for it to create the export file in. (It has to be an empty folder or it won’t do the export)
7. The program takes a few minutes to create the .zip file. Once it is successfully finished, you can close the program. There will probably be a few errors, but that’s okay. If there are a lot of errors (like hundreds) it’s not okay and you need to start over.
8. In Destiny, go to Back Office > Upload Patron Pictures, and browse to that new directory/folder you created, and find the .zip file inside it.
9. It will take a few minutes for the job to run, and then your pictures should be in the system. Once again, you can expect a handful of errors, but if there are hundreds you should try again to make another import file.