

# Uploading Patron Pictures to Destiny

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

## Creating a Zip file:

If you need to combine many files into one convenient file to send as an email attachment, or for back up purposes, the easiest way to do this is to create a zip file. A zip file is basically a compressed folder that contains multiple files.

1. Select the files / folders you wish to zip (you can put them all into one folder, or hold ctrl and click on each individual file / folder)
2. Right-Click on a selected file / folder
3. Hover over Send To, then click on Compressed (zipped) Folder
4. A zip folder should appear with the selected contents contained inside. The zipped folder acts as a single file. It may take some time for your computer to compile the new file.

## Uploading to Destiny:

1. Once you have created the Zip file open **back office** click **upload pictures** on left side click **Browse** to locate it the file you just created. (NOTE: The file must not be larger than 500 MB.)
2. Click Upload Pictures to start the process.
3. Remain on the Upload Pictures page until the message, The Upload Patron Pictures you requested has been submitted, appears.
4. Once it appears, you may continue to use Destiny as normal.

## About the map file

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. It is important to verify that the map file is formatted and named correctly:

- \* The map file must be named idlink.txt.
- \* Each patron's information takes up one line of the map file.
- \* Each line in the map file must contain "patron barcode", "picture file name" and end with a carriage return. (The quotes are optional but the comma is critical.)
- \* The map file does not contain a header line.

### Example:

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