CHURCH DIRECTORIES AND PORTRAITS

Church Coordinator Instructions

Function	How to perform this function
Log on:	Go to the below Internet address: www.appointment-plus.com/lifetouch Enter Logon= and Password= In each of the set of instructions below, the "left side of the page" is the white box and the "right side of the page" is the gray box on your screen.
1. How do I check portrait sessions?	1. Click on portrait session tab at top of page. 2. Click on first open day of the week you want to check.
2. How do I schedule a portrait session for a member?	1. Click on portrait session tab at top of page. 2. Determine which available day at left of page works for member. 3. Click on that day at left of page. 4. Determine time of day at right of page that works for member. 5. Click on the white area of the time that is selected at right of page. 6. Enter first name, last name, phone number, and select number in group. 7. Click on finalize portrait session.
3. How do I find a previous scheduled portrait session for member by their name?	1. Click on church member tab at top of page. 2. Click on the first letter of their last name at right of page. 3. Click on their name at right of page. 4. Click on portrait session history at left of page. 5. Date and time of their portrait session will display at right of page.
4. How do I change a portrait session?	There are two options for changing a portrait session. Option 1: 1. Click on portrait session tab at top of page. 2. Work with member to find a day and time for rescheduled portrait session. 3. Click on the day of the current portrait session at the left of page. 4. Click on the name of the member at the right of page. 5. Select new date with drop down menu at right of page. 6. Select new time with drop down menu at right of page. 7. Click on update. Option 2: 1. Click on portrait session tab at top of page. 2. Click on the day of the current portrait session at the left of page. 3. Click on the name of the member at the right of page. 4. Click on cancel portrait session. 5. Click on date of new portrait session. 6. Click on white area of the time that is selected at right of page. 7. Use the drop down to select the church member name. 8. Select number in group using drop down at the top right of page. 9. Click on finalize portrait session.

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5. How do I cancel a portrait session?	1. Click on portrait session tab at top of page. 2. Click on the day of the current portrait session at the left of page. 3. Click on the name of the member at the right of page. 4. Click on cancel portrait session.
6. How do I print the photo day check in report?	1. Click on reports tab at top of page. 2. Click on portrait session reports at left of page. 3. Click on drop down for saved reports. 4. Select photo day check in report. 5. Select date range. 6. Click on run report. 7. Window will open with report; print the report. If the report does not fit on one page, go to file, then page setup and change to legal paper.
7. How do I print an alpha list by member name?	Run this report for all the days of photography and use it to match to the church roster by member name to identify which members have not made appointments. 1. Click on reports tab at top of page. 2. Click on portrait session reports at left of page. 3. Click on drop down for saved reports. 4. Select alpha list by member name. 5. Select date range to include all photo days. 6. Click on run report. 7. Window will open with report; print the report. If the report does not fit on one page, go to file, then page setup and change to legal paper.
8. How do I print an alpha list by member name to excel?	Run this report for all the days of photography. It will export the data to an excel spreadsheet. Then the church can use excel to match this list against their church roster to identify which members have not made appointments. 1. Click on reports tab at top of page. 2. Click on portrait session reports at left of page. 3. Click on drop down for saved reports. 4. Select alpha list by member name to excel. 5. Select date range to include all photo days. 6. Click on run report. 7. Window will open with excel spreadsheet. 8. Go to file and save spreadsheet for using to match against roster.

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9. How do I print a portrait session sheet?	This is where you will print out the forms for Sunday sign up. You must disable the web site prior to printing these. See function 10. 1. Click on reports tab at top of page. 2. Click on portrait session sheets at left of page 3. Select date 4. Click on run report. 5. Window will open with report, print the report. 6. If the report does not fit on one page, go to file, then page setup and change to legal paper.
10. How do I disable the web site for Sunday sign up?	1. Click on portrait session tab at top of page. 2. Click on yes for disable site on the left of the page below the calendars 3. Enter your own disable message, if you would like to override the default message. 4. Click on the update button.
11. How do I enable the web site after Sunday sign up?	You must enter all the portrait sessions on the Sunday sign up sheets into the system before you enable the web site. 1. Click on portrait session tab at top of page. 2. Click on no for disable site on the left of the page below the calendars. 3. Click on the update button.
12. How do I make changes to the members information?	1. Click on church members tab at top of page. 2. Click on the letter of the alphabet for the first letter in the members last name. 3. Scroll down to find the members name listed on the screen. 4. Click on the members name. 5. Make the necessary changes to the members information. 6. Click on the update button.