**WHAT IS YEARBOOKIDCARD?**

This is a private streamline YEARBOOK, YEARBOOK PHOTO AND ID CARD production site (No Event Finder Code = No Entry to site). There are two types of postings – Type 1 – members or students upload their own portraiture and Type 2 – Organizer of posting upload members / students portraiture taken by hired photographers.

Regardless of type 1 or 2 postings Organizer selected, the final result is to allowed Organizer to obtain a standardize face size and dimension “Yearbook Photo” production of the Yearbook. It also allows Organizer to allow student to pick their favorite image and service icon for the production of the ID Card.

Organizer is able to collect payment for the yearbook in advance and monitor delivery status of the yearbook at the end of the year.

Lastly, 100% of the buyer payment is deposited directly to the Organizer paypal account. Thus, any dispute arises from the transaction must be resolved at Paypal Resolution Center.

**FLOW**

1000-HOME PAGE - Please make the display image size is 1900x685 px. This image location is hard coded.

1100-Single Upload (Type 1 posting) – After user enters the correct Event Finder Code (EFC), it will display this page. User will see only one posting. Please show an image uploader after user clicks “Start Now” for user to upload an image. Please send user directly to 1120-My favorite page for select product or products for this single image.

1101- Multiple Event List (Type 2 posting) – Here an “Event Finder Code” is associated with multiple postings. User clicks on the “Start Now” button to get to 1110-Compare, 1120-Favorite, 3000-My cart, 4000-My Order, then finally payment. .

1110-Compare Page = Buyer enters frame number to locate their photo based on the frame number written in Order Instruction Form (OIF). User clicks “heart” icon to add favorite. When double click on the thumbnail (180x180px 10 images per roll), it shows a larger image (max height is 400 px). Image Ratio must be keep the same to avoid distortion.

1. User can add to cart or add to favorite by clicking icon at the bottom of the image. Click red heart icon on the top right next to green circle cart shows
2. To order, BUYER must click on the cart icon to get product list pop up. BUYER must enter the quantity of product, then click “add to cart”.

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1120-Favorite Page - In my Favorite page, buyer will click on the cart icon to select products to add to cart. Note User can choose only one yearbook photo per transaction. Once selection is done, send user to 3000-My Cart.

1201-ABOUT – see image – Please ask project manager what “free” text editor should be installed.

1202-WHY US – see image

1203-FAQ – see image

1204-CONTACT – see image

1205-TERMS – see image

1206-PRIVACY – see image

1207-BLOG – see image

1208-ACCOUNT INFORMATION – is located in Dashboard. User can change address, password or logo. Any changes in the 2001-Post and Sell must update 1208-Account Information, vice versa

1300 - REGISTRATION - Please follow the same format as shown

1310 - FORGET PASSWORD - User will receive an email with link to reset password.

2100 and 2120-POST AND SELL - please update 1008-Account Information accordingly when changes are made in step 8 – Organizer Information of 2100-PNS, 2120-PNS and in 3000-My cart (ID number and DOB). Minimum order is hard coded at 30 customers.

By default, the paypal email id is always blank and the “Save/Unpost” is always enable. “Post now” is enable ONLY when paypal email id is entered. Organizers (sellers) still have the option to choose “Save/Unpost” after entering paypal email id. Once payment is successful, please sent buyer to 5001-payment successful. From there, buyer can go to 2004-order history, 2200-manage postings (please change button text from “Continue to shop” to “Go to Manage Postings” or EXIT.

Free Trial – Paypal ID email is not required for a Free Trial posting. Type 1 is selected, please send user to 1120-My favorite page showing a preloaded photo. User can then select the product or products for this preloaded photo. If Type 2 is selected, please bring user to 1110-Compare page to select from 20 preloaded images.

Note: An event/posting may have different date and time but they are all using the same Event Finder Code. Please see the first three line items in 2200-manage postings titled Barclay Dance Recital for example.

2200-MANAGE POSTINGS-There are standard 5 icons in actions – edit, copy, delete, $(denotes total sales) and “P” denotes posting status. Please provide tool tip when mouse over any icon. IMAGE UPLOADER – uploaded images in the server must be indexed by organizer filename. So it will display correctly in an ascending order in 1110-Compare page. This allows buyers to locate their photos in the search frame # field easily since it is displayed 10 images per roll.

Edit icon is always in black, When click send user to edit the selected 2100-PNS. Price, date, time can’t be changed when a transaction has occurred.

Copy icon is always in black. When click, show the original title followed by the word “copied”. This new posting PNS has the info like the original posting. The only different is the order history and sales order data are all purged for the new posting. User can edit the event date and time to suit the new upcoming event date and time.

Delete icon – Organizer cannot delete a posting when a transaction has occurred. Delete icon will change from Red (default) to Black.

$ (Total Sales) icon – when mouse over the dollar sign, show tool tips the total amount of sales the posting has generated. Black no activity, Green is at least one transaction.

P (Posting Status) icon – indicates posting status. Black mean no activity and Green mean the posting is live.

Download icon (Customer List in CSV) - organizer can download a CSV. CSV header is similar to Sales Order – Invoice#, date, title, name, total, attendees, sold, and donation.

Download icon (Order Instruction Form) - Organizer can download an Order Instruction Form for each station. OIF will allow photographer to write down the frame number taken. User will use the instruction in OIF to make their purchase on our site.

PLEASE NOTE – All uploaded images (not purchased images) will be purged when posting expires.

2300-SALES ORDER-All invoice is clickable and printable in pdf at 8.5”x11” at 200 dpi. There are three items in the last right column.

Yearbook – Organizer will click on the truck to get to the pop manual to enter the last three invoice number in order to change the status of the delivery.

Portraiture Download – Organizer has NO control over the status of download. It is controlled by the buyer. That being said, if buyer has download their purchase. Both 3000-Sales Order of Organizer and 4000-Order History of customer will turn Green.

ID card – has three icons – printer, download and delivery status

Printer – please show a 3.375 X 2.125 at 300 dpi format PDF for printing. Organizer can download the pdf file from browser or they can click print to send the pdf file directly to selected printer.

Download– Organizer can download individual ID card or download all in zip folder (20110523\_ID55 = date + id card count)  
Please allow Organizer to download again and again event the button is green just in case they encounter download issue.  
Rename imagefile - last name\_first name\_id number\_invoice#\_image#.jpg.

Delivery – Organizer clicks truck icon to get to the pop manual. Enter last 3 invoice# in order to change the delivery status

2400-ORDER HISTORY- Once customer download their purchase, please change download button from Red to Green. When mouse over the truck, please show tool tip the status of the order, for example, “Delivered – 2018-06-25 at 12:30pm. Triangle issue icon – contact organizer will be disable when posting expires.

3000-MY CARTT- There are basically three products sold her –yearbook photo (cropping and resizing), download portraiture, and ID card with service icons. Please allow user to go to the next page (4000-My order) only when all customize button is green or grey and all fields are entered. Any customization must reflect on the thumbnail on the left.

4000-My ORDER – User will determine the quantity of yearbook to purchase. Make sure all condition check box is check before Pay Now Button turns green.

5001-PAYMENT SUCCESSFUL

5002- PAYMENT UNSUCCESSFUL

6000-INVOICES – When an invoice number is clicked, please show invoice in pdf at 8.5 by 11 at 200 dpi

6100-ORDER INSTRUCTION FORM - When an invoice number is clicked, please show invoice in pdf at 8.5 by 11 at 200 dpi

7000-7800- are all email notification

9000-9999- are all standard admin panel.

**OTHER CRITERIA**

1. Never, never and never distort an image dimension ratio.
2. Date Format must be YYYY-MM-DD
3. Font must be Arial. Minimum font size is 11 pt, color is either black, white or middle gray.
4. Button color – Green, Gray, Black.
5. Show latest activity always at the top.
6. Show 25 entries per table page (by default). User has to option to increase either 50 to 100 entries per page.
7. Search – anything in the table with the constraint date from and to. If date from and to is blank, search all date range.
8. Color of Icon – RED means not process yet. ORANGE means processing, GREEN means completed, delivered or live. Black means expired or no activity.
9. Event Finder Code (EFC) code = 10 alphanumeric less 2 characters and 2 numbers – L, O, 1 and 0. EFC code must be all caps. Remember, EFC code can’t recycle. Please make EFC to 12 alphanumeric if 10 alphanumeric is close to be used up.
10. Make sure all upload image filename does not have these special characters - “'/|?:\*<>#&+%,{}[]~.
11. When a contact form is filled, please send both sender and receiver a copy of the email.
12. Invoice number – to prevent spying on sales order. Here is our formula

**FORMULA = YB + (TIME X 3) + (INV# +R)**A) YB = YEARBOOKIDCARDB) 7077 = SERVER TIME (24 HOURS FORMAT) X 3Eg 2359 hours x 3 = 7077 Eg 1830 hrs x 3 = 5490C) 12345 is the starting invoice numberR = random number 3 to 13If R is 5, the second invoice number is 12355If R is 8, the third invoice number is 12363If R is 3, the forth invoice number is 12366If R is 13, the fifth invoice number is 12379

So if a transaction occurs at 2135hrs, last invoice number is 12379 and R is 8. The next invoice number is

YB + (2135X3) + (12379 +8) = YB640512387