

Olan Mills Import for Current ACS Customers

If you already use ACS, Olan Mills Import matches photographs with existing family records so that you can quickly and efficiently assign photographs to people records. In other words, you will not need to edit records one at a time. Huge time saver!

There are two steps for updating pictures in your ACS records:

1. Exporting your ACS data to Olan Mills
2. Importing the photos from Olan Mills after the photo session

First, plan and confirm your photo session with Olan Mills. Next, export your current ACS data to Olan Mills. This ensures that the photos and records will automatically match up when you import the photos into your records. Before exporting data, make sure that your current ACS records are up to date and backed up.

To export data to Olan Mills

1. Close all other ACS programs and utilities.
2. On your computer, click **Start > Programs > ACS Technologies > ACS Tools > Olan Mills Import**.
3. Log in to Olan Mills Import with your regular ACS username and password.
4. In the **Export Options** tab, select the information you want to include in the export, and enter your contact information for Olan Mills.
5. Click Browse 
6. In the **Browse for Folder** window, navigate to your current ACS records.
7. Select the records and click **OK**. (The file name does not appear in the field yet.)
8. Click **Export**. The file name now appears in the field.
9. Click **Upload**. This sends the data to Olan Mills.

Olan Mills now has your ministry's information. After the photo session, you will receive an email from Olan Mills that includes your Olan Mills ID and a link to your photo data. After you receive this email, proceed with importing photos from Olan Mills.

Before beginning the import process, make sure that:

- You have received the completion email from Olan Mills.
- You have your Olan Mills ID (provided to you by Olan Mills).
- You have downloaded the Olan Mills photo file from their website. (The link and instructions for this are provided in the completion email from Olan Mills.)

Once you have these things, begin the importing process by loading the photo data.

To load the photo data

1. On your computer, click **Start > Programs > ACS Technologies > ACS Tools > Olan Mills Import**.
2. Log in to Olan Mills Import with your regular ACS username and password.
3. Click the **Import Options** tab.
4. Click browse 
5. In the **Browse for Folder** window, navigate to the downloaded photo file.
6. Select the photo file and click **OK**.
7. Enter your Olan Mills ID.
8. Select **Automatic**. (Selecting Automatic is recommended because this matches your family photographs with the roster information supplied by your ministry.)
9. Click **Load Data**. The process may take several minutes.

Once the photo data has loaded, you must import the photo into your dataset.

To import photos

1. If any photos display in the **Match Data** tab, manually match them with their corresponding ACS record. See [Manually Matching Photos](#) for more information.
2. Click **Import**. A dialog box displays when the import is complete.
3. Click **OK**.

The Olan Mills photos are now successfully imported into ACS People.