

Importing Photos from Olan Mills

Importing photos from Olan Mills adds the photos to your dataset and matches each photo with the appropriate record.

If you are a current user of ACS and have records in ACS People Suite, be sure to read [Olan Mills Import for Current ACS Customers](#) before proceeding with the instructions on this page. All new and current ACS and Olan Mills customers follow the same instructions when 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.

The following options and fields are available in Olan Mills Import.

Export Options

Include Deactivated

Selecting this option includes people that are marked as inactive in your dataset. Usually, inactive people do not participate in the photo session and are not included in the exported data.

Include DOB Year

Selecting this displays the birth year of individuals with their pictures. Usually, individuals do not want their birth year listed.

Include Unlisted Phones

Selecting this displays unlisted phone numbers with people's pictures. Usually, people do not want unlisted phone numbers to be published in a directory that a wide range of others have access to.

Include Primary E-mail Address

Selecting this displays people's primary e-mail addresses with their pictures. Usually, not all people want their e-mail address published in a directory that a wide range of people have access to.

Member Status

Selecting this displays the membership status of people with their pictures. This option is useful when creating a photo directory that includes both members, prospects, and community contacts.

Client Information

Olan Mills Contract Number

Olan Mills provides this number to you after confirming your photo session with them. Entering the correct Contract Number is required for exporting data correctly. If you have worked with Olan Mills before, please note that you have a different Contract Number for each photo session.

Church Contact E-mail

Enter the e-mail address of the primary contact person from your organization.

Search Results

Use Last Search Results

Selecting this exports *only* the data of records included in your latest search. This is useful if you want to hold a photo session for a specified group of people in your ministry. For example, if you want to hold a photo session for only the sport teams, you can perform a search for those teams in ACS People. Then, select this to export the selected sports teams' data.

Roster Information

Title

Enter the title for this photo session. For example, "Complete Church Directory 2011" or "Church Sports Teams Spring 2011."

Church Contact

Enter the name of the primary contact person from your organization. (The person that Olan Mills should contact.)

Contact Phone Number

Enter the phone number of the primary contact person from your organization.