

SUNGARD® PUBLIC SECTOR

Setting Up Photos in eSchoolPLUS

1. Student photos should have an extension of .jpg or .bmp and the filename for each photo should equal the student's ID number.
2. Photos should be loaded onto the web server. You must determine a directory that is "web shared" according to the settings in IIS (Internet Information Services) Manager.

To access IIS Manager:

- Log onto the web server
- Choose Start > Programs > Administrative Tools
- Open IIS Manager

- Expand Local Computer
- Expand Web Sites
- Click on Default Web Sites
- Right click on eSchoolPLUS (or WebSMS, whichever is present)
- Select Properties
- On the Virtual Directory tab, write down the local path.

By default it should be something like:

D:\Program Files\Sungard Pentamation Inc\eSchoolPLUS 1.2

The default web address would then be:

<http://<servername>/eSchoolPLUS> (or <http://<servername>/websms>, whichever was present)

3. Create a subdirectory within the "web shared" directory to store the photos
i.e. create a folder called "Images" under the directory
D:\Program Files\Sungard Pentamation Inc\eSchoolPLUS 1.2
4. Place the photos in this new directory
5. Identify the directory to the software

For each building location that will be storing and viewing photos via the eSchoolPLUS software, define the equivalent web path for the "web shared" directory in the building configuration within the software.

Menu Path: Administration > System Setup > Building > Registration

On the "General" tab, specify the full web address of the photos.

i.e. Based on the above example, you would enter:

<http://<servername>/eSchoolPLUS/Images>

6. Still in the building's Registration configuration, update the student photo extension
i.e. .bmp or .jpg
7. Update the Registration configuration for each building that will be viewing photos.