

# MISSING PORTRAIT REPORT

## CHECKING YOUR PORTRAITS AGAINST THE NAME LIST

The Missing Portraits Report helps you confirm that all students on your Name List have corresponding portraits in your eDesign portrait library. This report is an important checkpoint—especially after importing a PSPI portrait file—to ensure no students are unintentionally left out of your yearbook.

### WHAT THE REPORT DOES

The Missing Portraits Report compares:

- The names on your Name List
- The names attached to portraits in your portrait library

It then shows you any names from the Name List for which an exact match could not be found in the portrait library.

This does not automatically mean the portrait is missing—it simply means the system couldn't match the portrait based on the exact spelling and formatting of the name.

### HOW TO GENERATE THE REPORT

1. Go to the Portraits section of the Library.
2. Open the Import/Export menu.
3. Select Missing Portraits.

You will then see options to customize how the system compares records.

### CHOOSING WHETHER TO INCLUDE GRADE IN THE MATCH

When generating the report, you can choose whether the system should consider grade along with first name and last name.

- **Include Grade** if the grade format in your Name List matches the format in your portrait data (for example, both use "09" or both use "9"). This makes the matching more precise.
- **Do NOT include Grade** if the formats differ (e.g., the Name List uses "09" while portraits use "9"). Using grade in this scenario may incorrectly flag students as missing.

If you're unsure, it's safest to compare by names only.

### INTERPRETING THE RESULTS

The report is a reference tool—a starting point to review potential mismatches. Not every entry on the list represents a missing portrait.

Here are common reasons a name appears on the report even when a portrait exists:

Spelling differences can prevent an exact match:

- "Johnathan" vs. "Jonathan"
- "Ava Marie" vs. "Ava M."

Formatting differences can also prevent a match:

- Extra spaces before or after a name
- Additional middle name or initial
- Hyphens or apostrophes used in one file but not the other

If grade matching is turned on, a mismatched grade will cause a name to appear on the report.

### WHAT TO DO WHEN NAMES APPEAR ON THE REPORT

**Search the portrait library** to see if the portrait on the list exists under a slightly different name.

If it does, you can:

- Update the Name List to match the portrait name or
- Adjust the portrait name to match the Name List

If no portrait is present, contact your photographer or upload the portrait manually.

### WHY THIS REPORT MATTERS

The Missing Portraits Report helps ensure the following:

- Every student appears in the yearbook
- Portrait data matches your Name List
- No portraits were overlooked or mismatched during upload

It's a simple but powerful step for catching issues early—before you begin designing portrait pages.

SCAN THE CODE  
TO WATCH A  
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