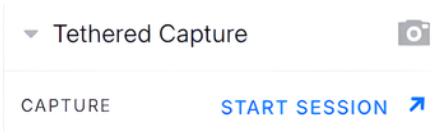
Capture Session Instructions:

- *After getting camera & equipment setup complete the following steps*
  - *Card cleared*
  - *White Balance*
  - *All cords, scanner, and camera connected*
  - *Computer plugged in to power outlet*
  - ***Do not turn on camera yet!***

1. Open Smart Shooter 5 Software ( ) > Let it load > Clear popups
2. Check to make sure session designation folder is set to the correct folder
   a. Workflow Hotfolder
3. Turn on Camera
4. Close File Popup
5. Minimize (-) Smart Shooter Software (top left) - DO NOT CLOSE PROGRAM
6. Open Captura Workflow ( ) > Log in if you are not already
   a. **User: Photo1***
   b. **Password: Photographer@1**
7. Click Jobs
8. Search & Open the school job that you are shooting
9. Start Capture Session (bottom right corner)



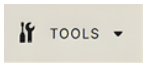
10. Scan & Shoot Slate into job
11. Job Ready > Scan cards as you shoot
12. During Shoot - Monitor Sits on computer
    a. Eyes open
    b. Head Size

END OF DAY SHOOTING / LUNCH BREAK

13. Click Finish to save your session (upper right corner, blue box)



    a. To start the Capture Session back click tools (top, middle) > then click Capture



IF YOU LEAVE YOUR COMPUTER TO TAKE A BREAK OR FINISH THE JOB YOU MUST CLICK FINISH!

14. Keep Capture Workflow open and close your computer
15. Pack up your equipment
16. Once you are back at the office:
    a. Open your laptop and click "SYNC" to save and finish your session (must be connected to WIFI at the office). **DO THIS AFTER EVERY SHOOT!**



    b. Download your SD Card to the school file as always (no need to connect with scanner
17. Complete End of Day Form

SYNC EVERYDAY! DOWNLOAD AT OFFICE EVERY TWO DAYS! MAKE SURE IT IS UPDATED!