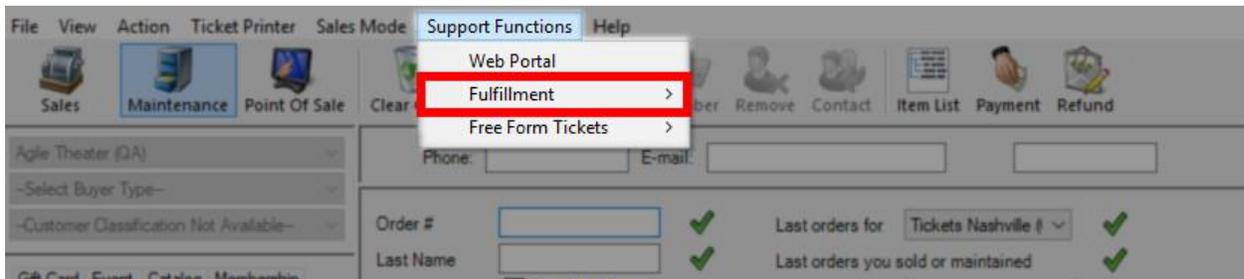


## Customer Image in Fulfillment

Customer Images is a feature that allows clients to add a picture of a customer to their membership cards or festival passes. Some of your patrons may have purchased a membership or pass but have not uploaded their images. This tutorial will show you how to filter the orders in fulfillment that have images versus those that do not have images. This will allow you to contact those customers about getting an image before printing their passes or membership cards.

1. In the **Sales** application, click **Support Functions** and then **Fulfillment**.



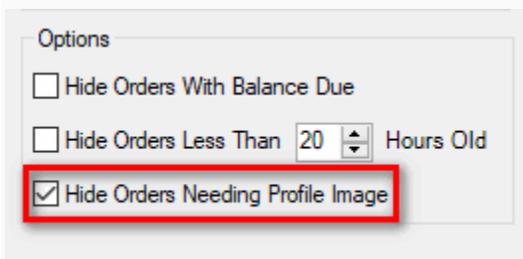
2. Open the **Membership Fulfillment** page.



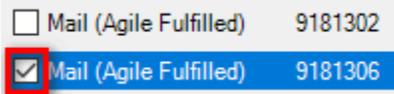
3. Click the Pass or Membership program to see all Orders To Fulfill. Under the Member Name column, you will see orders that do not have an image associated with the order designated with **[no profile image]**.

<input type="checkbox"/> Mail (Agile Fulfilled)	6443022	AMS - Member	698732	Tomczak, Larry	Membership	Individual	152727	Tomczak, Larry
<input type="checkbox"/> Mail (Agile Fulfilled)	6464610	Web - Standard	3939993	frank, imgmem1	Membership	Individual	713161	frank, imgmem1
<input type="checkbox"/> Mail (Agile Fulfilled)	6464617	AMS - Advanced	3939992	Gatsby, Jay	Membership	Dual	713164	Gatsby, Jay Carraway, Nick
<input type="checkbox"/> Mail (Agile Fulfilled)	6464618	Web - Standard	3940009	Poirot, Hercule	Membership	Dual	713165	Poirot, Hercule [no profile image] Bouc, M. [no profile image]
<input type="checkbox"/> Mail (Agile Fulfilled)	6464657	Web - Standard	3940016	Steward, Hannah	Membership	Dual	713179	Steward, Hannah Biber, Hope
<input type="checkbox"/> Mail (Agile Fulfilled)	6464659	Web - Standard	3940018	Lemon, John	Membership	Dual	713180	Lemon, John Lemon, Christy

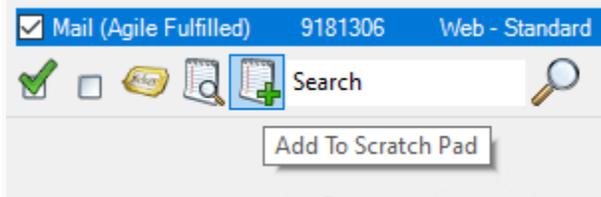
4. In the bottom-left corner of the window, check the **Hide Orders Needing Profile Images** box. This will allow you to filter and print only the orders that have images associated with the pass or membership.



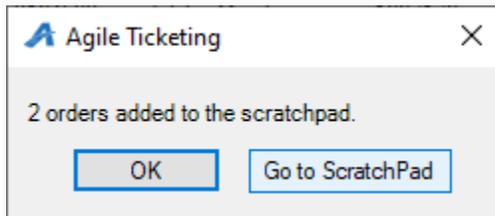
5. To add an image to an existing membership/pass order, check the box next to the order.



6. At the bottom of the window, click the **Add to Scratch Pad** button.



Select **Go To Scratch Pad**.



7. Click the Order Number on the Scratch Pad. From here, you will be able to go in and edit the Customer Record to add the image. To learn how to Edit a Customer Record, [click here](#).

