Next Gen: Placing An A La Carte Order

This comprehensive guide will walk you through the entire process of placing an order in your Next Gen A La Carte account. We will cover every step in detail, including creating your A La Carte account, choosing a service, navigating the checkout process, proofing your order, submitting a help request, and ultimately receiving your final graphic(s).

1. CREATE A NEXT GEN A LA CARTE ACCOUNT

1. Go to nextgenalacarte.com.
2. Click on **Get Started**.
3. Enter the information requested and click **Create.**
4. Voila! Account created.

HOME   SERVICES   CONTACT US
BEST PRACTICES & TURNAROUND TIMES

NEXT
GENERATION
PHOTO SOLUTIONS, INC.

HOW CAN WE HELP?

Next Gen Photo Solutions, Inc. has been in the business of helping high-volume photographers since 2016. In that time, we have created tens of thousands of teams and hundreds of thousands of graphics, all while saving photographers time and money.

Our À La Carte service offers the same excellent design services for lower volume, small design requests on an easy-to-navigate website.

GET STARTED

LOG INTO THE A LA CARTE SIDE OF THE NEXT GEN WEBSITE

- Note that after the A La Carte account is created, you will need to access the [main Next Gen](#) site to log in.

- After logging in on the [Next Gen site](#), two clickable options are presented:

  1) T&I and 2) A La Carte.

Option 1 will be grayed out unless you have completed the Next Gen Team & Individual Onboarding training.

- Next, choose **A La Carte** then click **Continue**.

WELCOME TO
NEXT GEN PHOTO SOLUTIONS, INC.

T & I

The Volume T&I Workflow is for high-volume jobs with multiple teams and designs like memorymates and product graphics.

Get Started

Want to use our T&I workflow? If Yes, click "Get Started" below.

À La Carte

The A La Carte system is intended for small design requests like Individual Banners, Panos, team design, and image editing. **NOTE: YOU WILL NEED TO CHECK OUT WITH EACH SERVICE INDEPENDENTLY. "CONTINUE SHOPPING" COMING SOON!**

Continue
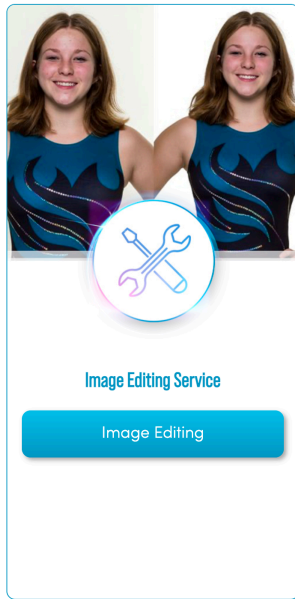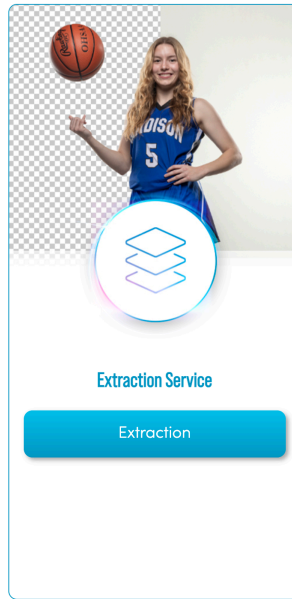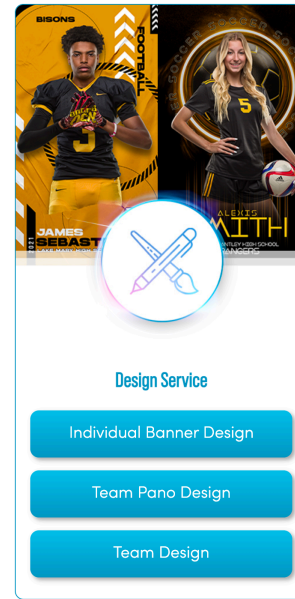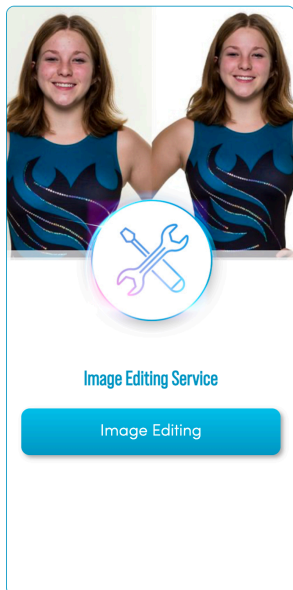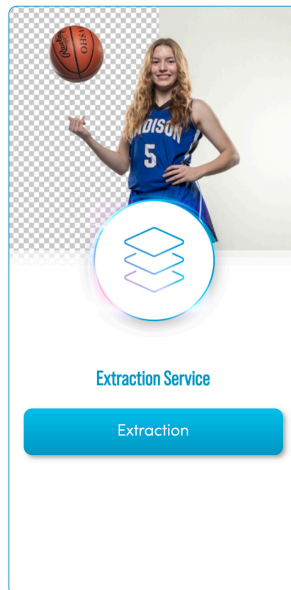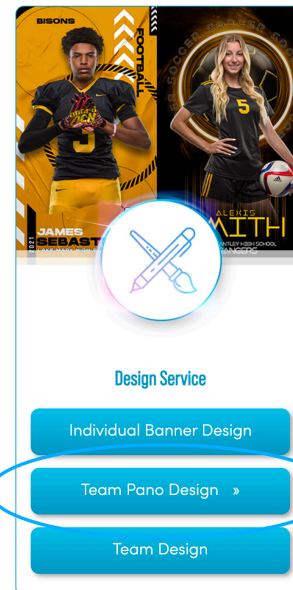
- Choose **Image Editing Service, Extraction Service,** or **Design Service: Individual Banner, Team Pano, or Team Design.** If you wish to place an order for more than one type of service, you will have to do separate orders for each service. We are working on the option to place an order for multiple services.
- Hover over the black light bulb icon on the bottom right of the screen to access the Quick Start video guides.

SELECT THE SERVICE

- Click on the service you wish to use. In this case, we will select Team Pano Design.
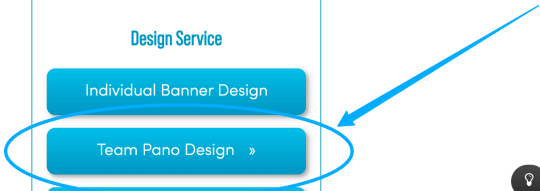
NAME THE JOB

- Enter a name for the job. Click **Save**.
- Then enter the number of teams/groups you are requesting services for. Click **Submit**.

ENTER TEAM NAME AND UPLOAD IMAGES

- Put the name of the team into the **Team Name** field.

- Drag and drop images to the indicated area. Click Save and Continue.
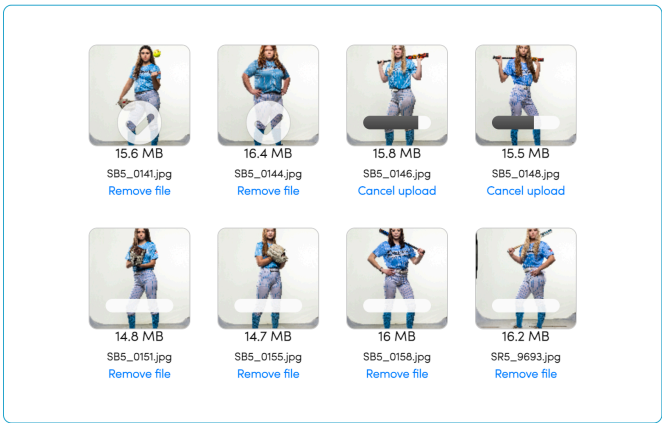
- You will see progress bars on your images while they are loading.

- Once the images are loaded, you will no longer see the progress bars. Click **Save and Continue**.

ADD TEAM INFORMATION

- Add team information. Click **Save and Continue**.

SELECT ADD-ON SERVICES

● Select any add-on services: Retouch, Color Correction, and/or Eyeglasses Glare Removal.

● When you select an add-on service, you will be taken to a screen where you can select the images where you would like the add-on service applied. After selecting the images, click **Save**.
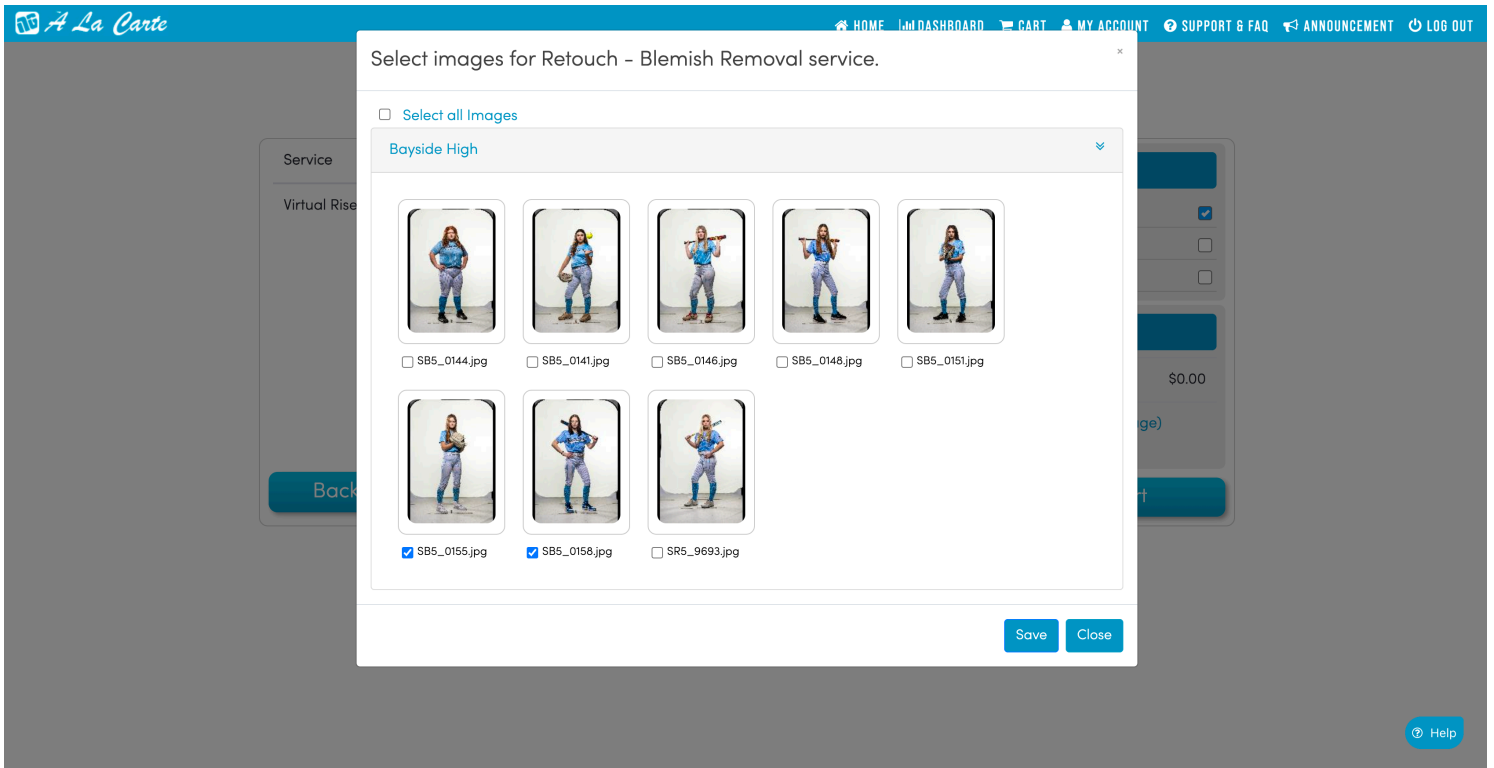
- Once you have made all your add-on service selections, you will see a screen with all your service selections and their prices. Click **Proceed to Cart** to checkout.

CHECKOUT

- In your shopping cart, you have the opportunity to add any special instructions you may have for the design team.

- Check the box to agree to the Terms of Service. Then click **Proceed to Checkout**.

- Enter your payment information. When the payment has been accepted, you will see an **Order Placed** screen that gives you a summary of your order and gives you the option to print your invoice. You will also receive an email from Next Gen letting you know that your job is in queue. This means the order has been submitted. You will be notified later when the images have been processed and are ready for you to review and approve them.

- At this point, if you return to the Dashboard, in the Active Jobs tab you will see your job name and the status of the order. Click **View Job Details** to see the details of your order.

A La Carte   🏠 HOME   📊 DASHBOARD   🛒 CART   👤 MY ACCOUNT   ❓ SUPPORT & FAQ   📢 ANNOUNCEMENT   ⏻ LOG OUT

MY **DASHBOARD**

Active Jobs | Archived Jobs | Sale Reports

Show 10 entries   Search:

Job Name	Job Number	Status	View Job Details	Download Links	Action
TEST Team Pano Demo	AL2500	Order Placed	View Job Details		

Showing 1 to 1 of 1 entries   Previous | 1 | Next

❓ Help

PROOFING

- When your order is ready to be proofed, you will receive an email letting you know that your proof is ready for review and approval. Follow the link in the email to be taken to the proofing area.
- There you will be able to review the proof and add any comments you would like the design team to see. You have the option to annotate the image with arrows, text, etc. to explain your comments.
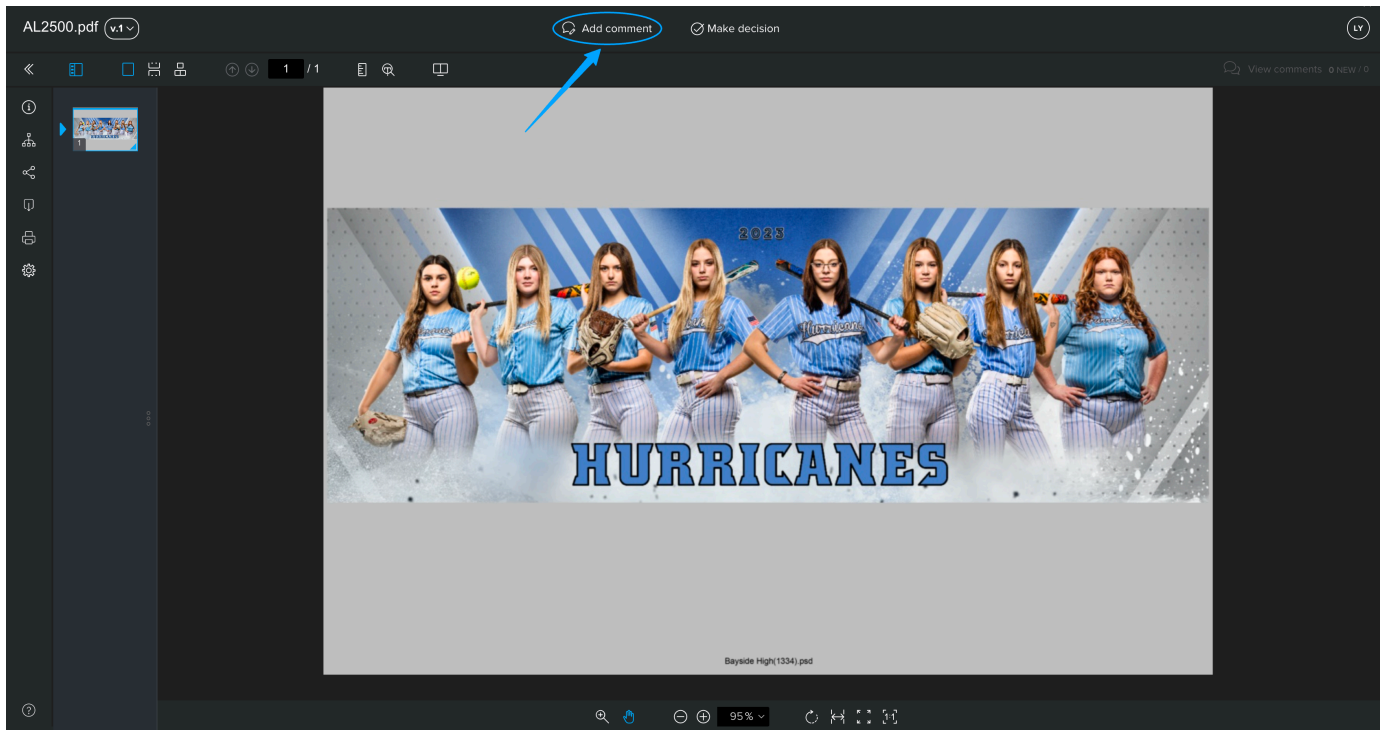
- After posting your comments, it is crucial that you click on **Make decision** at the top center of the screen, then choose **Changes Required**, and click the blue **Make decision** button. If you only post the comments but do not make the decision, the design team will not know that you are ready to move forward.
- Once you have posted comments and made your decision, allow the design team time to make the necessary changes. You will receive an email when your proof is ready. Click the link in the email to access your proof. Once you are satisfied with the image, click **Make decision** then **Approved.** At this point be sure to click the blue **Make decision** button to finalize your decision.
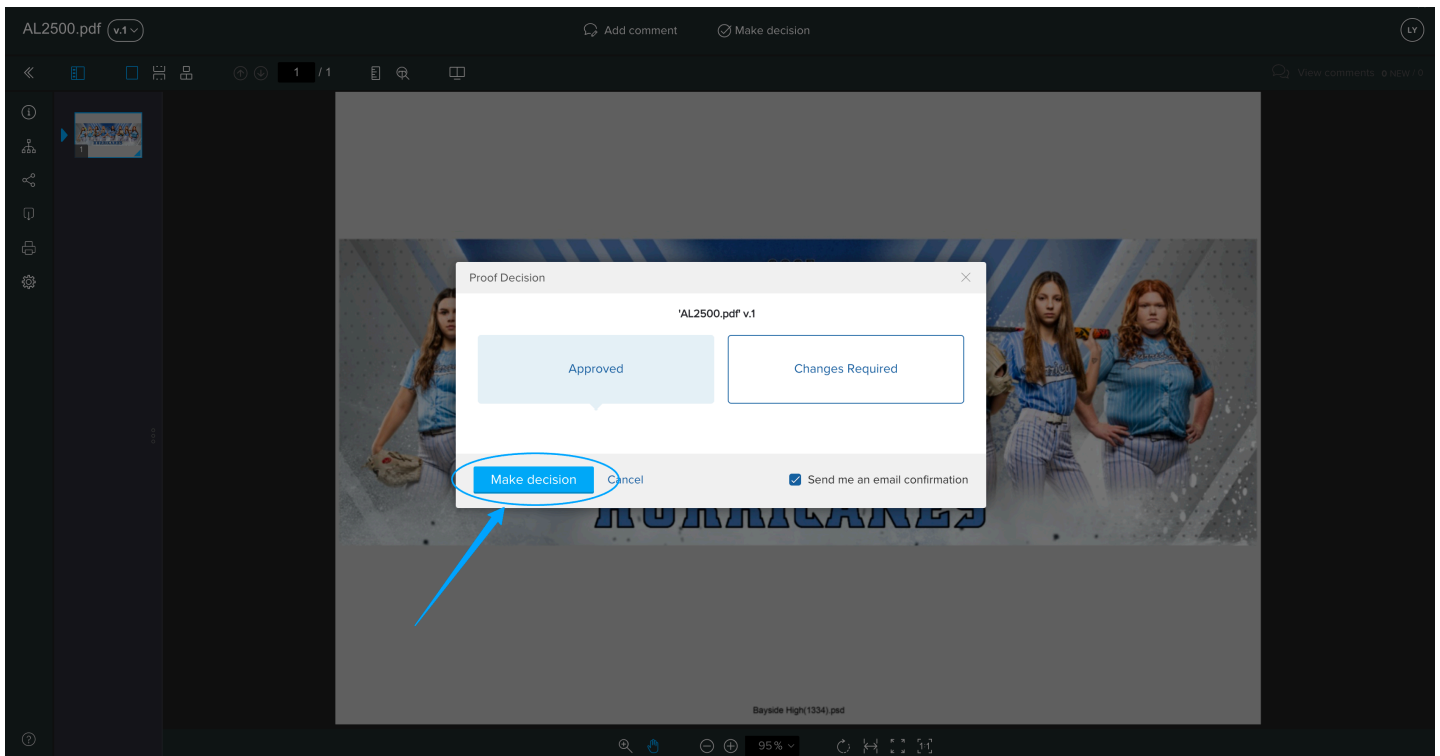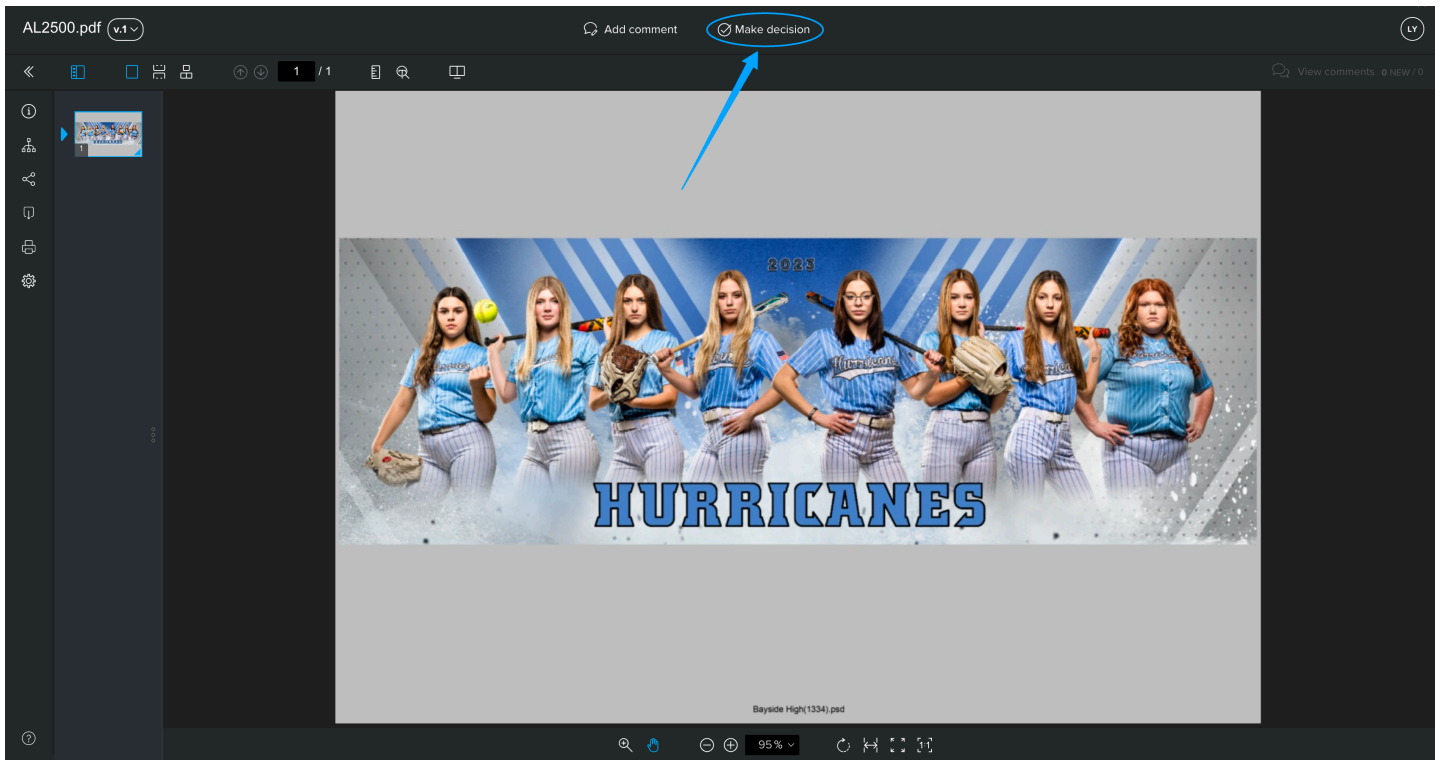
- Your image will now say **Approved** at the top center of the screen, and you will receive a **Decision Confirmation** email from Next Gen.

- To access your image, log in to your Next Gen A La Carte account. Access the Dashboard and your Active Jobs tab. There you will find the link to download your images.
- Voilà!
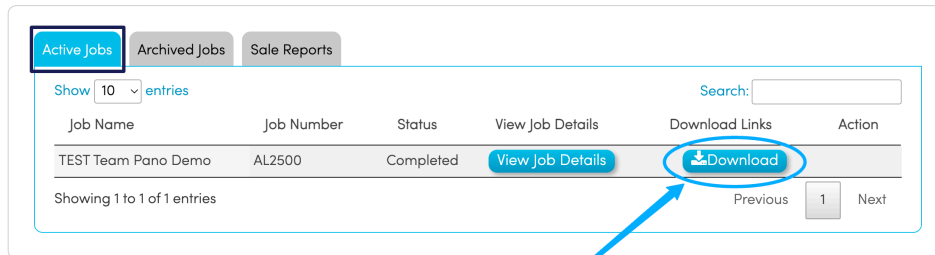
REQUEST HELP

- The Request Help feature can be used with completed jobs to request additional add-on services or address other issues with the job.
- To request help go to your account **Dashboard**, then the **Active Jobs** tab, and click on **View Job Details**. This will take you to the **Order Details** screen. Click on the **Request Help** tab.

ORDER **DETAILS**

- Enter the details of your help request, then click **Proceed to checkout**.

- Complete the checkout process. Depending on the type of help request, you may be charged at this point, or you may be charged later when your final image is ready.
- You will receive an email from Next Gen confirming your request. You may also verify the status of your request by going to **Dashboard > Active Jobs > View Job Details**. This will take you to the **Order Details** screen. Click on the **Request History** tab to see the status of your help request.

- Once your request has been completed, you will receive an email from Next Gen. In order to access your images to to the Request History tab: **Dashboard > Active Jobs > View Job Details > Request History.** If you have already paid for your request, you will be able to download the image right away. If you haven't yet paid for your request, click **Pay Now**. Once payment is complete, you will be able to download your image.

REQUEST **HISTORY**

	Order Details	Request Help	Request History					

Show 10 ✔ entries   Search:

Sr No	Request Help	Image Name	Service Ordered	Instructions	Price	Payment Status	Status	Download Links
1	RH50	SB5_0141.jpg	Other	Could you change the year on the Team Pano to 2024, please?	$ 1.00	Paid	Completed	⬇ Download

Showing 1 to 1 of 1 entries   Previous 1 Next

You can now retrieve your files from the FTP server. It's easy:
You can retrieve the PNGs on Next Gen's production side.

1. Log into your Next Gen account. The email is the same that you use in your GotPhoto account.
On the upper right of your Next Gen account settings, you can find your FTP Details.

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There are a variety of free and commercial FTP programs available for both Mac and PC, such as FileZilla Client or Cyberduck.
The process is similar amongst all FTP programs if you choose to use another program.

- Open your FTP software. The screenshot below shows FileZilla. Next, fill / paste in the host (Hostname), username, password, and port. Then, click Quickconnect.
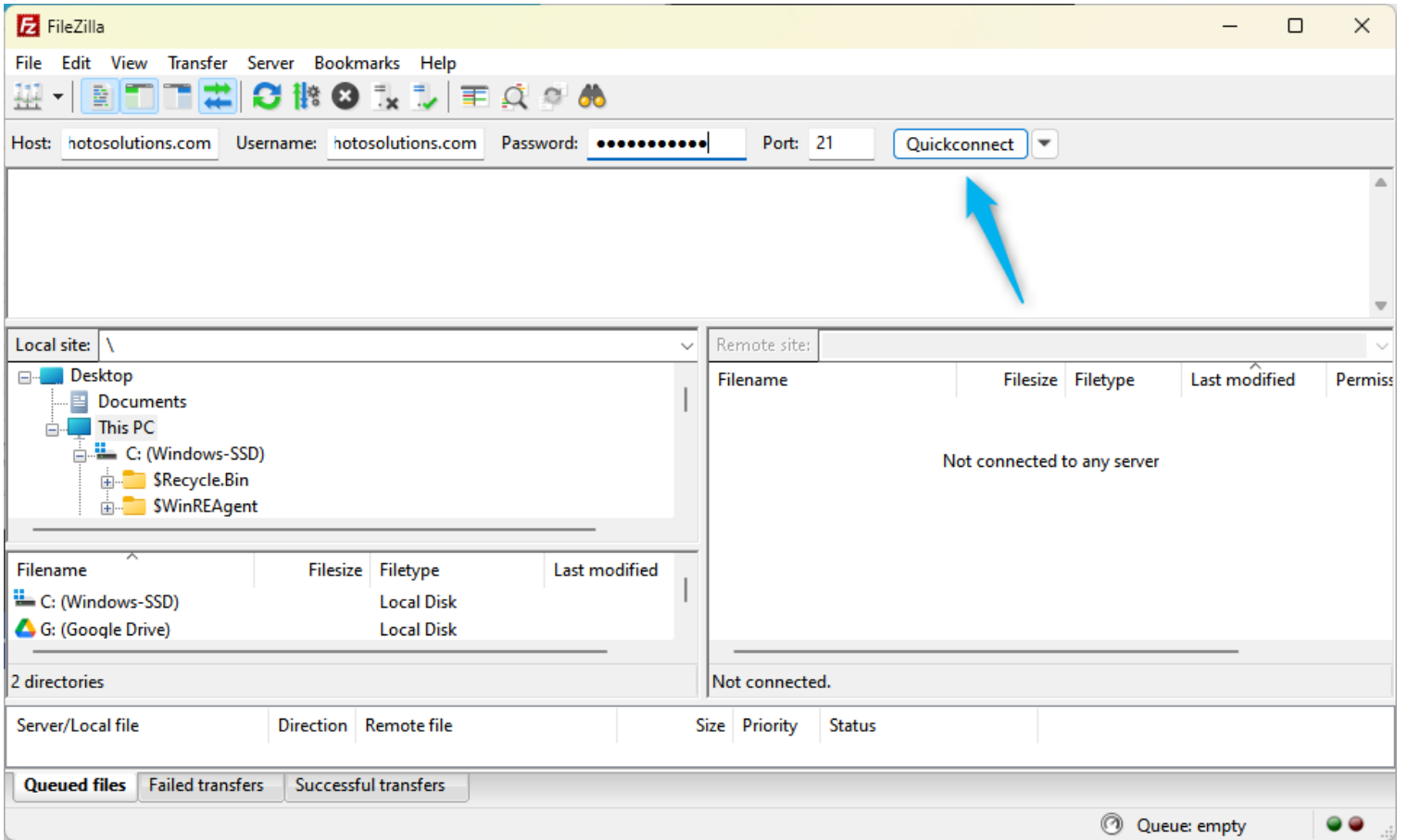
Once you have successfully established a connection to your Next Gen FTP account, you will gain access to the extractions associated with your requested job, allowing you to retrieve them to your device. Here is a quick video that shows how to retrieve images from the server:
https://www.canva.com/design/DAF8mD7AO68/NZxOsW-iD2jtb2MuX4b2Tg/watch

If you encounter an error message during the login process, please double-check the accuracy of your FTP credentials and attempt the login again. Additionally, take a moment to review your input for any inadvertent inclusion of empty spaces.