

GMS Image Workflow

Photographer Portal

GMS Image Workflow - Instructions

The Gittings Management System (**GMS**) has specific file naming, ★-Ratings, Color Tags, and Convert to DNG guidelines. Please access the [Photographer Portal](#) for details about your photoshoot and to upload your images.

The **Image Workflow** link with detailed instructions (*this document*) is listed below the Photography Brief on every Session Report. Images that do not match the GMS specifications will be rejected by the system and you will not be able to submit the session report.

[How To video for GMS Workflow](#)

SES-1300

Peterson Law - Chicago (Loop) **Feb 03, 2025**

Delivery Jan 09 by 5 PM (US Central time)

Address 1 N. State St. Suite 10 Chicago, IL 60606 United States of America	Local Contact Jane Smith Office: +1-312-555-9999 jsmith@dwpsolutions.net	Scheduling Contact Full Portal Access Mobile: +1-312-555-1236 fpaccess@dwpsolutions.net	Session Type Firm Profile: Partner Brief Photo Brief Overlay 1 Overlay 2 Image Workflow
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Session Status: In Process
Images Processing Status: Complete

Time Slots

[Upload / Manage Files](#)

GMS Image Workflow - File Naming

Photographers can use any tether application, and proofing software for selecting the client's favorite images. However, preparing the images for submission must be done exactly to match the GMS Workflow.

File Naming

All images must be named with a unique **Subject ID** and Frame Number. This ID can be found on the GMS Session Report.

E.g. STS-1271_LastName_FirstName_01.raw

STS-1271_LastName_FirstName_02.raw

STS-1271_LastName_FirstName_03.raw

Each subject has a unique Subject ID (STS-xxxx). Images that do not have the Subject ID will be rejected by GMS.

Time Slots 

SES = Session Image / Gray Card

	Time	Type	First Name	Last Name	Result	Slot ID	Retouching Notes	Captures	Selects	Support
			Session	Images		SES-1490 	GRAY CARD			
	9:00 AM	Standard	Matthew	Skinner	No Show 	STS-9212 				
	9:20 AM	Standard	Sarah	Jones	Completed 	STS-9213 				
	9:40 AM	Standard	Isabella	Janssen	Completed 	STS-9214 				
	10:00 AM	Standard	Sophie	Waples	Completed 	STS-9215 				

STS = Subject Time Slot / Subject ID

GMS Image Workflow - Single Pose Client

Most Gittings Global clients have a single pose, meaning the subject will select (1) favorite image at the time of the photoshoot from all of the options created by the photographer. We call this a **Single Pose Client** and this is relevant because there can *only* be one 5-★ rated image per subject.

If you upload multiple 5-star images the GMS system will not know which one the subject wants and will not allow you to submit the job unless you enter a Client Services Note explaining why there is more than one pose and who authorized the second pose. This will generate a Help Ticket so client services can follow up with the client about the additional costs.

★-Ratings

★★★★★ is the rating GMS recognizes as the *one* image the **subject selected**.

Please show the single image to the client for verbal confirmation that is the image they chose.

Confirm the the selected image is *tack sharp when zoomed in at 100%* before the subject leaves the room. If the image is not extremely sharp, with clearly defined edges and fine details, have the subject choose another pose or shoot more images.

It is *much* simpler to shoot a few more photos than to discover the image is out-of-focus after the subject leaves.

Color Tags - Same for Single and Multiple Pose Clients

Red = Gray Card (One card shot per shoot for skin tone accuracy - *we don't need a gray card for each person*)

Blue = Subject Support (Subject backgrounds or glass glare plates for reflections. Please shoot an image in the same place looking in the same direction without eyeglasses to speed up eyeglass reflection removal.) [How to fix Reflections](#)

Green = Session Background Plates (Backgrounds that apply to the client, not a single subject).

GMS Image Workflow - Single Pose Client



The Gray Card is an **SES** file and gets a **Red** Tag



The Subject Select is an **STS** file and gets a **5★**

GMS Image Workflow - Multiple Pose Client

A few Gittings Global clients are **Multiple Pose Clients**, meaning the subject will select **more than one** image at the time of the photoshoot from all of the options created by the photographer. If you upload only one 5-★ rated image the GMS system will think an image is missing and will not allow you to submit the session report. You must 5-star rate the exact number of images described in the brief for multiple pose clients, or enter a Client Services Note explaining why there is only one pose.

The details of each poses will be described in individual photography briefs, and are unique to clients. Typically a formal and a casual pose or environmental and studio background. Clients use different names for these poses, and we match whatever names they use so they match what clients expect when delivering final retouched images.

E.g. One client calls the poses *Formal/Casual* while another calls them *Bio/Expert* and a third client calls them *MIT/PR*.

★-Ratings

★★★★★ is the rating GMS recognizes as the *multiple* images the **subject selected**.

The (2) subject selected images must have a 5-star rating and the correct color tags so GMS recognizes which pose is which.

Formal/Bio/MIT = 5★ **PURPLE**

Casual/Expert/PR = 5★ **YELLOW**

Please show the selected images to the client for verbal confirmation that these are the images they chose.

Confirm the selected images are *tack sharp at 100%* before the subject leaves the room. If the image(s) are not sharp, have the subject choose another pose or shoot more images.

Color Tags - Same for Single and Multiple Pose Clients

Red = Gray Card

Blue = Subject Support

Green = Session Background Plates

GMS Image Workflow - Multiple Pose Client

Color Tag **all images** with either a **purple** or **yellow** tag depending on the pose type. Only 5-star the final (2) client-selected poses.



The Gray Card is an **SES** file and gets a **Red** Tag

Biography = 5★ **PURPLE**

Expert = 5★ **YELLOW**

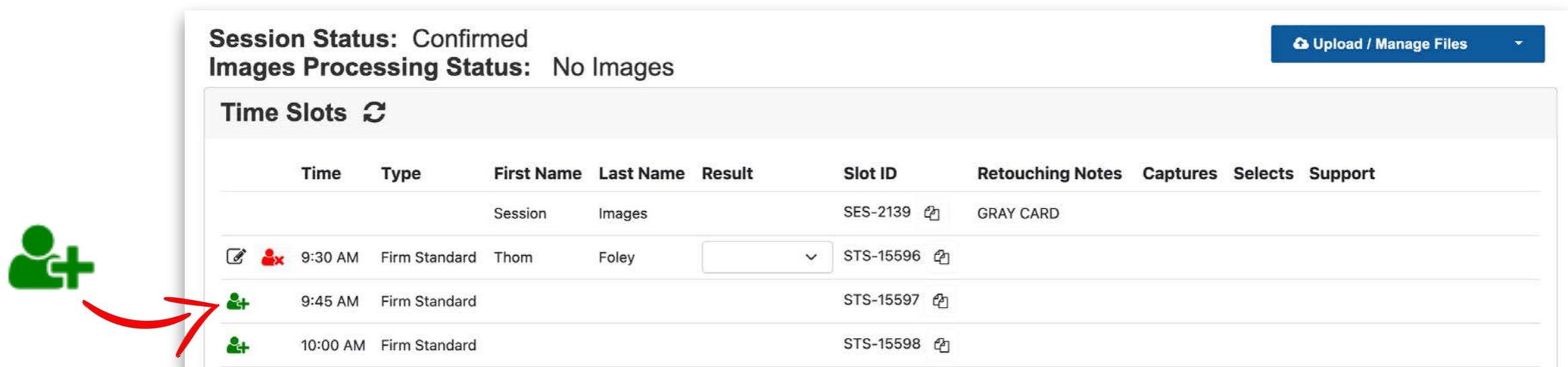
GMS Image Workflow - Add a New Subject

Adding a New Subject to your Session Report on the Photographer Portal is simple, but you need the subject's email address in order to add someone. You can also extend the session, which will add more subjects if there are no open slots.

If the subject is new, or they were not on your schedule, but need to be photographed, you must ask the subject their email address and name. Email addresses must be firm specific. Subject can not use a personal email address like @gmail.com or @hotmail.com for example; those will be rejected by GMS. You can also decipher the email address formula used by most companies by looking at the scheduling contact. In the *very rare case* the subject does not have a company email, you should use the scheduling contact email address so you can at least create a Subject ID and photograph the person.

- E.g. mleroy@bigdealco.com
- In this case, the formula is, first initial of the first name plus the last name @bigdealco.com

We have a [quick tutorial video](#) about the process of adding a new subject to your Session Report.



Session Status: Confirmed
Images Processing Status: No Images

[Upload / Manage Files](#)

Time Slots ↻

Time	Type	First Name	Last Name	Result	Slot ID	Retouching Notes	Captures	Selects	Support
		Session	Images		SES-2139	GRAY CARD			
9:30 AM	Firm Standard	Thom	Foley		STS-15596				
9:45 AM	Firm Standard				STS-15597				
10:00 AM	Firm Standard				STS-15598				

GMS Image Workflow - Retouching Notes

There are (3) kinds of **notes** you can leave on any Session Report:

1. **Image Retouching Notes** are for the entire Subject ID. These notes can be entered *before* you upload images and are super helpful so you don't forget a request the subject asked for or you think needs to be addressed by the lab.
2. **Client Services Notes**, will generate a Help Ticket so the client services team can follow up with the client.
An example of this is if a subject selects two images, for a one-pose client, and the local contact approves the extra cost. In that case you will add a CS Note listing who approved the second image and why.
3. **Individual Image Notes** relate to one image and are for the lab so they know what to fix. However, you can only enter these kinds of notes *after* you have uploaded images.

We have a [quick tutorial video](#) about the different kinds of notes and how and why to use them.

Retouching Note

Client Services Note

Individual Image Note

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GMS Image Workflow - Converting to DNG

Converting to DNG

All images must be converted to DNG before they are uploaded to GMS or they will be rejected by the system. Many applications will create DNGs, but our testing has found [Adobe DNG Converter](#) to be the fastest and most reliable.

Adobe DNG Converter is a free desktop application for Mac and PC users. Converting image files from their native raw format to DNG ensures images are accessible across every platform. **DNG is the only format GMS will accept.**

Adobe DNG Converter Setup: (See next page for details)

Section 1) Select the **Images to Convert** - Choose the CaptureOne Session so all RAW images will be conveyed.

- **Do Check Include Images Contained within Subfolders**
- **Do Check Skip Source Images if Destination Image Already Exists**

Section 2) Select the **Location to Save**; click on the triangle Δ **Save in New Location**. Set up a new folder on your desktop called **Upload-to-Gittings** or something obvious. These are the DNG files you will upload to Gittings GMS.

- **Do Check Preserve Subfolders**

Section 3) Leave at default, Document Name and .dng

Section 4) Click the **Change Preferences** button.

- Compatibility: Must be **Camera Raw 14**
- Preview: JPEG Preview: **Medium Size** / **Do NOT check** Embed Fast Load Date
- Compression: **Do Check** the **Use Lossy Compression** Preserve Pixel Count
- Original Raw: **Do NOT check** Embed Original Raw File
- Click the **OK** button to exit the Preferences
- **Convert** your RAW to DNG

We have a [quick tutorial video](#) about how to use Adobe DNG Converter for CaptureOne and Lightroom users.

GMS Image Workflow - Converting to DNG

DNG Converter

Adobe Digital Negative Converter

1 Select the images to convert **SECTION 1: CHECK BOTH BOXES**

Select Folder... /Volumes/2X-Archive-2023v1/202.../2024_05_21 [KEDR] NY Michel/

Include images contained within subfolders

Skip source image if destination image already exists

2 Select location to save converted images

Save in New Location

Select Folder... /Users/2x-mop4/Desktop/UPLOAD...2024_05_21 [KEDR] NY Michel/

Preserve subfolders **SECTION 2: CHECK BOX**

3 Select name for converted images

Name example: MyDocument.dng

Document Name + +

Begin numbering:

File extension: .dng **SECTION 3: LEAVE AS IS**

4 Preferences

Compatibility: Camera Raw 14.0 and later

JPEG Preview: Full Size

Embed fast load data

Use lossy compression

Preserve Pixel Count

Don't embed original

SECTION 4: CHANGE PREFERENCES

Change Preferences...

About DNG Converter... Extract... Quit Convert

Preferences

COMPATABILITY: CAMERA RAW 14.0

Compatibility: **Camera Raw 14.0 and later**

The DNG file will be readable by Camera Raw 14.0 (Photoshop CC) and later, and Lightroom Classic 11.0 and later. The DNG file will often be readable by earlier versions, depending on the camera model.

Preview/Fast Load Data **MEDIUM SIZE PREVIEWS / NO FAST LOAD DATA**

JPEG Preview: Medium Size Embed Fast Load Data

JPEG previews speed display of rendered images. Fast load data speeds loading images when adjusting settings. Both increase DNG file size slightly.

Compression/Image Size

Use Lossy Compression: Preserve Pixel Count

Lossy compression can significantly reduce DNG file size, but may result in some quality loss. Lossy compression also allows optional reduction of image pixel count.

USE LOSSY COMPRESSION / PRESERVE PIXEL COUNT

Original Raw File

Embed Original Raw File **DO NOT EMBED RAW FILE**

Embeds the entire non-DNG raw file inside the DNG file. This creates a larger DNG file, but it allows the original raw file to be extracted later if needed.

Cancel OK

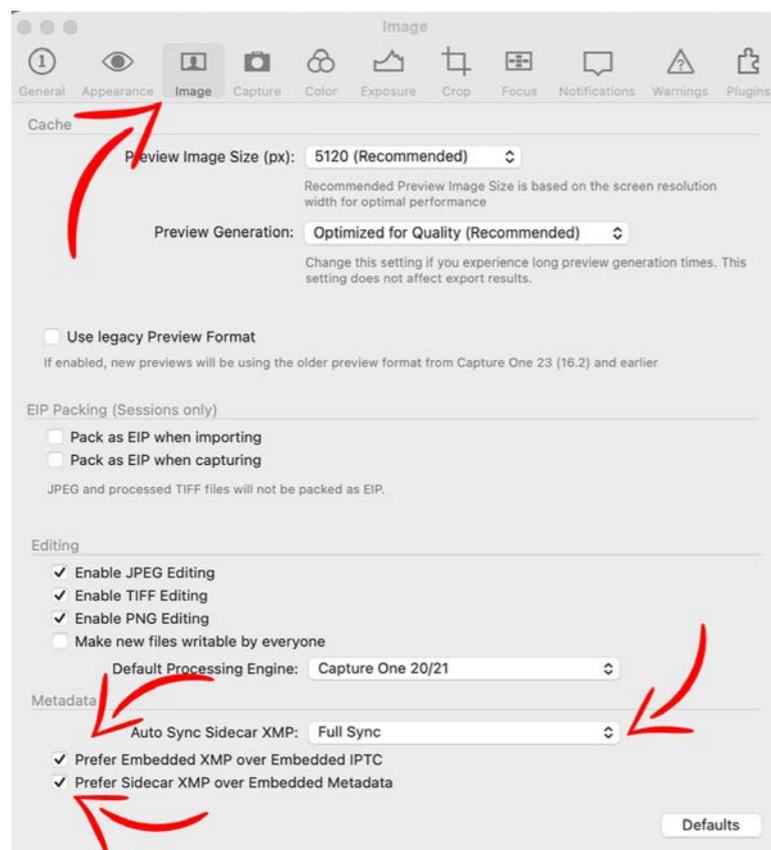
XMP Sidecar Files & Color Tags

If you encounter any issue with 5-★ rated images and color tags not importing properly to GMS then there is an issue with the XMP Settings in CaptureOne of Lightroom/Bridge. Double check these settings before you process DNGs.

- In C1, go to **Preferences > Image > Metadata**: make sure that Full Sync is set and both the checkbox's for XMP.
- In Lr, go to **Catalog Settings > Metadata**: make sure **Automatically write changes to XMP** is checked.

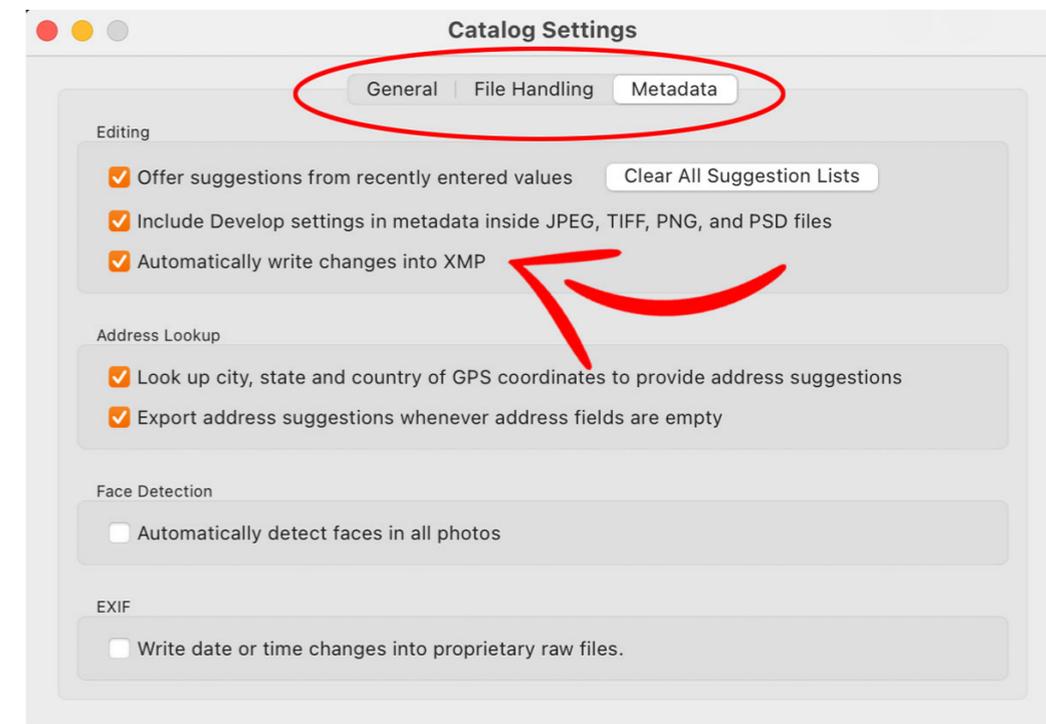
The external XMP are the files that have the star/color tag information. When you use Adobe DNG Converter it will combine the RAW and XMP into (1) DNG image with the ratings.

If you are using a *non-English* version of Lightroom or Bridge, please review this document about [Custom Color Tags](#).



<<< CaptureOne

Lightroom >>>



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GMS Image Workflow - Support

If you have creative or workflow questions on the day of photography please reach out to one of the following for help:

- [Michel Leroy](#) +1 212.475.4110 - **New York**, NY - Eastern Standard US Time (EST) / UTC -4 or -5 in Winter
- [Phil Adams](#) +44 7980 585964 - **London**, England - Greenwich Mean Time (GMT) / UTC 0
- [Sam Schultze](#) +1 713.478.4127 - **Houston**, Texas - Central Standard US Time (CST) / UTC -5 or -6 in Winter

When in doubt, reach out to support@gittingsglobal.com.

