Photo Name Conversion Plug-in User Guide

MARS | Queensland Reconstruction Authority

Queensland

The *Photo Name Conversion Plug-in User Guide* is a product of the Queensland Reconstruction Authority.

Document details

Security classification	Approved for public distribution
Date of review of security classification	October 2018
Authority	Queensland Reconstruction Authority
Document status	FINAL
Version	1.0

Copyright

This publication is protected by the *Copyright Act 1968*.

© The State of Queensland (Queensland Reconstruction Authority), October 2018.

Licence

This work is licensed by State of Queensland (Queensland Reconstruction Authority) under a Creative Commons Attribution (CC BY) 4.0 International licence. To view a copy of this licence, visit: www.creativecommons.org/licenses/by/4.0/

In essence, you are free to copy, communicate and adapt this *MARS Portal User Guide – Activation and Submission Preparation*, as long as you attribute the work as follows.

Attribution
The *Photo Name Conversion Plug-in User Guide* is a product of the Queensland Reconstruction Authority.

Interpreter

The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this report, you can access the Translating and Interpreting Services via www.qld.gov.au/languages or by phoning 13 14 50.

Disclaimer

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Copies

Copies of this publication are available on our website at www.qldreconstruction.org.au/funding/mars

Contact

Queensland Reconstruction Authority
Phone (07) 3008 7200
info@qldra.org.au
www.qldreconstruction.org.au

Table of contents

1 Background 4

2 Getting your Excel photo name conversion plug-in 5

3 How to install the photo name conversion plug-in 6

3.1 Before installation 6

3.2 Installing the Excel plug-in 6

4 The QRA plug-in tab 8

4.1 After installation 8

5 Opening a QRA submission form 9

6 Preparing to populate the submission form 10

6.1 Folder structure 10

7 Populating the submission form 11

7.1 Copying photo folder names 11

7.1.1 Command prompt method 11

7.1.2 Manual copy/paste method 13

7.2 Running the photo name conversion plug-in 15

8 Common errors 17

8.1 Uploading an empty photo folder 17

8.1.1 Log file 17

8.2 Invalid file types 18

8.2.1 Log files 18

8.3 Folder and file name character limit 18

8.3.1 Log files 19

9 Final checks prior to upload into the MARS Portal 20

10 How to install an updated QRA plug-in version 21

10.1 Installing a new plug-in version 21

10.2 Installation error message 21

10.3 How to uninstall a superseded plug-in 22

1 Background

MARS is the Management and Reporting System developed by the Queensland Reconstruction Authority (QRA) to support councils and state agencies with disaster funding applications. The system aims to improve efficiency in lodging and assessing disaster claims and is used for events occurring after 1 November 2018.

Several submission types require photographic evidence to support the claim e.g. Emergency Works, Immediate Reconstruction Works and Reconstruction of Essential Public Assets. MARS has the ability to upload photos in bulk and automatically assign them to the relevant line item in the submission. This means photos can be displayed geographically on the map in MARS, clearly linking evidence to submission data for applicants and QRA assessors.

The bulk photo upload function requires that the submission is built in the new Excel submission form prior to uploading into the MARS Portal. The bulk upload is then initiated from the MARS Portal, matching photos to the correct line item based on file names.

When preparing your submission please ensure:

- photos are all uniquely named
- photos are JPEG format with embedded metadata
- each file and folder name is no more than 100 characters.

Within the submission form, the photo field must include each unique photo name, separated by a pipe |, in the following format: xxxx.jpg|yyyy.jpg|zzzz.jpg|

There are two ways to populate this photo reference cell in the submission form:

1. If an organisation uses software (internal or third-party) to populate the submission form, this software could be updated to insert the photo names in the required format outlined above. In this case, the photo name conversion plug-in would not be required.
2. If an organisation intends to populate the submission form manually, this plug-in can be used to minimise manual effort, populating the photo reference cell in the required format just by referencing a folder name.

This guide explains how to install the Excel plug-in, and use it to populate the submission form.

2 Getting your Excel photo name conversion plug-in

Contact your Regional Liaison Officer to obtain:

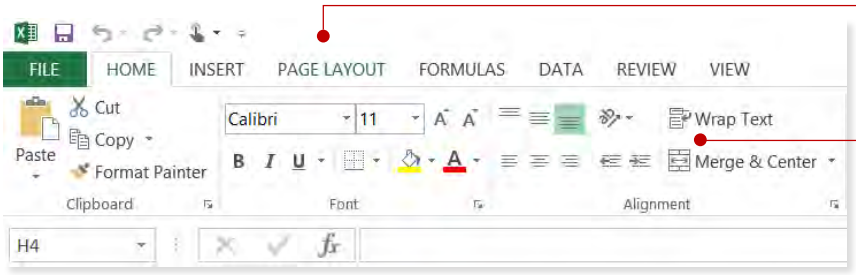
- submission forms for events after 1 November 2018
- the link to the Excel photo name conversion plug-in.

After 1 November 2018, the submission forms will be made available on the QRA website and via links from the MARS Portal.

3 How to install the photo name conversion plug-in

3.1 Before installation

Before installing the plug-in, your excel workbook will look similar to the image below (your organisation may have additional tabs). Throughout this user guide, tabs and their associated ribbon will be referenced.

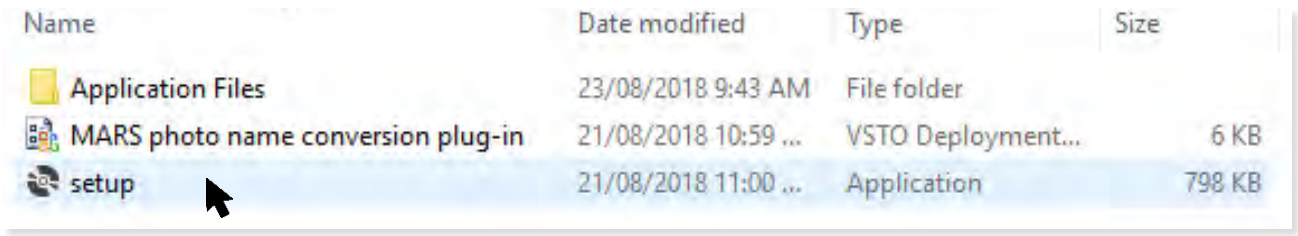


Tabs such as **home, insert** and **page layout.**

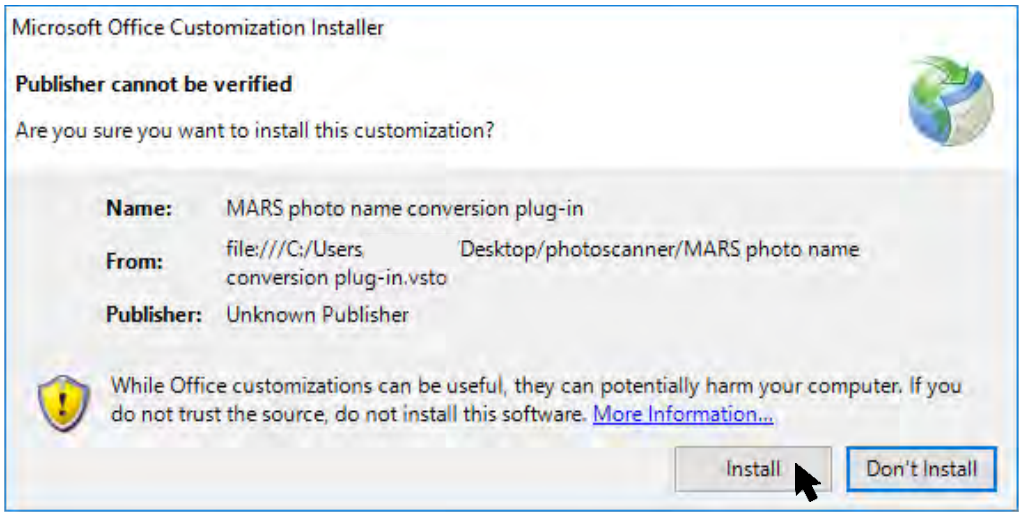
The ribbon is the strip of buttons and icons located above the work area. Each tab displays commands located in this section of the ribbon.

3.2 Installing the Excel plug-in

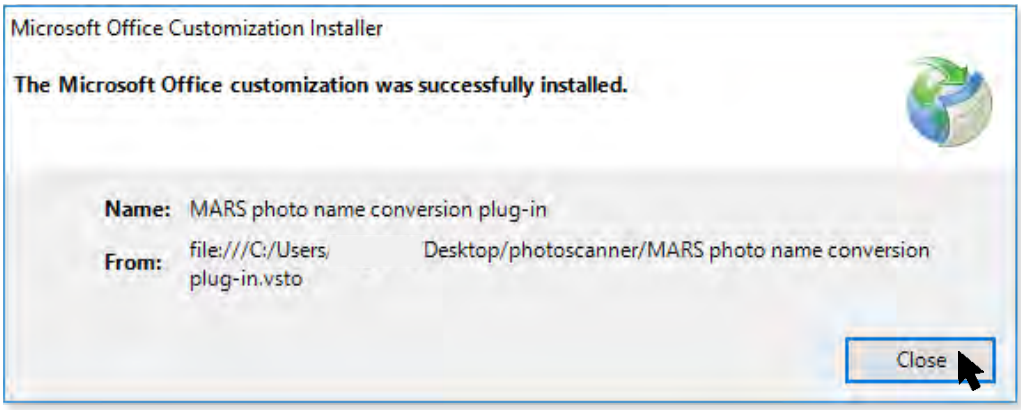
To install the plug-in, double click on the setup application.



When you have double clicked on the **setup** application, the below pop-up window will prompt you to proceed with the installation. Click **install**.



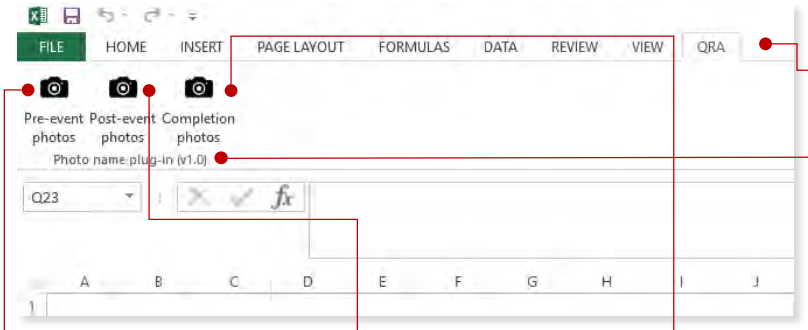
The below pop-up window will appear when the plug-in has been successfully installed. Click **close**. The QRA customised plug-in tab should now be available in your Excel workbook.



4 The QRA plug-in tab

4.1 After installation

After installation, the ***QRA*** tab should appear in your Excel workbook. If it is not immediately visible you may need to close and re-open Excel. Clicking on the ***QRA*** tab will bring up the customised ribbon bar. Please note this will only appear when a QRA submissions form is open and contains the photo evidence columns.



The **QRA** customised tab is now available.

The (Vx.x) indicates the current version of the plugin. If asked what version is currently installed, this is your point of reference.

Used to populate the **pre-event photo ref** column with photo folders and their associated photo files.

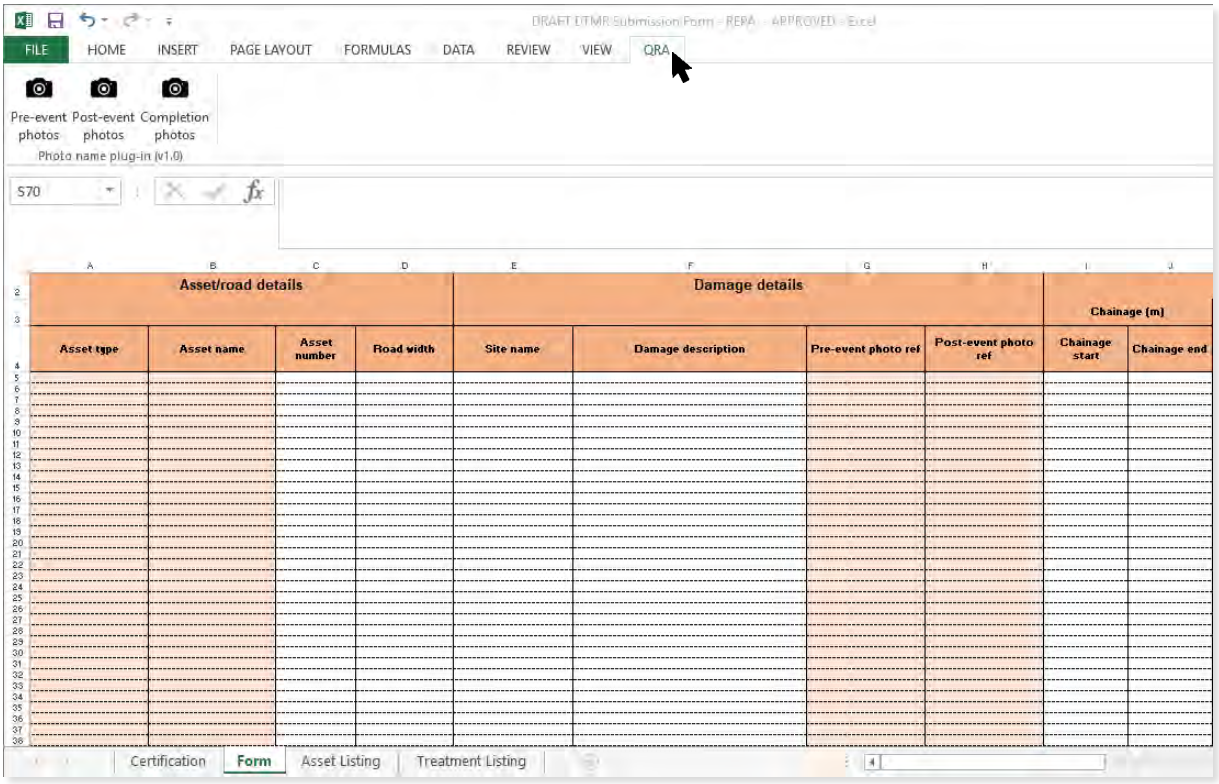
Used to populate the **post-event photo ref** column with photo folders and their associated photo files.

Used to populate the **completion photo ref** column with photo folders and their associated photo files.

5 Opening a QRA submission form

Submission forms for events occurring after 1 November 2018 can be accessed on the QRA website, or can be requested through your Regional Liaison Officer. Ensure you are using the correct submission form, i.e. relevant to the relief measure being claimed.

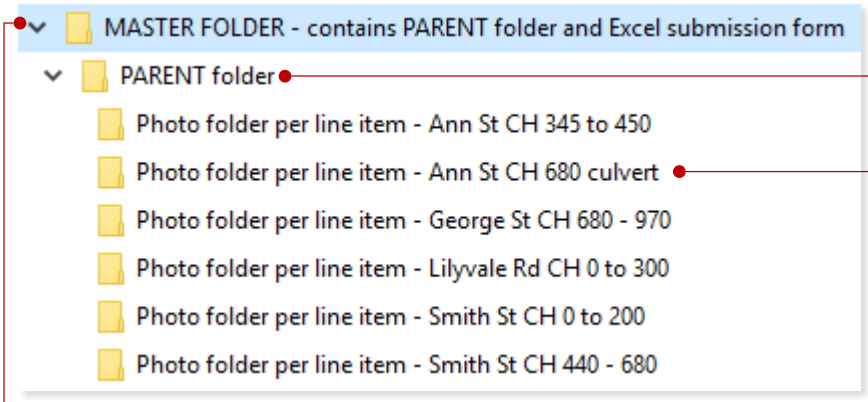
Open a QRA submission form that contains photo reference columns. Click the **QRA** tab.



6 Preparing to populate the submission form

6.1 Folder structure

The plug-in requires one folder per line item, containing photos relevant to that line item. The optimum folder structure is shown below.

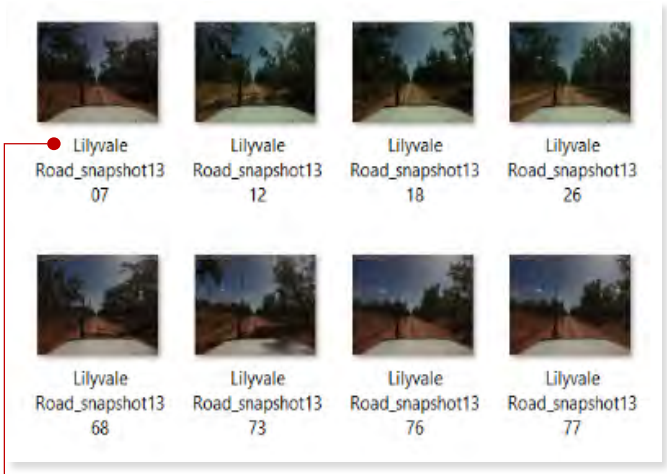


B Primary folder - The **primary** folder is the point of reference for the bulk upload in MARS.

C Photo folder - The name of each **photo folder** is the point of reference for the plug-in.

A Master folder – Ideally, submission forms should be kept within the **master** folder, as this is where the created log files are saved (refer to section 8).

There is no specific naming convention for folders or photos, except the need for photos to be uniquely named. Duplicate names mean the system will not know where to assign a photo (refer to **Common errors** section for details).



The images should be in **JPEG** format.

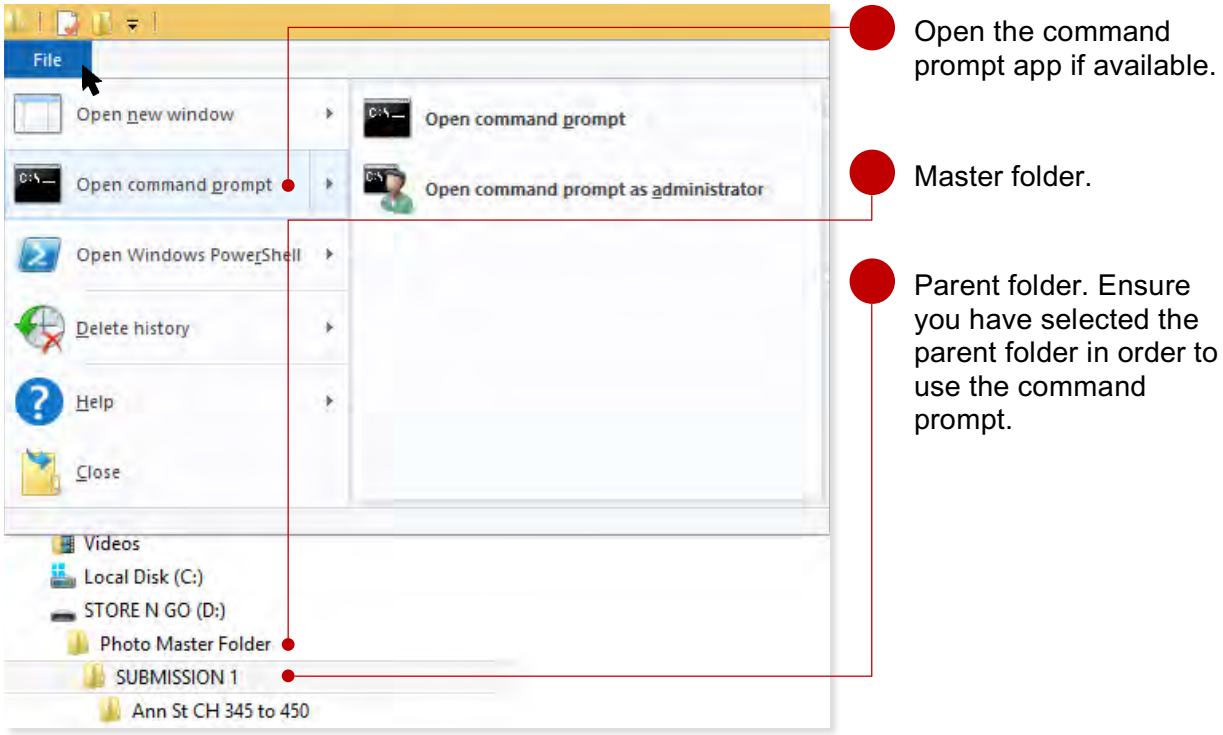
7 Populating the submission form

7.1 Copying photo folder names

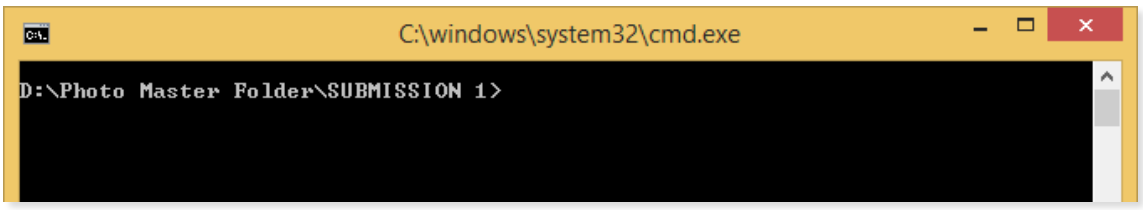
The name of each photo folder needs to be copied into the 'Pre-event photo ref, Post-event photo ref or Completion photo ref' as applicable. There are two different methods, depending on preference and level of your system access.

7.1.1 Command prompt method

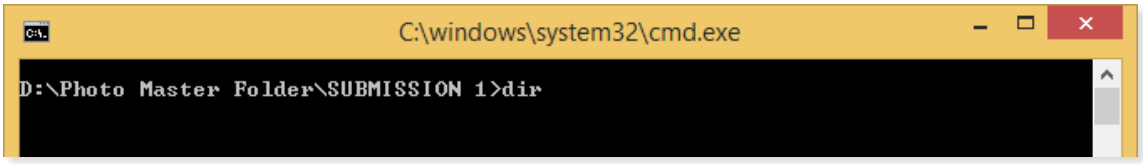
Click on the parent folder, then click **file** and select **open command prompt**.



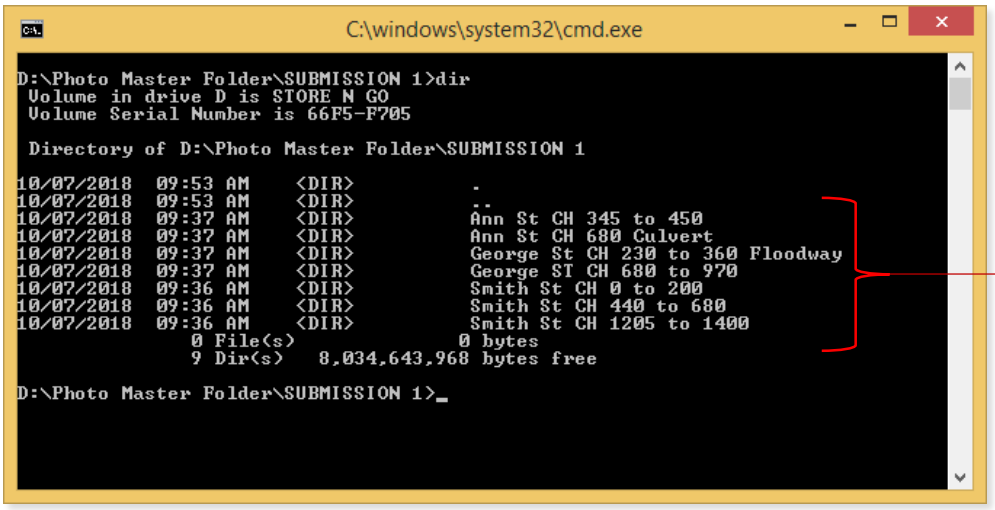
The following command prompt window will now be displayed.



Type in **dir** after the text shown.

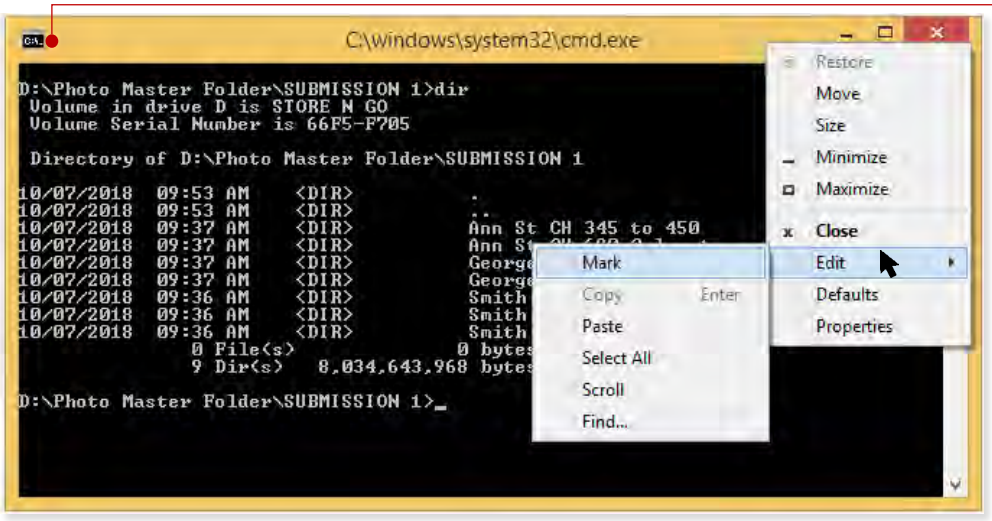


Then click **enter**.



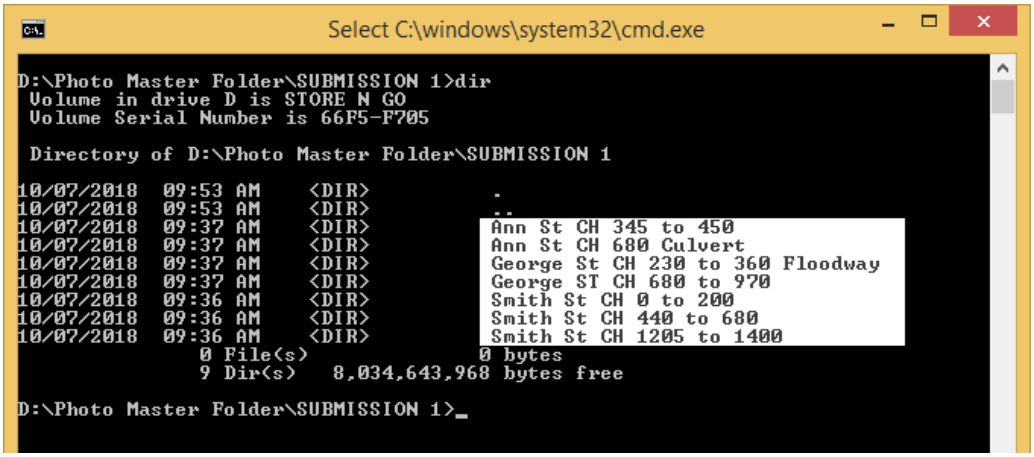
All folder names within the parent folder.

Right click at the top of the window and select **edit**, then **mark.**

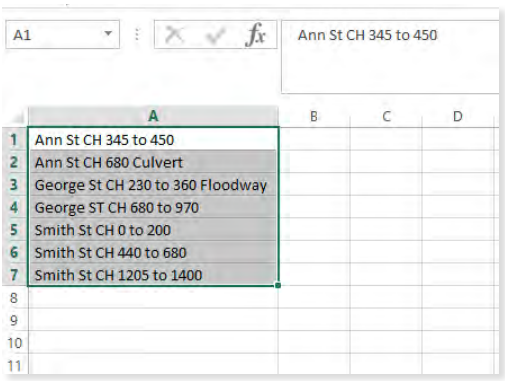


Right click here to select **edit** and **mark**.

Click and highlight the names of the folders. While the folder names are highlighted, right click at the top of the window and select **edit**, then **copy.**

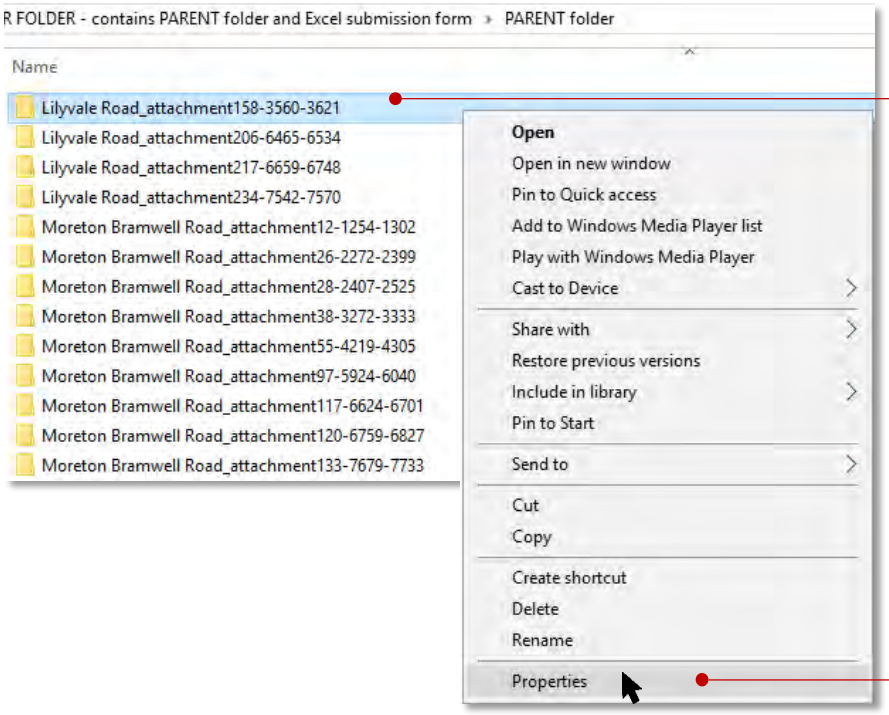


Open a new Excel file and paste into any cell. These folder names can now be sorted, copied and pasted into the Excel submission form in their appropriate locations.



7.1.2 Manual copy/paste method

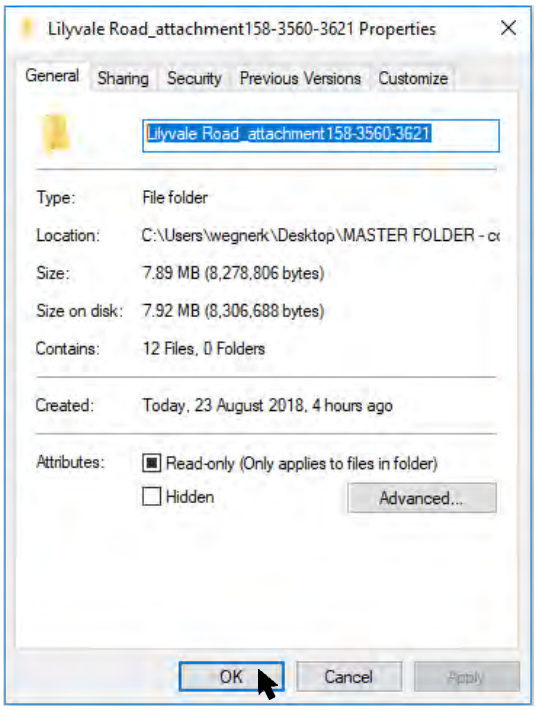
The name of each folder needs to be **copied** into the 'Pre-event photo ref, Post-event photo ref or Completion photo ref' as applicable. These steps are outlined below.



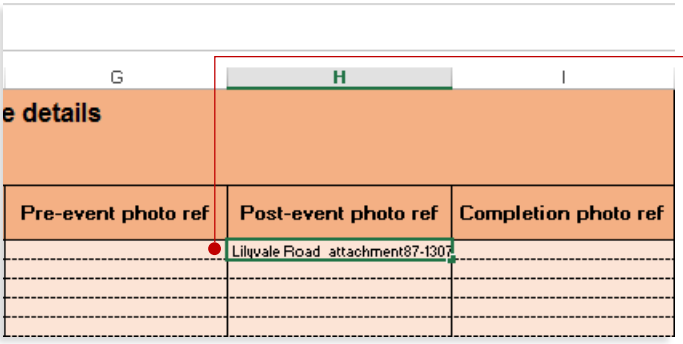
Right click on the folder, and a drop down menu will appear.

Right click on the folder, and a drop down menu will appear.

Highlight the file name and hold **Ctrl + C** to copy the file name, click **ok** when done.



To populate a submission form, select the appropriate column and line item cell. Note, you may not see all three photo reference columns as shown below as this is dependent on the submission form type.



Click into the first cell and hold down **Ctrl + P** to paste the file name. **Repeat** this step for each line item with the relevant folder.

Once all the photo folder names have been placed into their respective columns, the submission form should look similar to the image below.

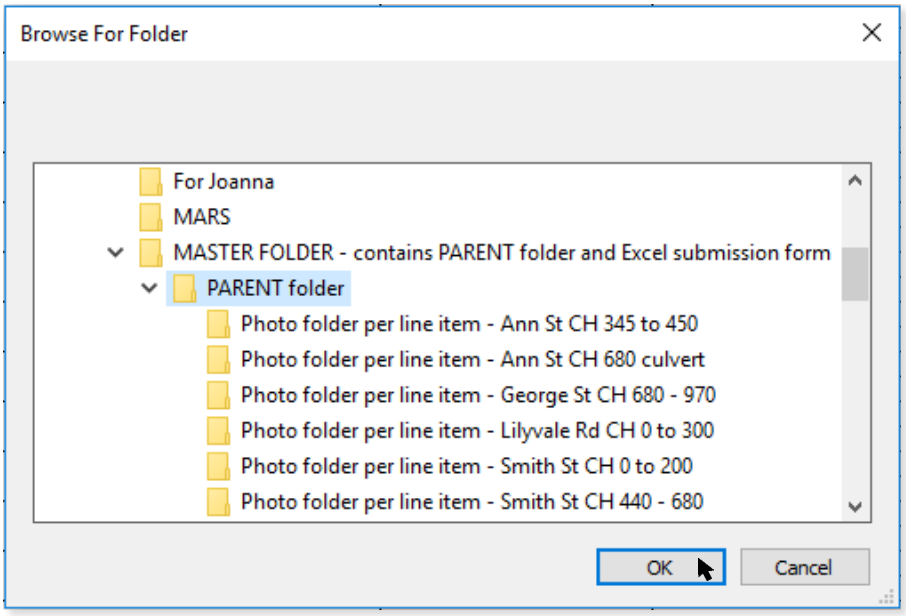
Pre-event photo ref	Post-event photo ref
	Lilyvale Road_attachment87-1307-1377
	Lilyvale Road_attachment97-1643-1754
	Lilyvale Road_attachment115-2031-2109
	Lilyvale Road_attachment152-3427-3483
	Lilyvale Road_attachment158-3560-3621
	Lilyvale Road_attachment206-6465-6534

One photo folder name per line item cell.

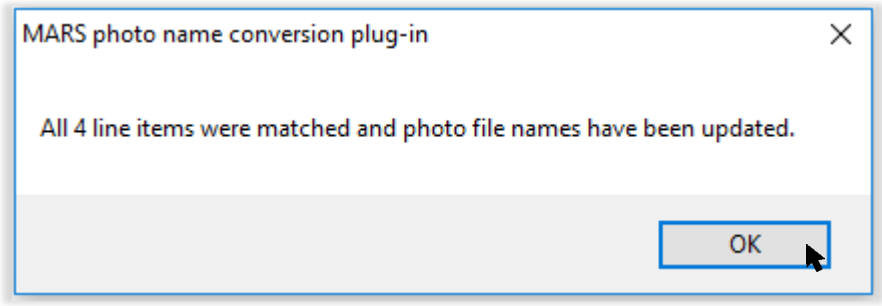
7.2 Running the photo name conversion plug-in

Each column must be uploaded one at a time. Click on the **event photos** button that applies to your submission.

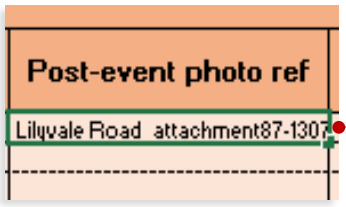
A pop-up window will prompt you to select the **parent** folder containing all photo folders. Click on your parent folder and then click **OK.**



When the photo name conversion is complete, the below pop-up window will be displayed. Click **OK** to continue.



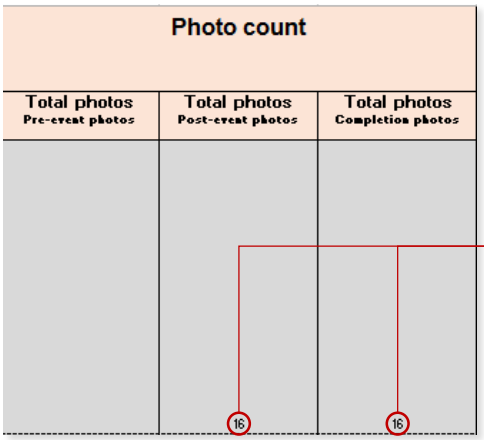
Your Excel workbook will look similar to the image below before converting into individual photo names.



BEFORE: photo folder name in relevant line item cell.

After converting the photo folder into individual photo names, the line item cell will look like the image below.

AFTER: Each folder name has been converted into individual photo names contained within the folder, separated by a pipe (|).



Scroll to the right (last two columns) of the worksheet to see the total number of photos listed for each line item. This is a useful check to identify any errors.

8 Common errors

8.1 Uploading an empty photo folder

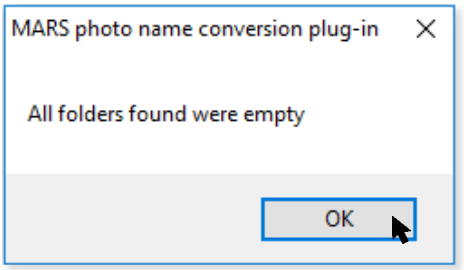
If you accidentally attempt to upload an empty folder, a number of indicators will assist in identifying which folders are empty. An upload of an empty folder will display null referenced file names, only showing the name of the empty photo folder.

Pre-event photo ref	Post-event photo ref	Completion photo ref
	Lilyvale Road_snapshot1307ccccccccc.jpg| Lilyvale Road_snapshot1312.jpg|Lilyvale Road_snapshot1318.jpg|Lilyvale Road_snapshot1326.jpg|Lilyvale Road_snapshot1336.jpg|Lilyvale Road_snapshot1341.jpg|Lilyvale Road_snapshot1349.jpg|Lilyvale Road_snapshot1350.jpg|Lilyvale Road_snapshot1352.jpg|Lilyvale Road_snapshot1362.jpg|Lilyvale Road_snapshot1363.jpg|Lilyvale Road_snapshot1364.jpg|Lilyvale Road_snapshot1368.jpg|Lilyvale Road_snapshot1373.jpg|Lilyvale Road_snapshot1376.jpg|Lilyvale Road_snapshot1377.jpg	
	Missing Photos0-1245-1343	
	Missing Photos10-1575-1618	

The list of photo names referenced from the photo folder.

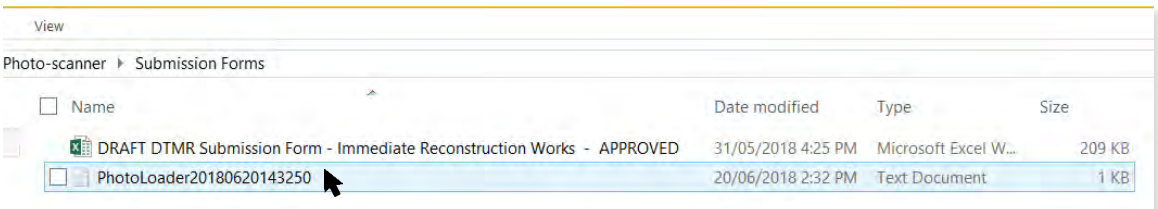
No photo names were referenced as the photo folder was empty. Therefore, only the folder name is displayed in the line item.

A pop-up window will be displayed if you attempt to upload empty folder names.

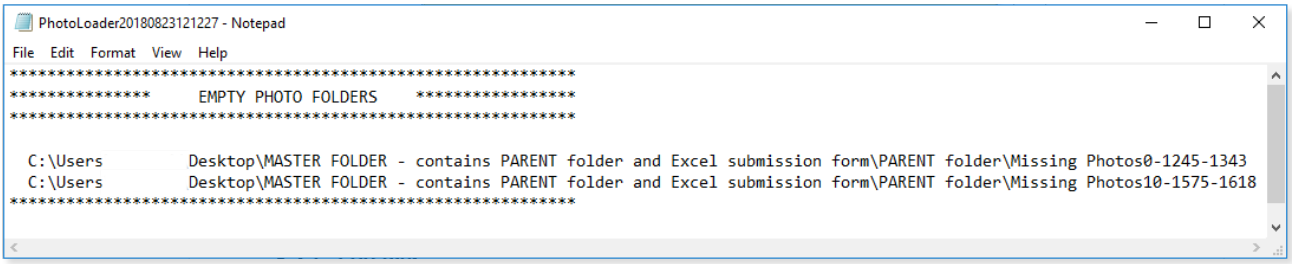


8.1.1 Log file

When trying to upload empty files, the photo name conversion plug-in will generate a log file listing all the folders that were empty. This file is saved to the same location as the submission form (in the master folder). Double click on the file to open it in Notepad.

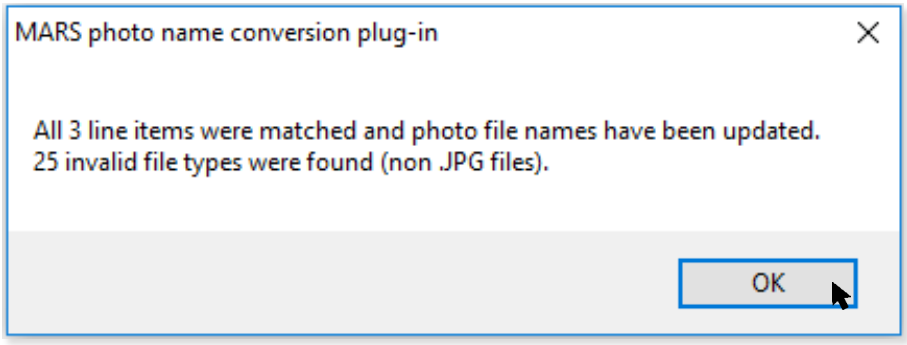


The below log file outlines the location of the empty photo folders.



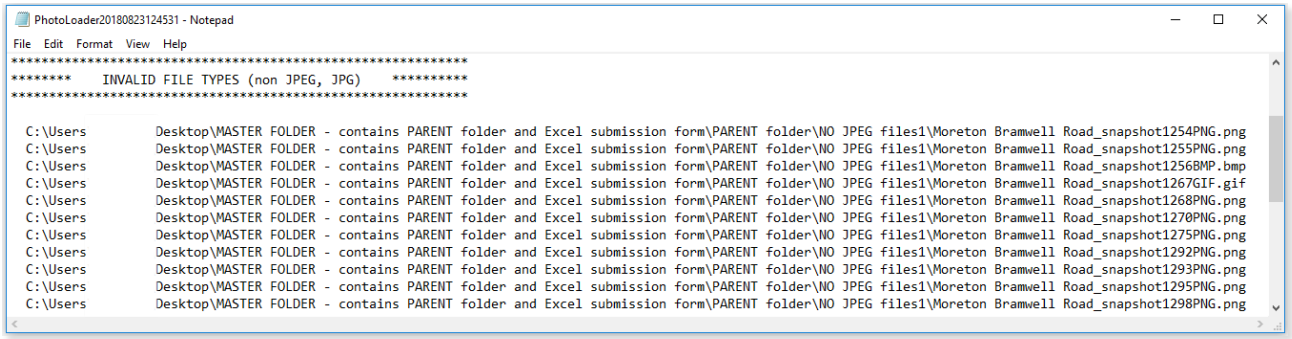
8.2 Invalid file types

The photo name conversion plug-in only recognises JPEG formatted images. Images in any other format will not be identified. A pop-up window will be displayed if you attempt to upload non-JPEG file names.



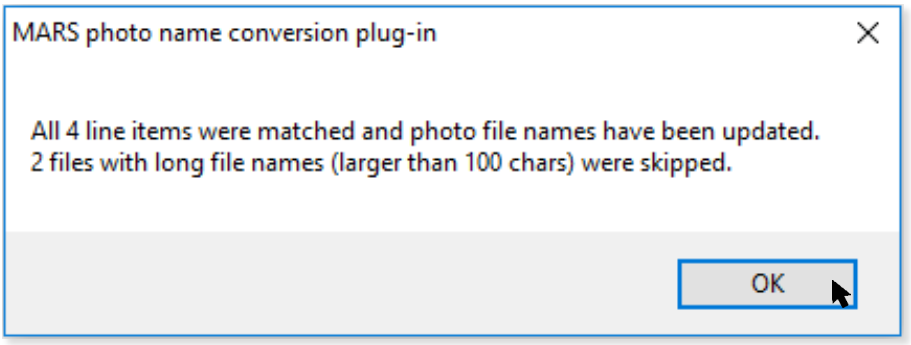
8.2.1 Log files

The photo name conversion plug-in will continue to update the submission form with the recognised images, omitting those that do not fit the formatting criteria. The below log file outlines the location of the invalid files.



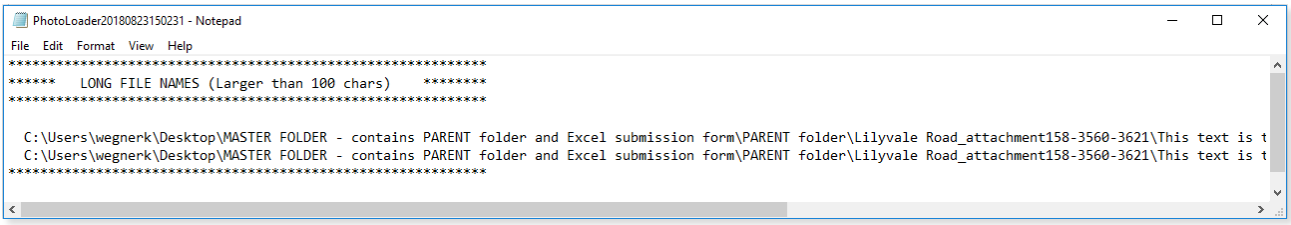
8.3 Folder and file name character limit

The folder names and photo names must be no more than 100 characters. The photo name conversion plug-in will not update folder or file names that exceed the 100 character limit. The following pop-up window will be displayed when trying to update invalid folders and files.



8.3.1 **Log files**

The photo name conversion plug-in will continue to update the submission form with the recognised images, omitting those with long file names. The below log file outlines the location of the invalid files. The unmatched line items references the **photo folders** with names longer than 100 characters, while the long file names reference the **photo files** within the **photo folder** with names longer than 100 characters.



9 Final checks prior to upload into the MARS Portal

Please use the photo count columns in the submission form, and the log file messages to ensure your photo columns are correctly populated.

When you are ready to upload your submission form into MARS, log in and click **Need help?**

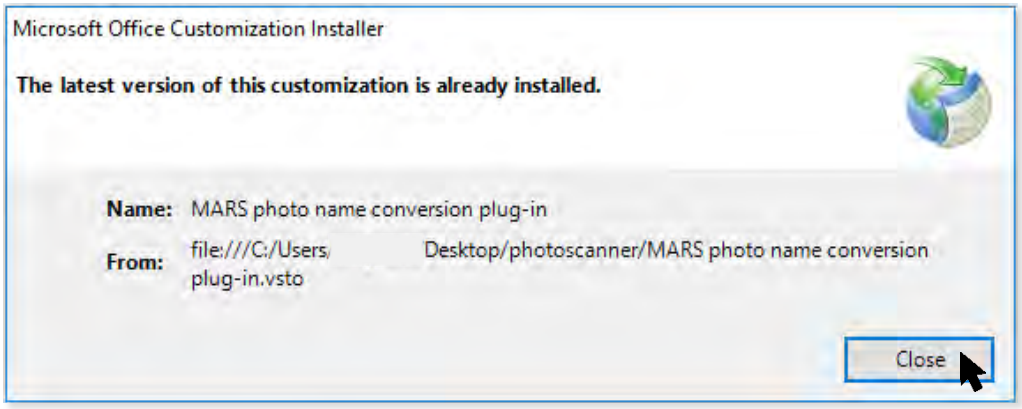
In the help menu, select the **my submissions** folder and follow the guidance to create a draft submission and import your form. Further guidance options will then become available to assist you to upload your photos in bulk.

10 How to install an updated QRA plug-in version

10.1 Installing a new plug-in version

Over time, new versions of the MARS photo name conversion plug-in will be made available and the latest version will need to be installed. The same steps outlined in *'Installing the Excel plug-in' will apply.*

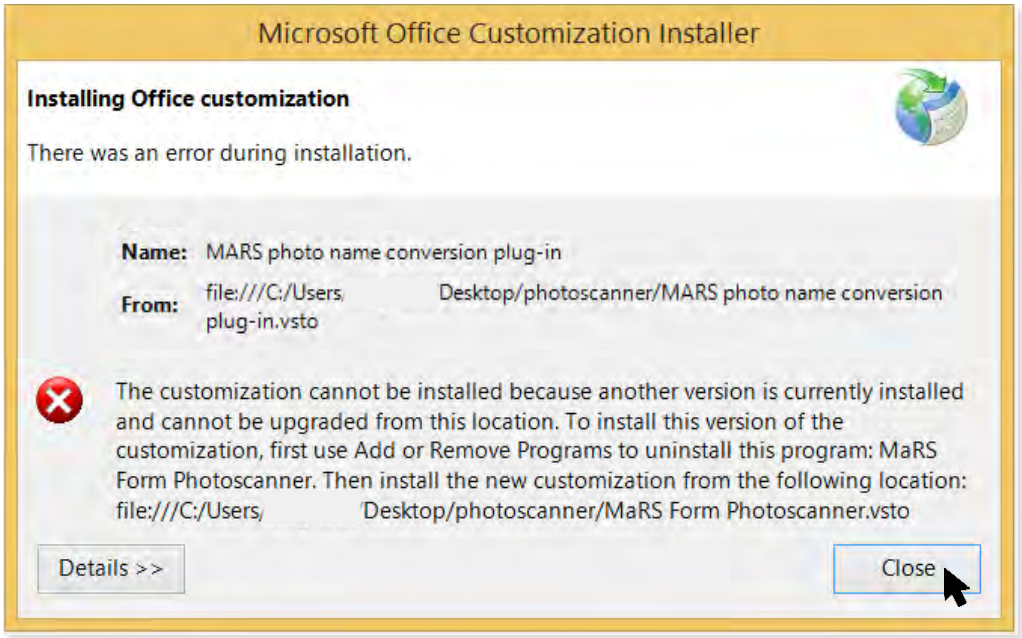
If you are unsure of the plug-in version currently installed, go to *'After installation'* to learn how to identify the version currently installed. If you try to install the same plug-in version, the following pop-up window below will be displayed. Click **close** and proceed using your current installed version.



Note, if you are having difficulty installing the plug-in, please contact your IT support desk to identify any internal restrictions.

10.2 Installation error message

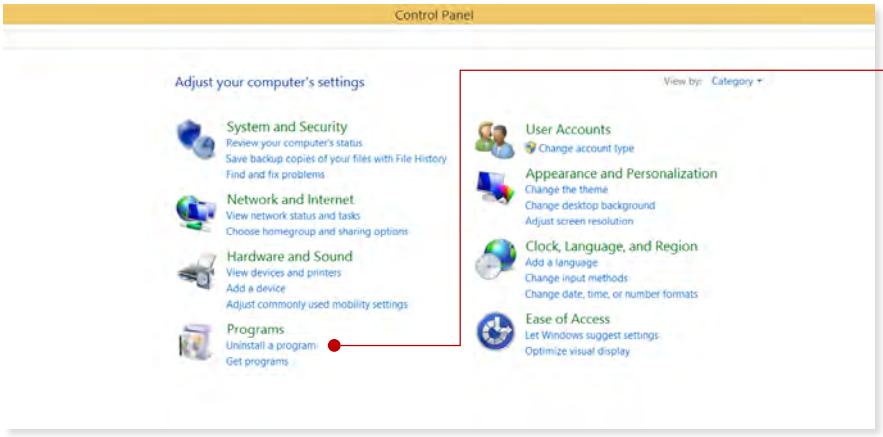
When trying to install an updated plug-in version, the window below may pop-up. This error message means the current plug in version needs to be uninstalled in order to proceed with installing the new version. Click **close** and proceed with the steps outlined in *'How to uninstall a superseded plug-in'.*



10.3 How to uninstall a superseded plug-in

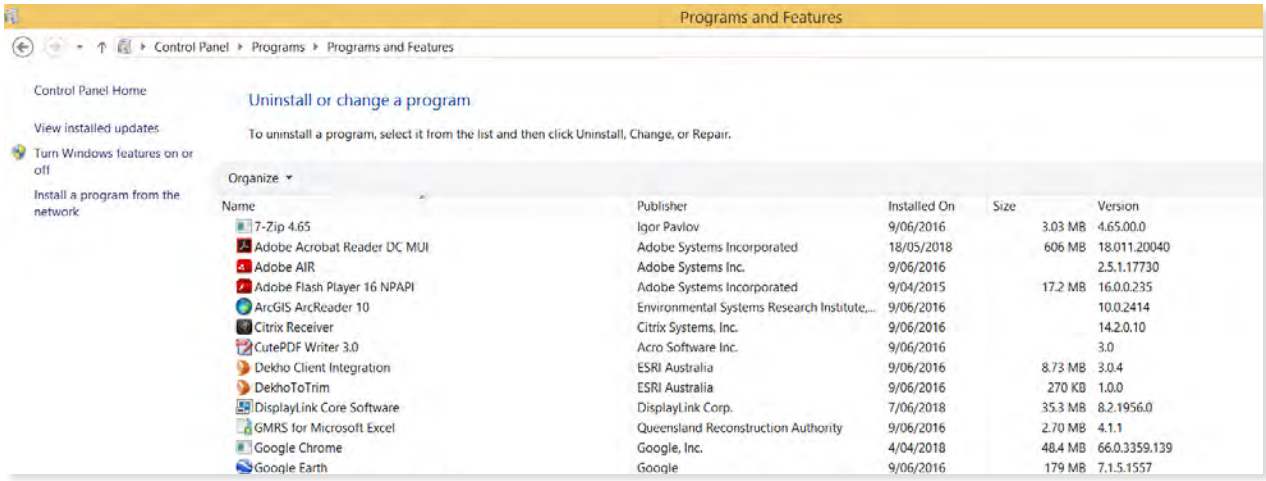
To uninstall a superseded plug-in, the first step is to access the **control panel** module.

1. Open the Start menu and click on **desktop**
2. Double click on **control panel**.



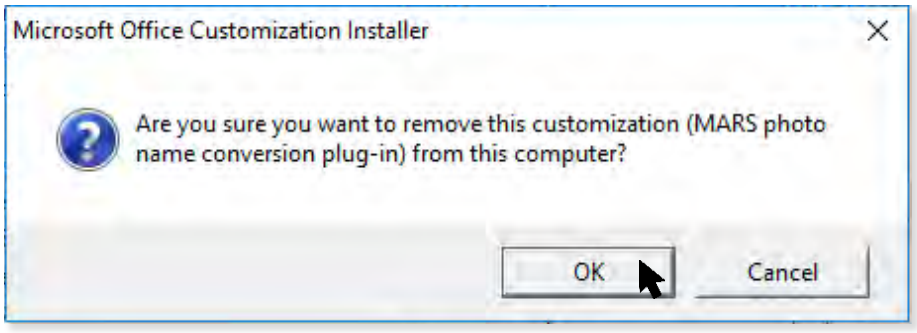
Under **programs** click on the **uninstall a program** link.

Once you have clicked on **uninstall a program**, you will then be taken to the **programs and features** window below.



This will display a list of currently installed programs. Scroll until you see the program MARS photo name conversion plug-in, and double click.

A pop-up window will prompt you to confirm the removal of the MARS photo name conversion plug-in, click **OK.**



A pop-up window may prompt you to go back and check that the MARS photo name conversion plug-in, has been successfully uninstalled.

1. Open the Start Menu and click on **desktop**
2. Double click on **control panel**.
3. Under **programs** click on the **uninstall a program** link.
4. Scroll or search (top right corner) to confirm the MARS photo name conversion plug-in has been removed.
5. Click **this program uninstalled correctly** on the pop-up window.

Queensland Reconstruction Authority

PO Box 15428
Ciy East QLD 4002

(07) 3008 7200

info@qldra.org.au

www.qldreconstruction.org.au

Queensland
Government