QUEENSLAND RECONSTRUCTION AUTHORITY

Photo name conversion plug-in user guide

MARS | Queensland Reconstruction Authority

Queensland
Government

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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
activated under the Disaster Recovery Funding Arrangements (DRFA).

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 the submission to be 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 the link to the Excel photo name conversion plug-in.

You will also need DRFA submission forms so you can check the plug in has been successfully installed. DRFA submission form are for events after 1 November 2018 and are available on the QRA website or via links from the MARS Portal.

> The plug-in is compatible with QRA's DRFA submission forms and can be accessed using MS Excel 2013 or more recent versions. If you are operating on an earlier version of Excel, please contact your RLO to discuss alternative options for populating the submission form.

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.
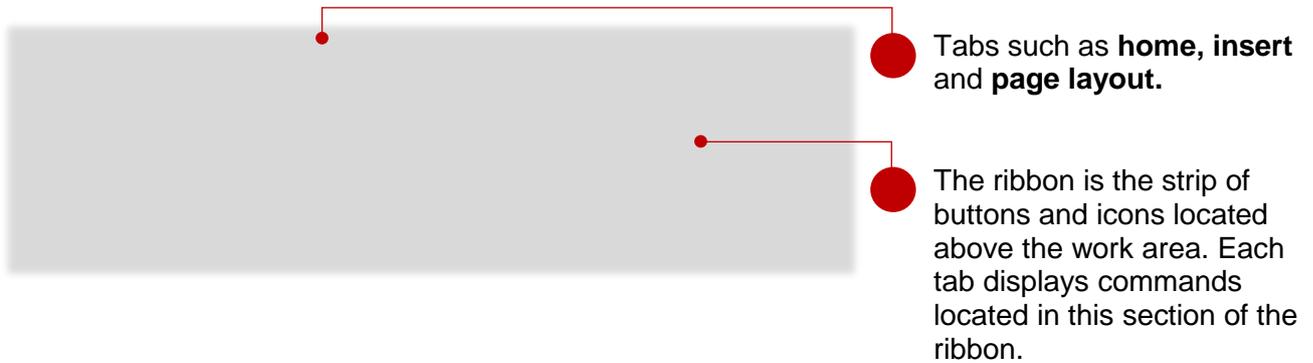
3.2   Installing the Excel plug-in

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

Name	Date modified	Type	Size
Application Files	23/08/2018 9:43 AM	File folder	
MARS photo name conversion plug-in	21/08/2018 10:59 ...	VSTO Deployment...	6 KB
setup	21/08/2018 11:00 ...	Application	798 KB

When you have double clicked on the **setup** application, the following pop-up windows will prompt you to proceed. Click **next** through these prompts.
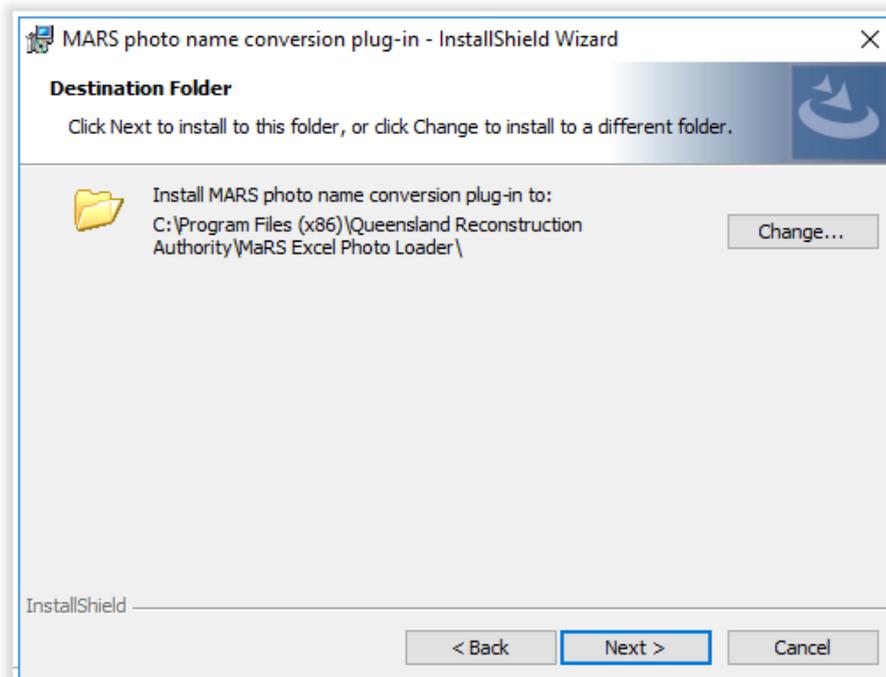
The below pop-up window will prompt you to proceed with the installation. Click **install**.
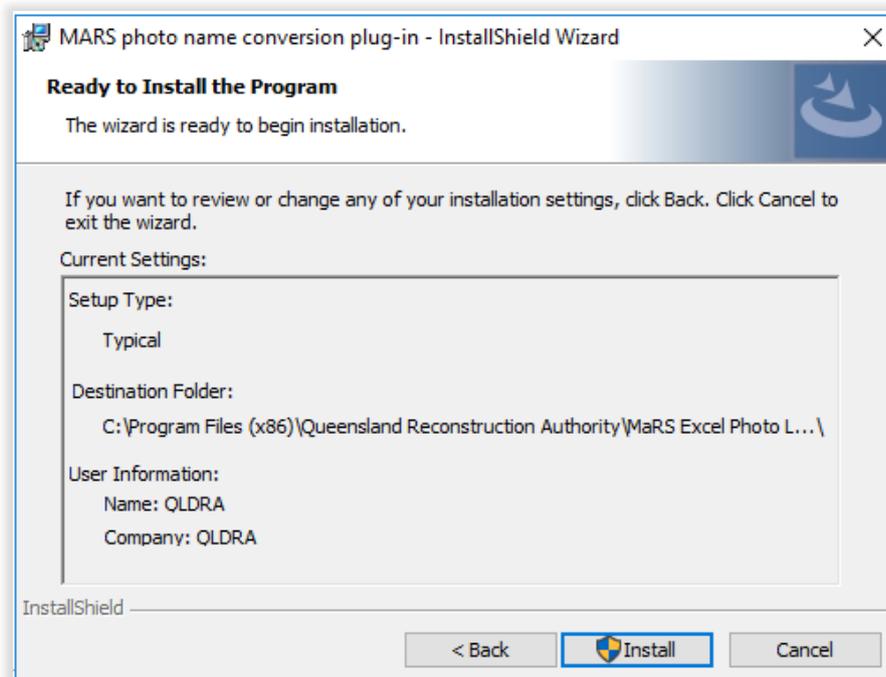
The below pop-up window will appear when the plug-in has been successfully installed. Click **finish**. The QRA customised plug-in tab should now be available in your Excel workbook.
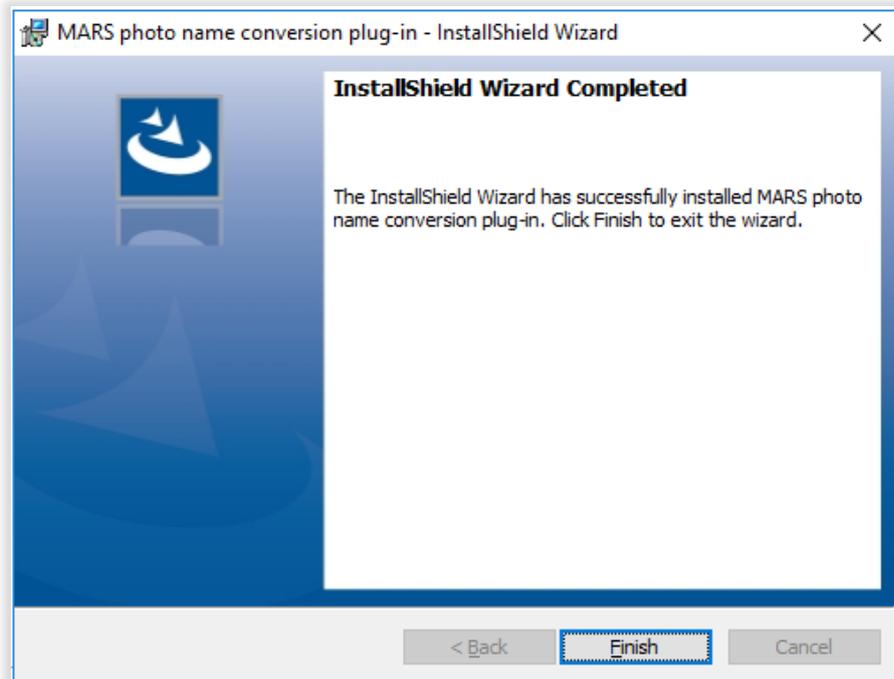
If you are having difficulty installing the plug-in, please contact your IT support desk to identify any internal restrictions.

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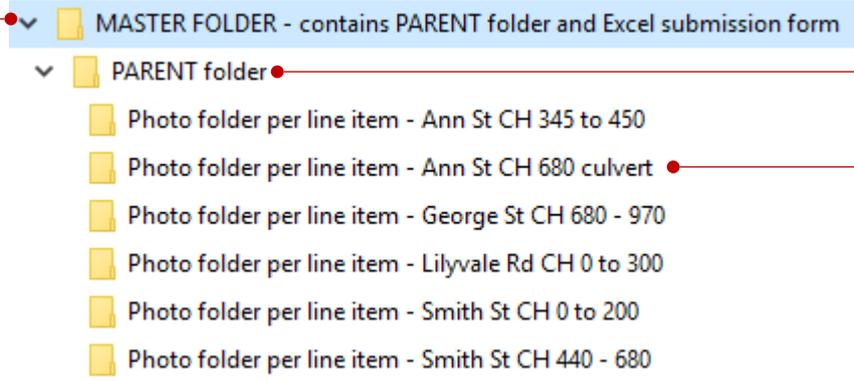
A Master folder – Ideally, submission forms should be kept within the **master** folder, as this is where the created log files are saved (refer to section 8).

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**.

Open the command prompt app if available.

Master folder.

Parent folder. Ensure you have selected the parent folder in order to use the command prompt.
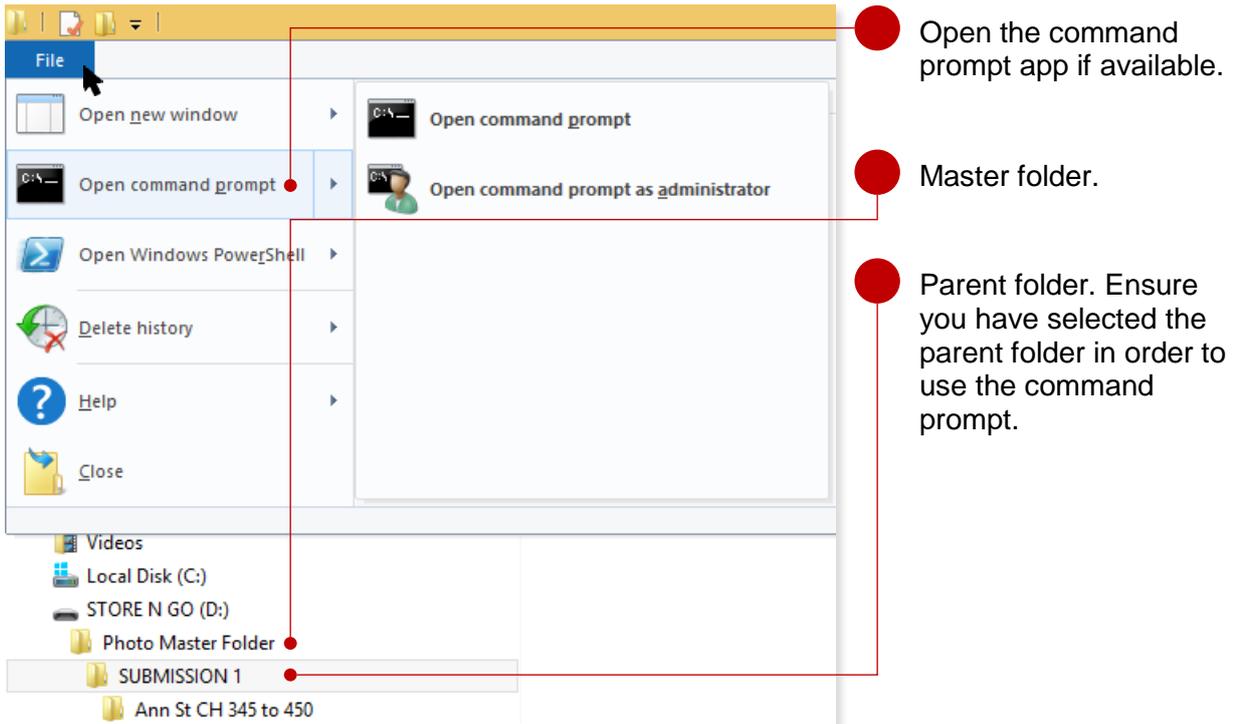
The following command prompt window will now be displayed.
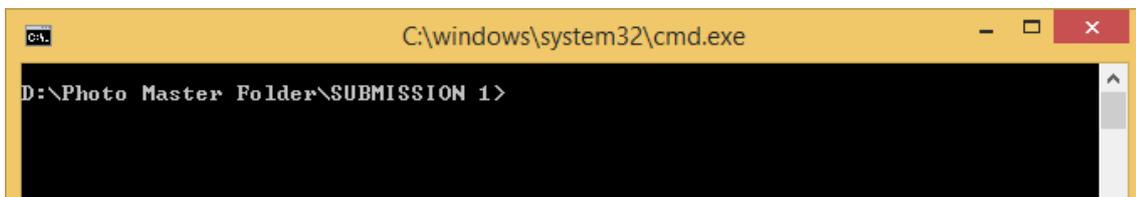
Type in **dir** after the text shown.
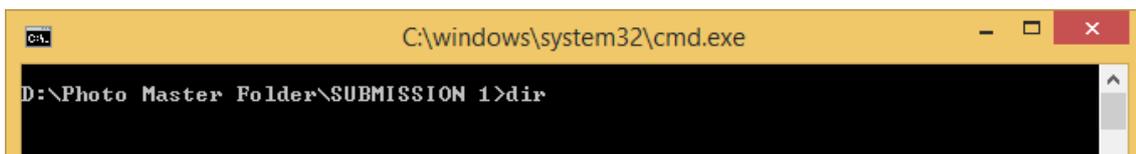
Then click **enter**.
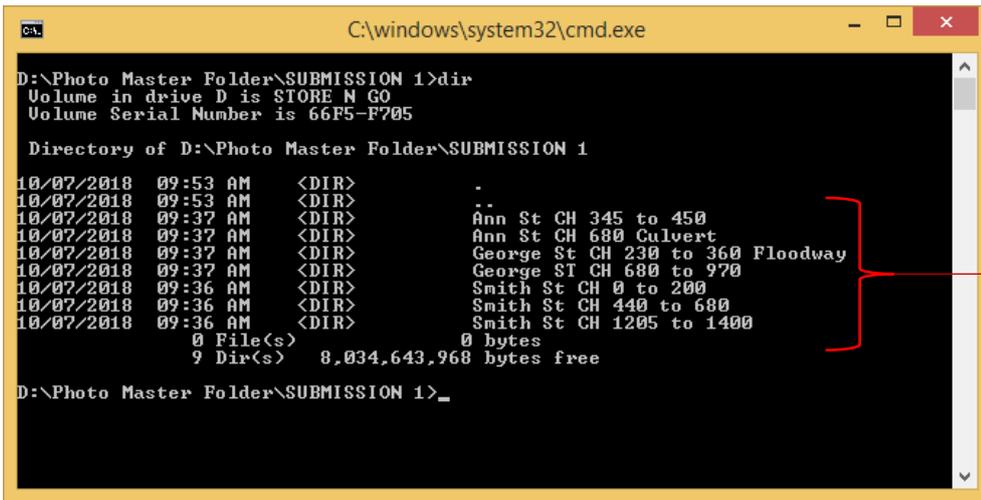
All folder names within the parent folder.

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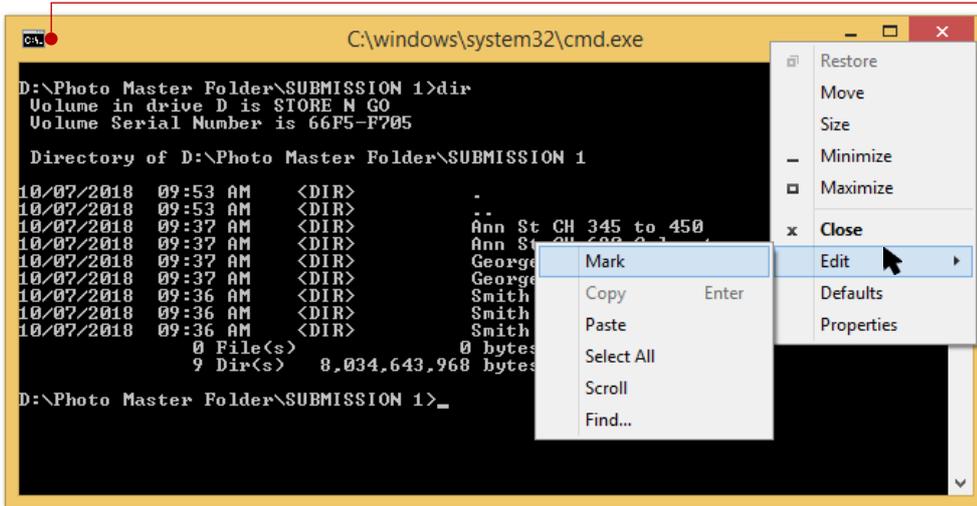
Right click here to select **edit** and **mark**.

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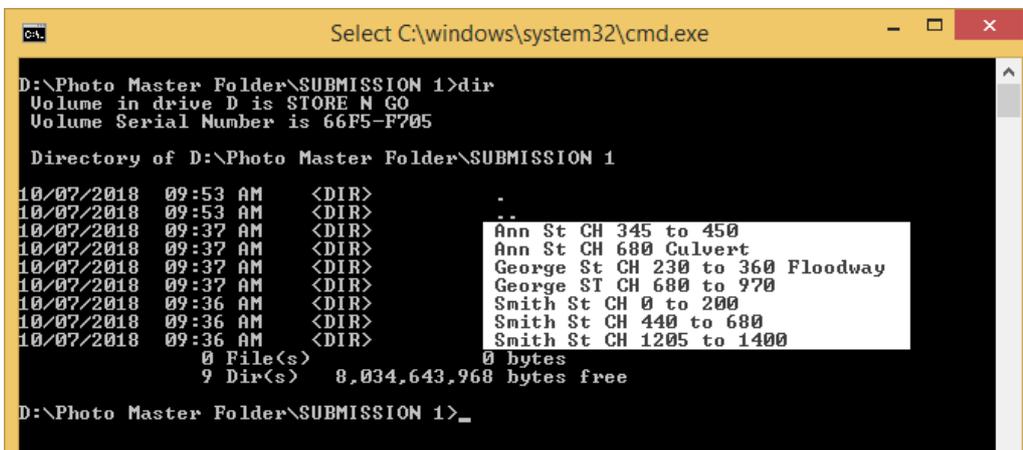
Open a new Excel file and paste into any cell. These folder names can now be sorted, copied and pasted into the Excel submission form in their appropriate locations.
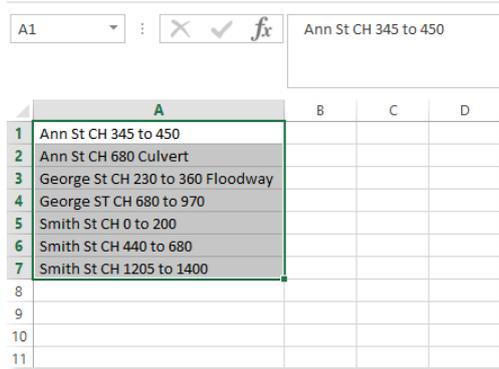
7.1.2 Manual copy/paste method

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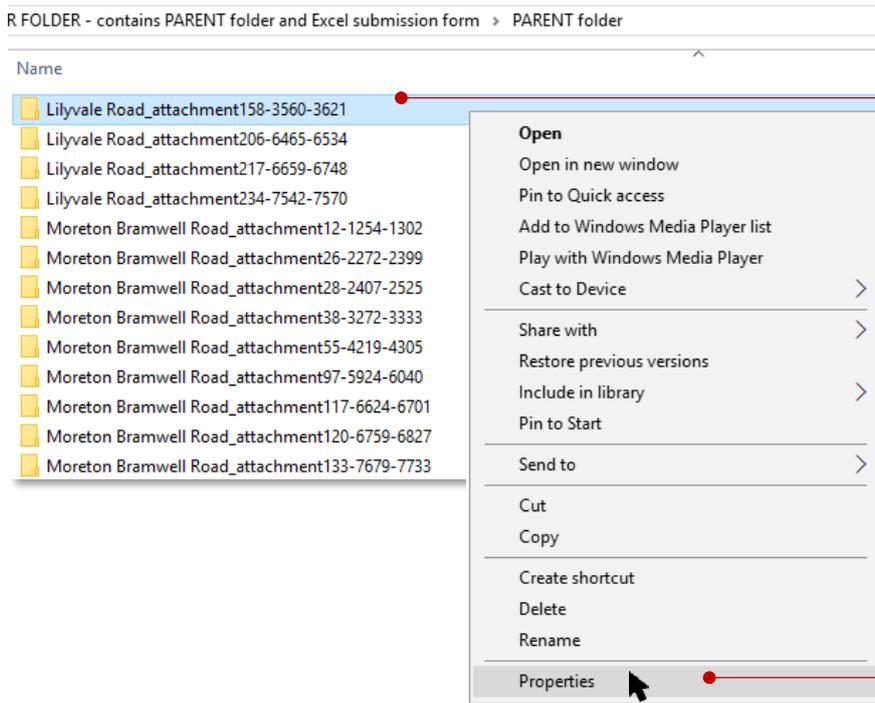
Right click on the folder, and a drop down menu will appear.

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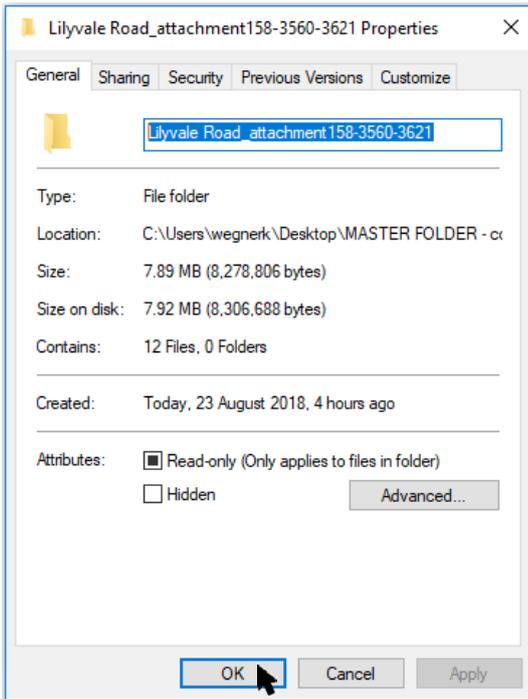
To populate a submission form, select the appropriate column and line item cell. Note, you may not see all three photo reference columns as shown below as this is dependent on the submission form type.

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.

One photo folder name per line item cell.

7.2 Running the photo name conversion plug-in
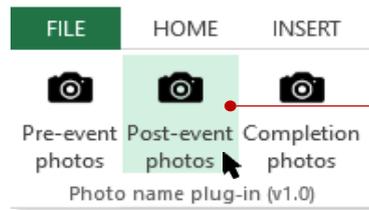
Each column must be uploaded one at a time. Click on the **event photos** button that applies to your submission.

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.**
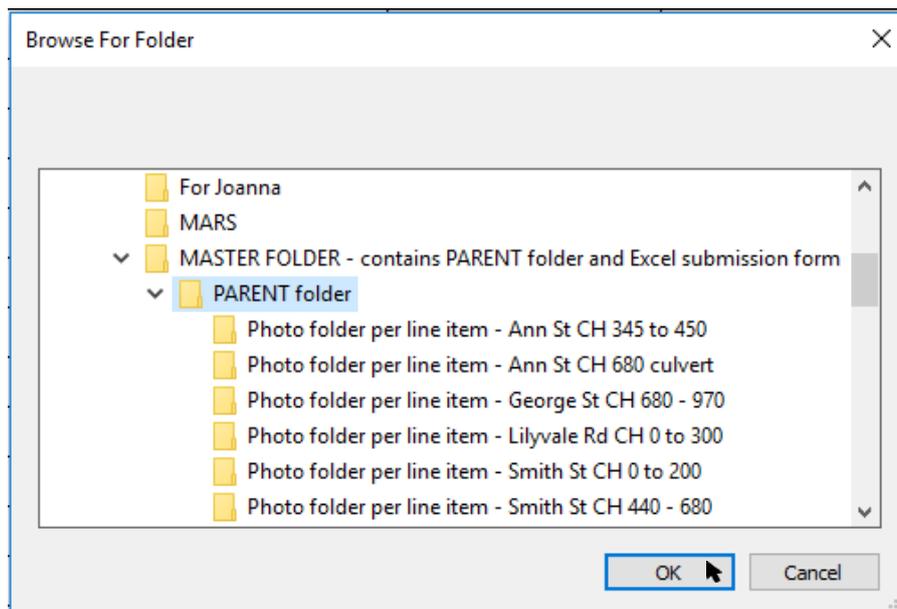
When the photo name conversion is complete, the below pop-up window will be displayed. Click **OK** to continue.
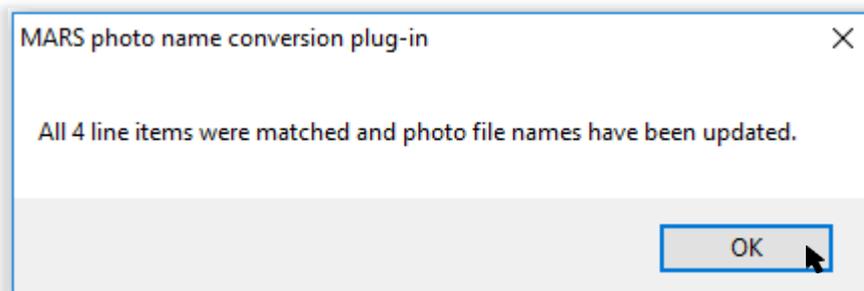
Your Excel workbook will look similar to the image below before converting into individual photo names.

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.

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.
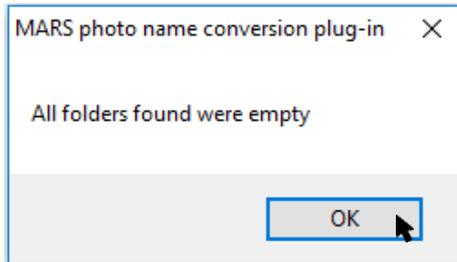
8.1.1 Log file

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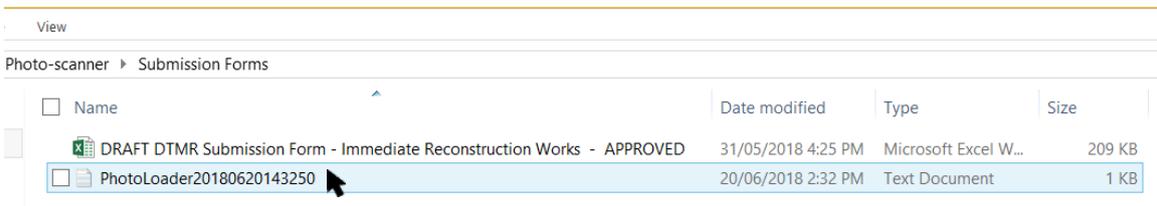
The below log file outlines the location of the empty photo folders.

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.
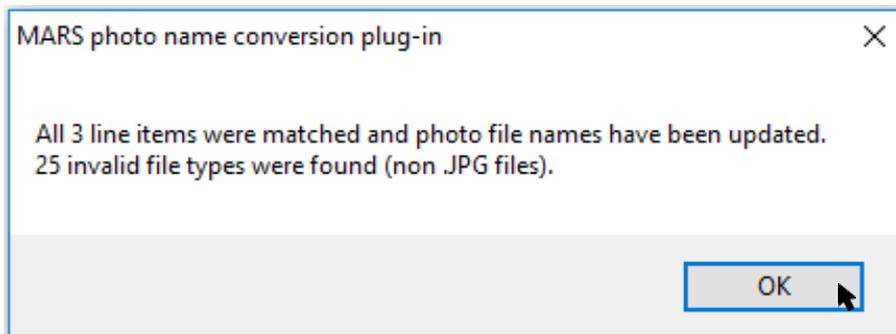
8.2.1 Log files

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.
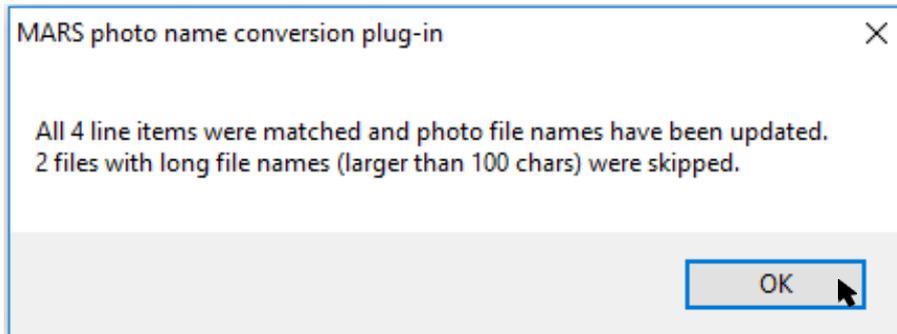
8.3.1   Log files

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.
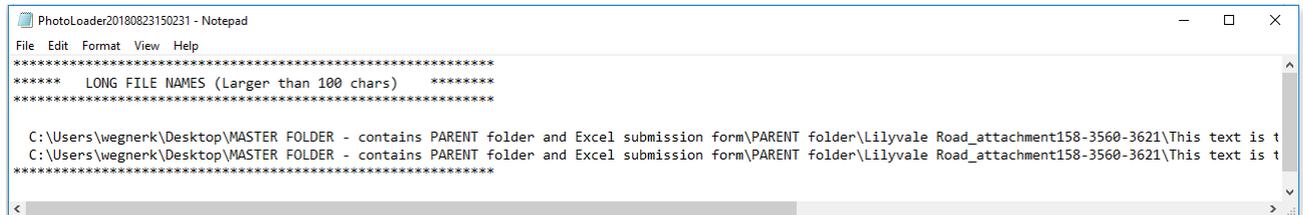
9   Final checks prior to upload into the MARS Portal

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.
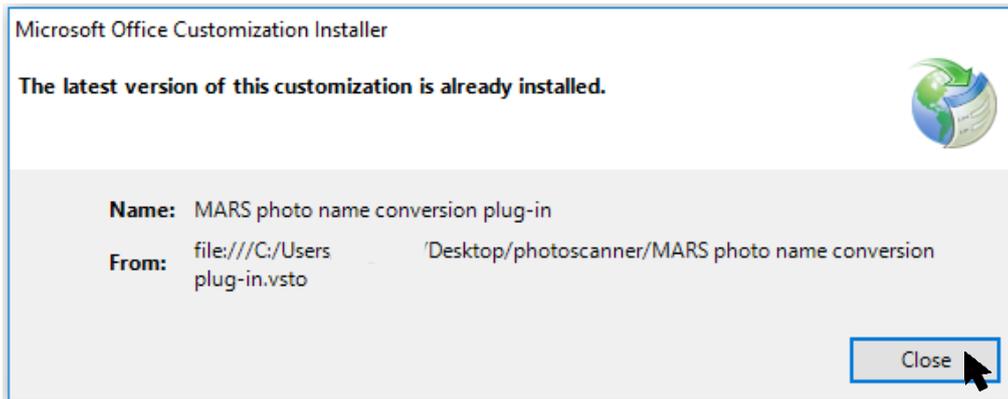
Microsoft Office Customization Installer

The latest version of this customization is already installed.

Name: MARS photo name conversion plug-in

From: file:///C:/Users   'Desktop/photoscanner/MARS photo name conversion plug-in.vsto

Close

ⓘ 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'*.

Microsoft Office Customization Installer

Installing Office customization

There was an error during installation.

Name: MARS photo name conversion plug-in

From: file:///C:/Users   'Desktop/photoscanner/MARS photo name conversion plug-in.vsto

❌ The customization cannot be installed because another version is currently installed and cannot be upgraded from this location. To install this version of the customization, first use Add or Remove Programs to uninstall this program: MaRS Form Photoscanner. Then install the new customization from the following location: file:///C:/Users   'Desktop/photoscanner/MaRS Form Photoscanner.vsto

Details >>   Close

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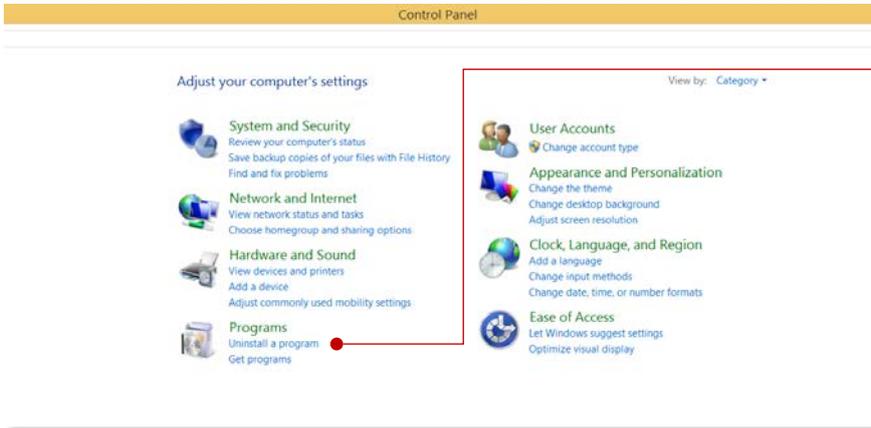
A Under **programs** click on the **uninstall a program** link.

Once you have clicked on **uninstall a program**, you will then be taken to the **programs and features** window below.
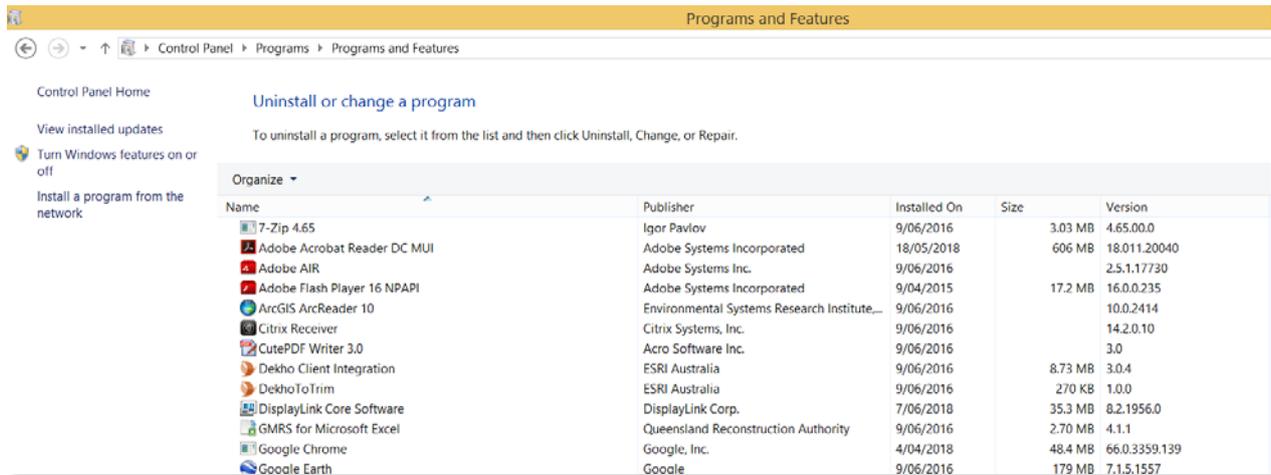
This will display a list of currently installed programs. Scroll until you see the program MARS photo name conversion plug-in, and double click.

A pop-up window will prompt you to confirm the removal of the MARS photo name conversion plug-in, click **OK.**
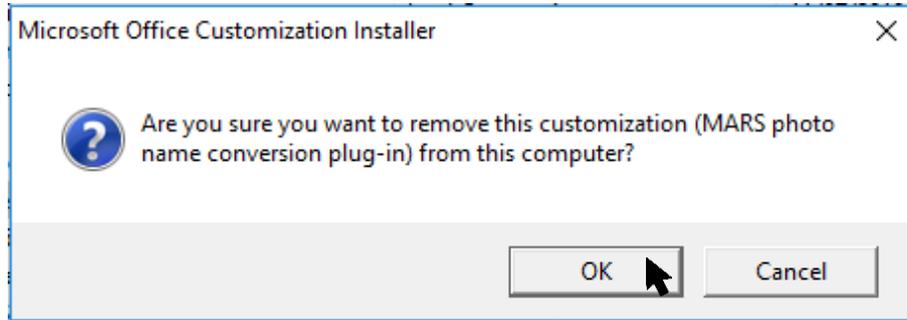
A pop-up window may prompt you to go back and check that the MARS photo name conversion plug-in, has been successfully uninstalled.

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.

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