

Photo name conversion plug-in user guide MARS | Queensland Reconstruction Authority



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	January 2019
Authority	Queensland Reconstruction Authority
Document status	FINAL
Version	1.0.1

Copyright

This publication is protected by the Copyright Act 1968.

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



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 <u>https://www.qra.qld.gov.au/funding/mars-disaster-funding-application-portal</u>

Contact

Queensland Reconstruction Authority Phone (07) 3008 7200 info@qra.qld.gov.au www.qra.qld.gov.au

Table of contents

1 Bac	kground	4
2 Get	ting your Excel photo name conversion plug-in	5
3 Hov 3.1 3.2	v to install the photo name conversion plug-in Before installation Installing the Excel plug-in	6 6
4 The 4.1	QRA plug-in tab	9 9
5 Ope	ening a QRA submission form	10
6 Pre 6.1	paring to populate the submission form	11 11
7 Pop	oulating the submission form	12
7.1	Copying photo folder names 7.1.1 Command prompt method 7.1.2 Manual copy/paste method	12 12 14
7.2	Running the photo name conversion plug-in	16
8 Con	nmon errors	18
8.1	Uploading an empty photo folder 8.1.1 Log file	18 18
8.2	Invalid file types 8.2.1 Log files	19 19
8.3	Folder and file name character limit 8.3.1 Log files	20 20
9 Fina	al checks prior to upload into the MARS Portal	21
10	How to install an updated QRA plug-in version	22
10.1	Installing a new plug-in version	22
10.2	Installation error message	22
10.3	How to uninstall a superseded plug-in	23

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 <u>QRA</u> 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.

(i)

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.



3.2 Installing the Excel plug-in

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

Name	Date modified	Туре	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.



🛃 MARS p	hoto name conversion plug-in - InstallShield Wizard X						
Destinati Click Nex	Destination Folder Click Next to install to this folder, or click Change to install to a different folder.						
	Install MARS photo name conversion plug-in to: C:\Program Files (x86)\Queensland Reconstruction Authority\MaRS Excel Photo Loader\ Change						
InstallShield -	< Back Next > Cancel						

The below pop-up window will prompt you to proceed with the installation. Click install.

🖟 MARS photo name conversion plug-in - InstallShield Wizard 🛛 🛛 🗙						
Ready to Install the Program	4					
The wizard is ready to begin installation.						
If you want to review or change any of your installation settings, click Back. Click Can exit the wizard.	cel to					
Current Settings:						
Setup Type:						
Typical						
Destination Folder:						
C:\Program Files (x86)\Queensland Reconstruction Authority\MaRS Excel Photo L\						
User Information:						
Name: QLDRA						
Company: QLDRA						
InstallShield						
< Back Sack Ca	ancel					

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.

(i)

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.



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.

x	🕼 🔒 🏂 🖒 🗧 DRAFT DTMR Submission Form - REPA - APPROVED - Excel									
F	ILE HOM	INSERT PAG	E LAYOUT F	ORMULAS D	ATA REVIEW	VIEW QRA				
Pre	event Post-eve	nt Completion								
ph	otos photos Photo name pl	photos Jg-in (v1.0)								
S7	× 0	$\pm \times \checkmark f$	a Y							
	-		~							
	Α.	в	с	D	E	F	G	н	I	J
2		Asset/road	details			Damage details				
3									Chaina	ige (m)
4	Asset type	Asset name	Asset number	Road width	Site name	Damage description	Pre-event photo ref	Post-event photo ref	Chainage start	Chainage end
5										
8										
10										
12										
14										
15										
18										
20										
21										
23										
25										
27										
29										
31 32										
33 34										
35										
37										
	Certification Form Asset Listing Treatment Listing Image: Imag									

6 Preparing to populate the submission form

6.1 Folder structure

files are saved (refer to section 8).

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



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).



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.

C:4.	C:\windows\system32\c	id.exe		×	
D:\Photo Mas Volume in d Volume Seri	ter Folder\SUBMISSION 1>dir rive D is STORE N GO al Number is 66F5-F705			î	
Directory o 10/07/2018 10/07/2018 10/07/2018 10/07/2018 10/07/2018 10/07/2018	f D:\Photo Master Folder\SUBMISSION 09:53 AM <dir> - 09:53 AM <dir> - 09:37 AM <dir> Ann St CH 09:37 AM <dir> Ann St CH 09:37 AM <dir> George St</dir></dir></dir></dir></dir>	345 to 450 680 Culvert CH 230 to 360 Floodwa	v		
10/07/2018 10/07/2018 10/07/2018 10/07/2018 10/07/2018	09:37 AM 〈DIR〉 George ST 09:36 AM 〈DIR〉 Smith St 09:36 AM 〈DIR〉 Smith St 09:36 AM 〈DIR〉 Smith St 0 File(s) Ø bytes 9 Dir(s) 8,034,643,968 bytes fr	CH 680 to 970 H 0 to 200 H 440 to 680 H 1205 to 1400 e			All folder names within the parent folder.
D:\Photo Mas	ter Folder\SUBMISSION 1>_			~	

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

C	Select C:\windows\system32\cmd.exe	-	×
D:\Photo Ma Volume in Volume Ser	ster Folder\SUBMISSION 1>dir drive D is STORE N GO ial Number is 66F5-F705		^
Directory	of D:\Photo Master Folder\SUBMISSION 1		
10/07/2018 10/07/2018 10/07/2018 10/07/2018 10/07/2018 10/07/2018 10/07/2018 10/07/2018 10/07/2018 10/07/2018	09:53 AM (DIR) 09:53 AM (DIR) 09:37 AM (DIR) 09:37 AM (DIR) 09:37 AM (DIR) (09:37 AM (DIR) (09:37 AM (DIR) (09:37 AM (DIR) (09:37 AM (DIR) (09:36 AM (DIR)	y	
	9 Dir(s) 8,034,643,968 bytes free		
D:\Photo Ma	ster Folder\SUBMISSION 1>		

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.

Al	\cdot : $\times \checkmark f_x$	Ann St (CH 345 to 4	50
	Α	В	С	D
1	Ann St CH 345 to 450			
2	Ann St CH 680 Culvert			
3	George St CH 230 to 360 Floodway			
4	George ST CH 680 to 970			
5	Smith St CH 0 to 200			
6	Smith St CH 440 to 680			
7	Smith St CH 1205 to 1400			
8		-		
9				
10				
11				

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.



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

📜 Lilyvale Road_attachment158-3560-3621 Properties 🛛 🗙				
General Shari	ng Security Previous Versions Customize			
1	Lilyvale Road_attachment158-3560-3621			
Туре:	File folder			
Location:	$C: \label{eq:constraint} C: \label{eq:constraint} C: \label{eq:constraint} Users \label{eq:constraint} WASTER FOLDER - cr$			
Size:	7.89 MB (8,278,806 bytes)			
Size on disk:	7.92 MB (8,306,688 bytes)			
Contains:	12 Files, 0 Folders			
Created:	Today, 23 August 2018, 4 hours ago			
Attributes:	Read-only (Only applies to files in folder)			
	Hidden Advanced			
	OK Cancel Apply			

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.

G	Н	I
e details		
	1	
Pre-event photo ref	Post-event photo ref	Completion photo ref
•	Lilyvale Road_attachment87-1307	

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- 1649-1754
	Lilyvale Road_attachment115- 2031-2109
	Lilyvale Road_attachment152- 3427-3483
	Lilyvale Road_attachment158- 3560-3621
	Lilyvale Road_attachment206- 6465-6534



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**.

Browse For Folder	×
- For Joanna	•
MARS	
✓ MASTER FOLDER - contains PARENT folder and Excel submission form	
V 🛃 PARENT folder	
Photo folder per line item - Ann St CH 345 to 450	
Photo folder per line item - Ann St CH 680 culvert	
Photo folder per line item - George St CH 680 - 970	
Photo folder per line item - Lilyvale Rd CH 0 to 300	
Photo folder per line item - Smith St CH 0 to 200	
Photo folder per line item - Smith St CH 440 - 680	~
OK 💦 Cance	

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

MARS photo name conversion plug-in	×
All 4 line items were matched and photo file names have been updated.	
ОК	

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 (|).

Photo count					
Total photos Pre-event photos	Total photos Post-event photos	Total photos Completion photos			
	(6)	16			

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.



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.

	View				
Pho	oto-scanner 🕨 Submission Forms				
	Name	A	Date modified	Туре	Size
	A DRAFT DTMR Submission For	m - Immediate Reconstruction Works - APPROVED	31/05/2018 4:25 PM	Microsoft Excel W	209 KB
	PhotoLoader20180620143250		20/06/2018 2:32 PM	Text Document	1 KB

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.

MARS photo name conversion plug-in	×
All 3 line items were matched and photo file names have been updated. 25 invalid file types were found (non .JPG files).	
ОК	

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.

PhotoLoader20180823124531 - Notepad						
File Edit Form	nat View Help					
*********			0			
******	TNVALTD FTLF TVPFS (non 1PFG 1PG) ********					

C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\NO JPEG files1\Moreton Bramwell Road snapshot1254P	NG.pn	a			
C:\Users	Desktop/MASTER FOLDER - contains PARENT folder and Excel submission form/PARENT folder/NO JPEG files1/Moreton Bramwell Road snapshot1255P	NG.pn	e i			
C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\NO JPEG files1\Moreton Bramwell Road snapshot1256B	MP.bm	0			
C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\NO JPEG files1\Moreton Bramwell Road snapshot1267G	IF.gi	F			
C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\NO JPEG files1\Moreton Bramwell Road snapshot1268P	NG.pn	g			
C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\NO JPEG files1\Moreton Bramwell Road snapshot1270P	NG.pn	g			
C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\NO JPEG files1\Moreton Bramwell Road_snapshot1275P	NG.pn	3			
C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\NO JPEG files1\Moreton Bramwell Road_snapshot1292P	NG.pn	g			
C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\NO JPEG files1\Moreton Bramwell Road_snapshot1293P	NG.pn	g			
C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\N0 JPEG files1\Moreton Bramwell Road_snapshot1295P	NG.pn	g			
C:\Users	Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\N0 JPEG files1\Moreton Bramwell Road_snapshot1298P	NG.pn	s ~			

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.

I PhotoLoader20180823150231 - Notepad	-		х
File Edit Format View Help			
***************************************			~
****** LONG FILE NAMES (Larger than 100 chars) *******			

C:\Users\wegnerk\Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\Lilyvale Road_attachment158-3560-3621\1 C:\Users\wegnerk\Desktop\MASTER FOLDER - contains PARENT folder and Excel submission form\PARENT folder\Lilyvale Road_attachment158-3560-3621\1	his te his te	xt is xt is	; t ; t
			~
			2.3

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 <u>'Installing the Excel plug-in'</u> 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 versio	n of this customizat	ion is already installed.	?			
Name:	MARS photo name o	onversion plug-in				
From: file:///C:/Users //Desktop/photoscanner/MARS photo name conversion plug-in.vsto			ersion			
			Close			

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

10.2Installation 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 <u>'How to uninstall a superseded plug-in'</u>.

Microsoft Office Customization Installer					
Installing Office	ror during installation.				
Name: From:	MARS photo name conversion plug-in file:///C:/Users 'Desktop/photoscanner/MARS photo name conversion plug-in.vsto				
The cus and car custom Form Pf file:///C Details >>	stomization cannot be installed because another version is currently installed not be upgraded from this location. To install this version of the ization, first use Add or Remove Programs to uninstall this program: MaRS hotoscanner. Then install the new customization from the following location: C:/Users,/Desktop/photoscanner/MaRS Form Photoscanner.vsto				

(i)

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.



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

凮			Programs and Features				
() → → \$\vec{1}{\ \} {\ \} \ \ \ \ \ \ \ \ \ \ \ \ \ \						
	Control Panel Home	Uninstall or change a program					
	View installed updates	To uninstall a program, select it from the list and then click Uninstall, C	Change, or Repair.				
-	Turn Windows features on or						
	off	Organize 👻					
	Install a program from the network	Name	Publisher	Installed On	Size	Version	
	Includin.	1 7-Zip 4.65	Igor Pavlov	9/06/2016	3.03 MB	4.65.00.0	
		Adobe Acrobat Reader DC MUI	Adobe Systems Incorporated	18/05/2018	606 MB	18.011.20040	
		Adobe AIR	Adobe Systems Inc.	9/06/2016		2.5.1.17730	
		Adobe Flash Player 16 NPAPI	Adobe Systems Incorporated	9/04/2015	17.2 MB	16.0.0.235	
		ArcGIS ArcReader 10	Environmental Systems Research Institute,	9/06/2016		10.0.2414	
		Citrix Receiver	Citrix Systems, Inc.	9/06/2016		14.2.0.10	
		CutePDF Writer 3.0	Acro Software Inc.	9/06/2016		3.0	
		Dekho Client Integration	ESRI Australia	9/06/2016	8.73 MB	3.0.4	
		🎐 DekhoToTrim	ESRI Australia	9/06/2016	270 KB	1.0.0	
		🕮 DisplayLink Core Software	DisplayLink Corp.	7/06/2018	35.3 MB	8.2.1956.0	
		GMRS for Microsoft Excel	Queensland Reconstruction Authority	9/06/2016	2.70 MB	4.1.1	
		Coogle Chrome	Google, Inc.	4/04/2018	48.4 MB	66.0.3359.139	
		Sooale Earth	Google	9/06/2016	179 MB	7.1.5.1557	

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

📊 Ivanti Endpoint Security Agent	Lumension Security, Inc.	6/07/2018		8.5.0.22
🕌 Java 8 Update 25	Oracle Corporation	29/06/2018	146 MB	8.0.250
Solution 24 Administrator Password Solution	Microsoft Corporation	29/06/2018	258 KB	6.2.0.0
MARS photo name conversion plug-in	MARS photo name conversion	23/08/2018		1.0.0.25
🚺 Microsoft Office 365 ProPlus - en-us 🗖	Microsoft Corporation	11/07/2018	2.17 GB	15.0.4927.1002
C Microsoft OneDrive	Microsoft Corporation	6/07/2018	84.8 MB	17.3.6816.0313
🚺 Microsoft Project Standard 2016	Microsoft Corporation	8/08/2018	21.1 MB	16.0.4266.1001
쯓 Microsoft Silverlight	Microsoft Corporation	29/06/2018	45.3 MB	5.1.30514.0

A pop-up window will prompt you to confirm the removal of the MARS photo name conversion plugin, 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



(07) 3008 7200



info@qra.qld.gov.au www.qra.qld.gov.au

