

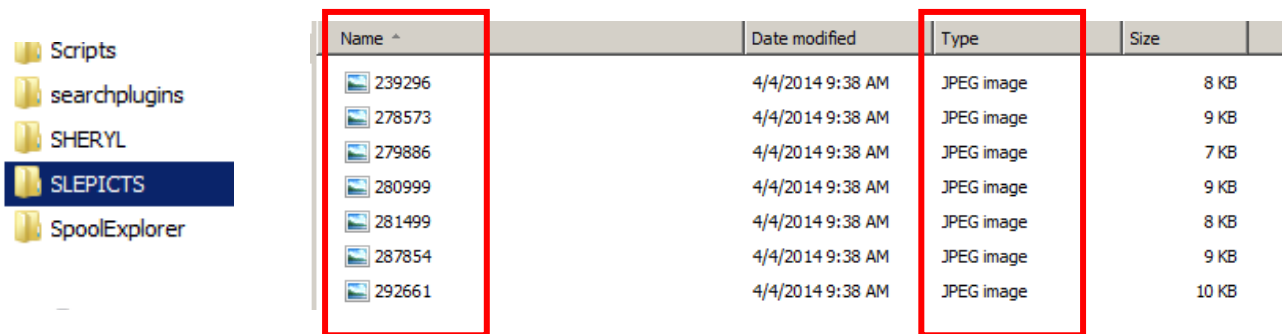


## PhotoRIP – Uploading Student Photos

Updating student photos can be done locally using the PhotoRIP application. The PhotoRIP application scans the shared directory for image files to upload into the CCPS common database. The CCPS common database provides photos to multiple applications, including the CCPS Portal, Data Warehouse, Gradebook and FOCUS.

### Prepare Your Photos for Uploading

1. Create a new folder and place a copy of all photos to be uploaded, in that folder. This will make it easier to access photos during the upload process.
2. Images should be in jpg/png/gif format and should be named according to the student's 6-digit ID number (i.e. 123456.jpg). The application will automatically handle the resizing of the photos, so it is best to use the highest quality photo available.
3. DO NOT include teacher photos. Teacher photos are normally identified with a filename other than a student ID number.



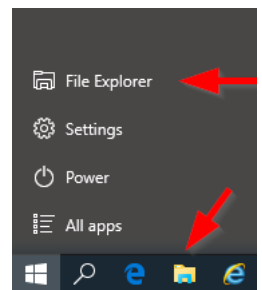
Name	Date modified	Type	Size
239296	4/4/2014 9:38 AM	JPEG image	8 KB
278573	4/4/2014 9:38 AM	JPEG image	9 KB
279886	4/4/2014 9:38 AM	JPEG image	7 KB
280999	4/4/2014 9:38 AM	JPEG image	9 KB
281499	4/4/2014 9:38 AM	JPEG image	8 KB
287854	4/4/2014 9:38 AM	JPEG image	9 KB
292661	4/4/2014 9:38 AM	JPEG image	10 KB

### Access the PhotoRIP Share Drive

If you have been designated as a photo point of contact for your location, you should be able to access the photoRIP share drive at <\\fs-appcontent\districtd\photoRIP\Student\XXX> where XXX is your location code (i.e. <\\fs-appcontent\districtd\photoRIP\Student\AVE>)

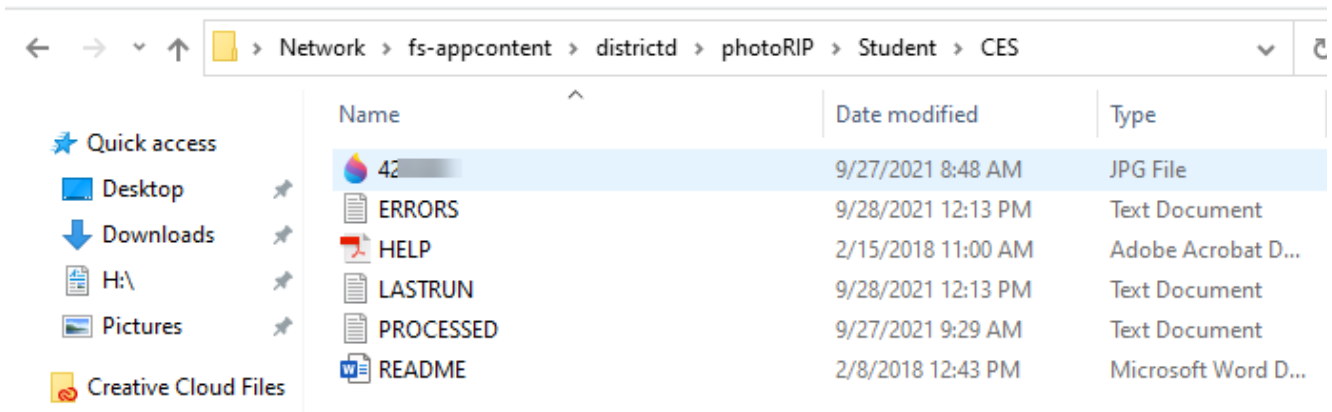
1. Copy the following file path <\\fs-appcontent\districtd\photoRIP\Student\XXX>
2. Click Start/Windows and Select Computer/File Explorer. File Explorer will appear.
3. Paste the file path copied above in file path field.
4. Make sure to replace the "XXX" with your school abbreviation. For example, AVE would be <\\fs-appcontent\districtd\photoRIP\Student\AVE>
5. Press Enter.

Note: Email [helpdesk@collierschools.com](mailto:helpdesk@collierschools.com) if you are unable to access the photoRIP share drive.



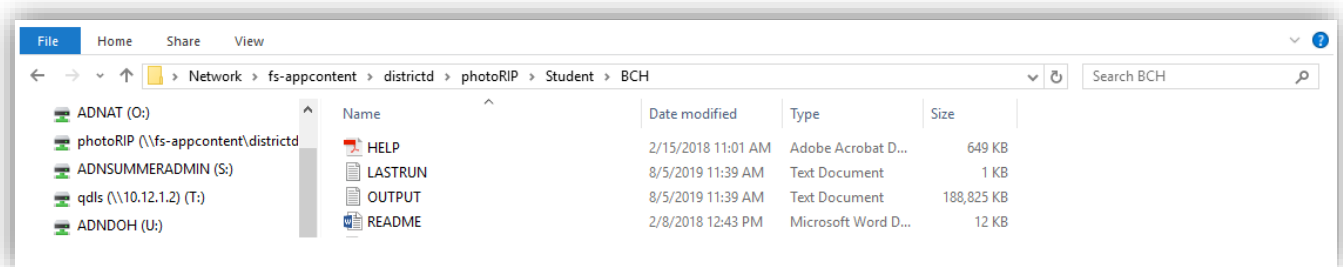


# PhotoRIP – Uploading Student Photos



## Upload Photos to the PhotoRIP Share Drive

You will notice five files in the photoRIP share drive, ERRORS.txt, HELP.pdf, LASTRUN.txt, PROCESSED.txt and README.txt.



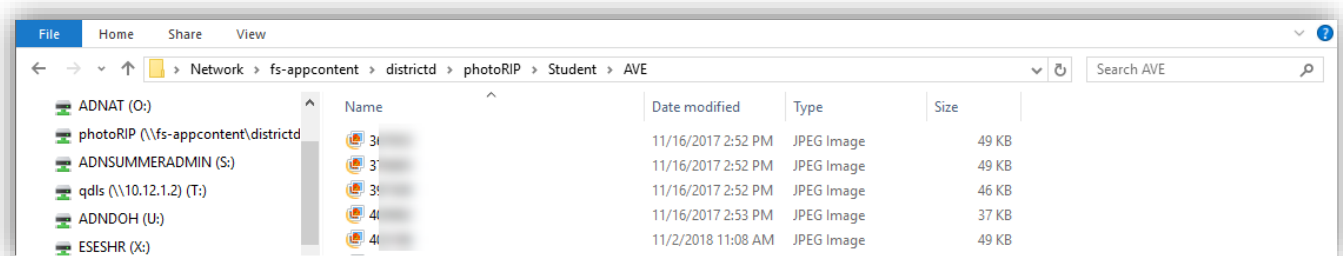
You are only able to upload/update photos for students currently enrolled at your school. Access the LASTRUN.txt or OUTPUT.txt file to check the processing status.

## Add Photos to the photoRIP share drive

1. Locate, Select and Copy the images you want to upload.
2. Paste them into the photoRIP share drive.

**DO NOT** store photos or file folders in the photoRIP drive.

The photoRIP application processes photos every minute. As photos are processed, they are removed from the share. Check your share drive periodically to confirm processing. Images that remain in the photoRIP drive failed to process.





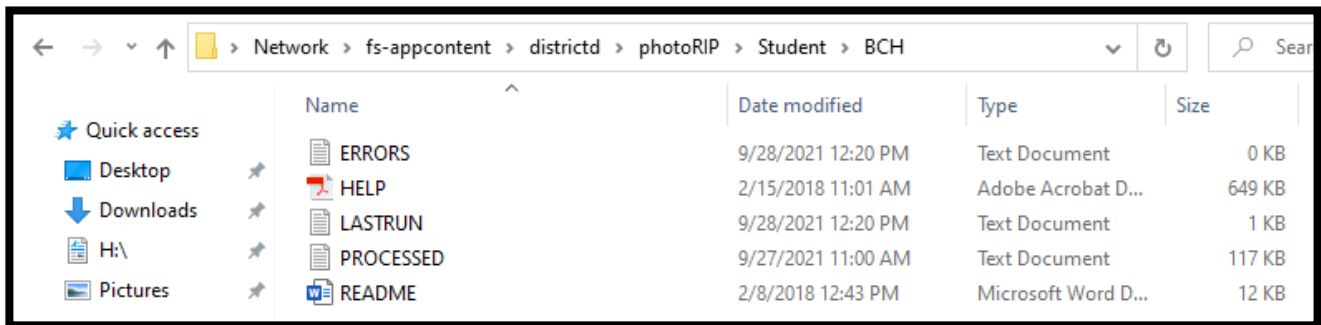
# PhotoRIP – Uploading Student Photos

The application checks the database for the specified student number (Checking database for ???????), returns the result (Found CCPSUID ?????????? for ???????) and proceeds to update the photo (updating photo [????????????]). Results can be processed or unprocessed.

## Checking on your Photos

PhotoRIP provides a few reports to allow you to get a better idea of the status of your photos. Below is a list of each report, its behavior, and its function.

If these files are deleted, they will be recreated the next time photoRIP runs.



- **HELP.pdf**

The help document will provide instructions on uploading student photos using the photoRIP application.

- **README.txt**

The readme file provides a brief explanation of what the PhotoRIP application does.

- **ERRORS.txt**

The errors report allows you to see all errors PhotoRIP has encountered while trying to process your photos. It is important to note that this report is LIVE, meaning when an error is fixed, the report will update, and the error will disappear. If you see that files are not being processed in your folder, it is best to check this report first to see what is happening and how you can fix it.

Common Errors that Occur with PhotoRIP are:

- The student ID for the document is not an ID of a student in the database
- The student is located at a site different than your own
- The filename is malformed and unable to be processed
- The file is a directory

Example ERRORS.txt output:

[123456.JPG] School mismatch. Student located at NCA



## PhotoRIP – Uploading Student Photos

---

- **PROCESSED.txt**

This report gives you a historic view of all photos that have been processed through PhotoRIP. Each line will have a date and time along with the student ID that was processed. Use this report to verify files have been sent through PhotoRIP.

Example PROCESSED.txt output:

```
[2020-12-16 10:11am] 373239.JPG[2020-12-16 10:11am] 378722.JPG[2020-12-16 10:11am]
```

- **LASTRUN.txt**

Like the errors report, this report allows you to view the last time that PhotoRIP has processed your folder. The file is a single line with a date and time. PhotoRIP typically runs every minute, so if you have no errors and photos are still not being processed, it would be good to check to make sure everything is running.

Example LASTRUN.txt output:

```
2021-09-28 11:56:04 am
```

Report all “unprocessed” photos to [helpdesk@collierschools.com](mailto:helpdesk@collierschools.com) and do not delete them from the photoRIP share drive.

**For assistance, please contact the Service Desk at (239) 377-0445 or at [helpdesk@collierschools.com](mailto:helpdesk@collierschools.com)**