



PhotoRIP – Employee and Volunteer Photos


Updating Employee and Volunteer Photos consist of the following:

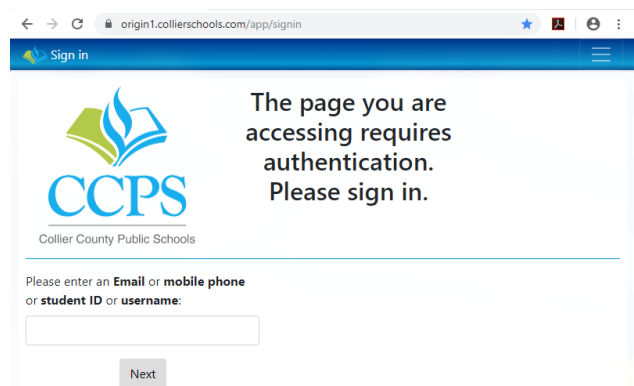
- Obtain and make note of the Volunteers CCPSUID (employee ID) number.
- Take a photo of the Volunteer and save it locally on your computer.
- Access the PhotoRIP shared drive and upload the photo.

ACCESSING VOLUNTEER INFORMATION (CCPSUID)

To lookup an CCPSUID for a Volunteer you will need to access the x-ray report in the CCPS Portal. The CCPSUID will be used when naming the photo file.

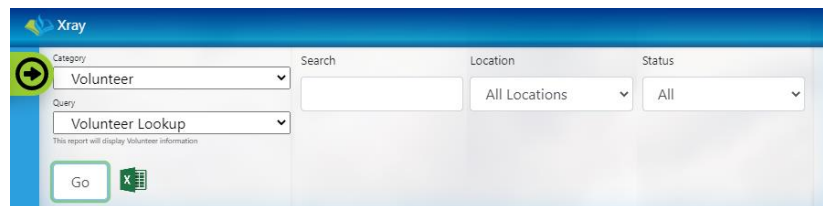
Accessing the CCPS Portal X-ray Report

1. Open your CHROME browser.  Chrome is the preferred browser.
2. Visit <https://portal.collierschools.com>
3. Enter your network username.
4. Click Next.
5. Log in using your CCPS network username and password.



Accessing the Volunteer Report

1. Click the green arrow on the left to expand the sidebar menu.
2. Select Admin.
3. Select Xray Reports.
4. Another sign-in screen will display.
5. Sign in using your network username and password
6. Select Volunteer from the Category drop-down.
7. Select Volunteer Lookup from the Query drop-down.
8. The Location and Status fields will default to All.
9. Click the green Go button on the left.
10. Results will display in the bottom portion of the screen.
11. The employee ID is noted in the CCPSUID column on the left.
12. Make note of the volunteers CCPSUID because it will be used when saving the volunteers photo.

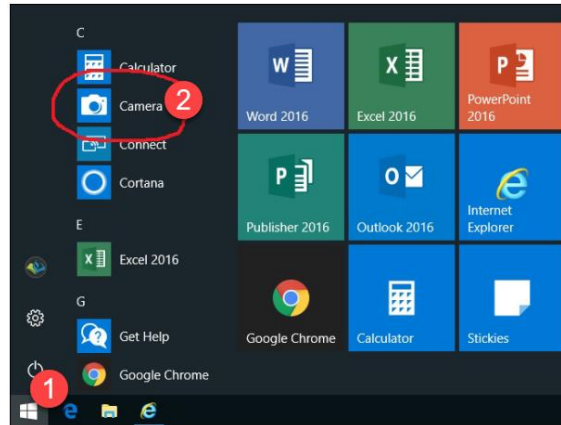




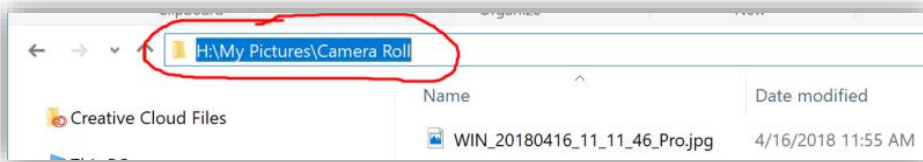
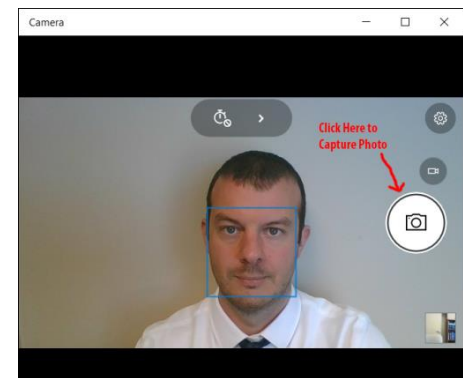
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USING YOUR LOGITECH CAMERA

1. Click the Windows icon located in the bottom left corner of your screen.
2. Lock/Select the Camera app located in the list of available applications.



3. Adjust the angle of the attached webcam to your liking.
4. Click the camera icon when you are ready to take the photo.
5. The default location for saving images is in your H drive, specifically H:\My Pictures\Camera Roll.
6. Navigate to this folder in order to access the pictures you have taken using the webcam.



7. Rename each image to the correct matching 10-digit ID number.



Change/Rename Each File to the correct matching 10-digit ID Number



PhotoRIP – Employee and Volunteer Photos

UPLOADING EMPLOYEE AND VOLUNTEER PHOTOS TO PHOTORIP

Updating employee/volunteer 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, Raptor, etc.

Preparing 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 10-digit employee ID number (i.e. 1000234567.jpg). The application will automatically handle the resizing of the photos, so it is best to use the highest quality photo available.



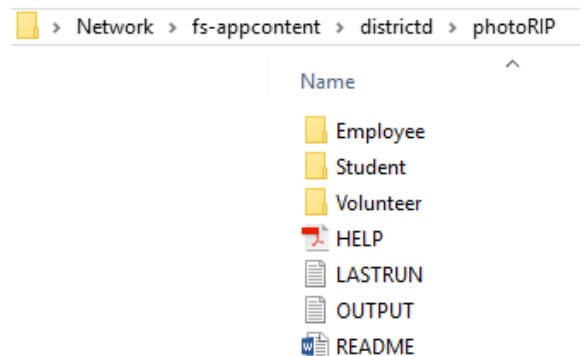
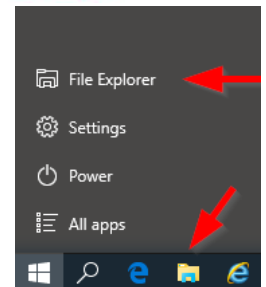
Change/Rename Each File to the correct matching 10-digit ID Number

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>

1. Copy the following file path <\\fs-appcontent\districtd\photorip>
2. Click Start/Windows and Select Computer/File Explorer. File Explorer will appear.
3. Paste the file path copied above in the file path field.
4. Press Enter.
5. The Employee, Student, and Volunteer folders will display.
6. Select the appropriate folder (**employee**, student, or **volunteer**).
7. Select your school folder.



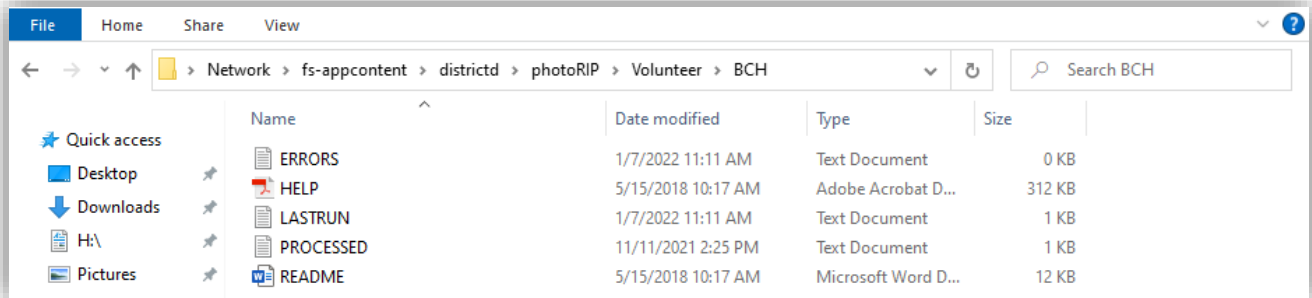
Email helpdesk@collierschools.com if you are unable to access the photoRIP share drive.



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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.



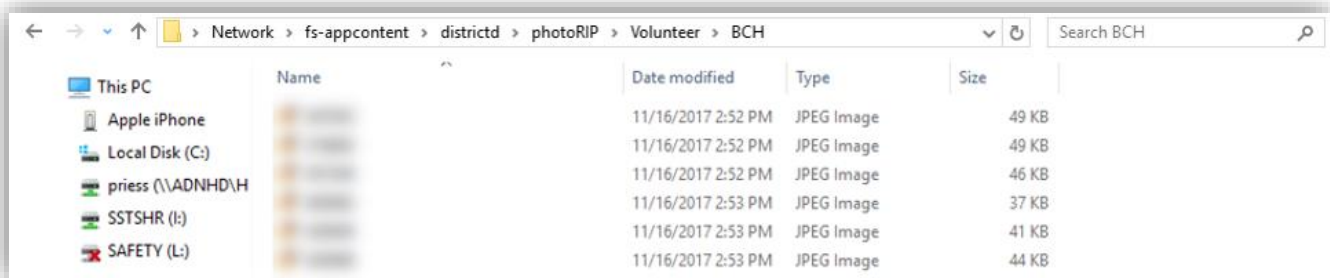
You are only able to upload/update photos for employee/volunteers currently at your school. Access the LASTRUN.txt or OUTPUT.txt file to check the processing status.

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.



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

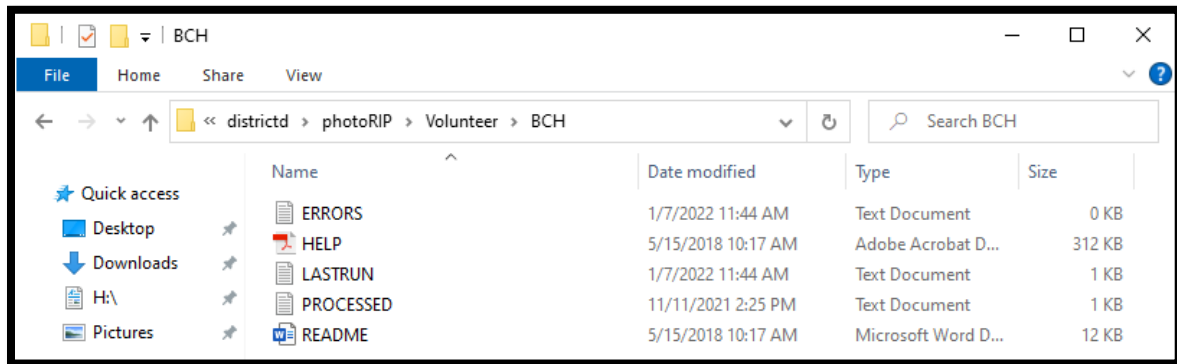


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Checking on your Photos

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 employee/volunteer 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 CCPSUID for the document is not an ID of a employee/volunteer in the database
- The employee/volunteer 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:

```
[20009536773.jpg] No volunteer found for given ID
```



PhotoRIP – Employee and Volunteer 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 CCPSUID that was processed. Use this report to verify files have been sent through PhotoRIP.

Example PROCESSED.txt output:

```
[2020-10-23 1:51pm] 2000000007.jpg[  
[2021-02-19 12:56pm] 2000000001.jpg
```

- **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 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