ER Photo Form and EPAOSC SOP

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Downloading ERPhoto App

1. Open the FTPManager Application
2. Hit the arrow in the upper left corner to open the main menu
3. Choose "eparm.net" under the "FTP Servers" Section
4. Choose the folder named "ERPhotos – Current Version"
5. Select the file "ERPhotos.fmp12"
6. The screen will give you an error saying the file is not supported, select "Open In"
7. After the file downloads, select "Open in Filemaker Go"
8. You will be brought to the main Filemaker Go menu where you can select the ERPhotos form

Uploading ERPhotos to FTP from IPad

1. Open Filemaker, and hit the button in the upper left corner
2. On the dropdown menu that appears, select "Home"
3. Select "Device" and click the icon in the upper right corner that looks like a piece of paper with a checkmark on it
4. Select the file you would like to upload to the FTP and click the upload button that is in the upper left corner next to the trash can icon.
5. Select "Open in FTPManagerFree" and you will see a popup box that says "The file saved in the Local Folder."
6. Click the downward-facing arrow to open up the "FTPManager Free" menu.
7. Select "Local," and click on "Edit" in the upper right hand corner of the menu.
8. Select your Filemaker form and click "Upload" on the lower left corner of the screen.
9. Select "eparm.net" and navigate to "ERPhotos – Current Version" and select the "Uploads" folder
10. Click the "Save" button in the upper right corner of the menu and your form will be uploaded to the eparm.net FTP server.

Downloading the ERPhoto Form to Computer from FTP

1. Open a web browser and go to ftp://eparm.net
2. You will be prompted for a username and password, enter the following:
    Username: FMResponse
    Password: Re$ponder
3. Click on the "ERPhotos.fmp12" file. This will download the file to your computer
4. Attach the iPad to your computer and open ITunes
5. Click on the iPad icon on the upper left corner of the window.

6. Scroll down to the Applications section and click on Filemaker Go.
7. Drag the ERPhotos.fmp12 file to the Ipad (Note: The Ipad must be unlocked or the file will not transfer.)

Installing the ER Photo Extract Utility from FTP

1. Open a web browser and go to ftp://eparm.net
2. You will be prompted for a username and password, enter the following:
      Username: FMResponse
      Password: Re$ponder
3. Click on the "ERPhotos – Current Version" folder, followed by the "Utilities" folder. Select the "ExtractPhotosUtil.exe" file. This will download the file to your computer
4. Open the file, and click "Yes" on the window that pops up
5. Click "Next" twice.
6. Click "Install."
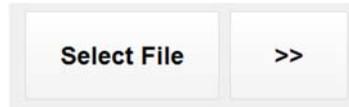7. When the install finishes, click "Finish" to launch the program.

Using the ER Photo Extract Utility

1. To extract the photos, you will need to get the Filemaker form with your photos from the Ipad and download it to your computer.
2. Connect the Ipad to your computer and open ITunes.
3. Click the IPad icon in the upper right of your screen
4. Scroll down to the "Applications" section and select "Filemaker Go"
5. Find the Filemaker Form file and drag it to a folder on your computer. (Note: Make sure that the IPad is unlocked, or else you will be unable to transfer files.)
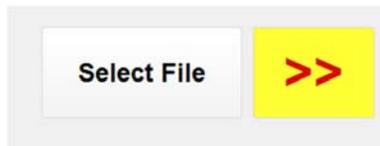
6. Open the Photo Extract Utility by going to the start menu and searching for "Extract Photos Utility."

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8. You will be presented with a screen with two buttons, "Select File" and ">>"

9. Click on "Select File" and navigate to the Filemaker Form you saved to your computer and click "Ok."
10. The ">>" should change to yellow. Click the ">>" button. This will extract the excel spreadsheet and all of the photos to the folder that the form is located.
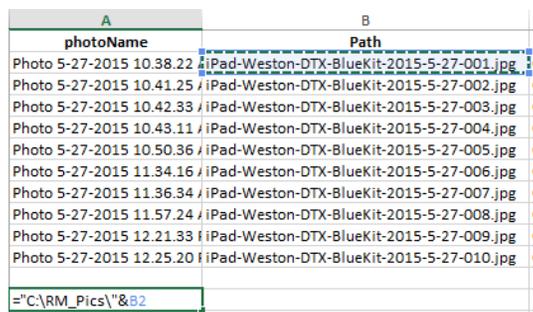
Bulk Importing Photos into Response Manager

To use the bulk upload feature, an excel file is used to feed information into Response Manager. This form needs to be in a very specific format or else it will not work. If the file is not in the correct format, the upload will stop suddenly without showing any type of error. If you experience this, this means there is a typo in your excel sheet.
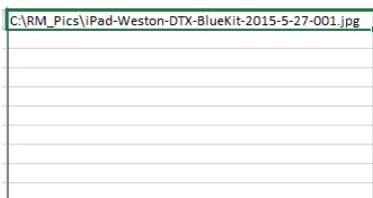
Preparation of Photos

- Look through the photos to see if the orientation is correct. If not, open the photo, rotate as necessary, and save.
- Open the Excel file
- The columns needed for RM import are as follows, in this order: photoName, Path, Type, Direction, Datetime, Latitude, Longitude, Photographer, Witness, Comments, Heading, RecordID. Delete any other columns. As of the making of this guide, there are Event and Incident columns that need to be deleted or the import will not work.
- Update each cell in the Path column to point where the photos are stored. With my photos moved to C:\RM_Pics\, I update as follows:
    - In a new row on column A, I type the following formula:
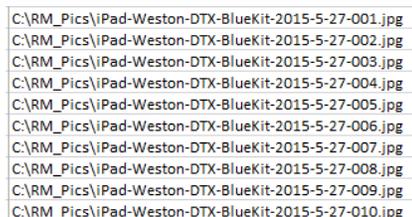   - ="C:\RM_Pics\"&B2 (replace "C:\RM_Pics\" with the folder your photos are in

	A	B
	photoName	Path
	Photo 5-27-2015 10.38.22	iPad-Weston-DTX-BlueKit-2015-5-27-001.jpg
	Photo 5-27-2015 10.41.25	iPad-Weston-DTX-BlueKit-2015-5-27-002.jpg
	Photo 5-27-2015 10.42.33	iPad-Weston-DTX-BlueKit-2015-5-27-003.jpg
	Photo 5-27-2015 10.43.11	iPad-Weston-DTX-BlueKit-2015-5-27-004.jpg
	Photo 5-27-2015 10.50.36	iPad-Weston-DTX-BlueKit-2015-5-27-005.jpg
	Photo 5-27-2015 11.34.16	iPad-Weston-DTX-BlueKit-2015-5-27-006.jpg
	Photo 5-27-2015 11.36.34	iPad-Weston-DTX-BlueKit-2015-5-27-007.jpg
	Photo 5-27-2015 11.57.24	iPad-Weston-DTX-BlueKit-2015-5-27-008.jpg
	Photo 5-27-2015 12.21.33	iPad-Weston-DTX-BlueKit-2015-5-27-009.jpg
	Photo 5-27-2015 12.25.20	iPad-Weston-DTX-BlueKit-2015-5-27-010.jpg
	="C:\RM_Pics\"&B2	

- Use the fill handle (corner at the bottom right of a cell with data) to drag the formula down as needed to create the other paths
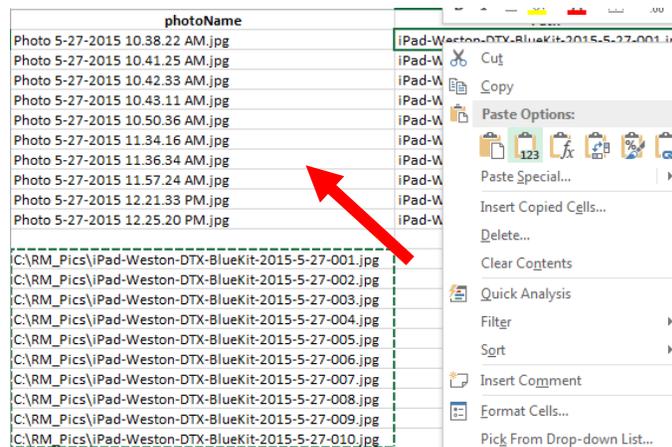
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-001.jpg

C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-001.jpg
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-002.jpg
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-003.jpg
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-004.jpg
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-005.jpg
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-006.jpg
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-007.jpg
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-008.jpg
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-009.jpg
C:\RM_Pics\iPad-Weston-DTX-BlueKit-2015-5-27-010.jpg

- o Copy (not Cut) the new Paths, then Paste Values over the existing Paths

- o Delete the rows where you created the new formulas
- o Save the Excel and leave it open

Importing into Response Manager

- In Response Manager, navigate to the correct Event and Incident, then the Response module, then the ER Photos tab
- In the Action… dropdown, select Bulk Upload, then click the Go button.
- Click the Browse Input Excel Sheet and navigate to the folder of the Excel file
- Select the Excel file from the top list box
  - o The Excel file will appear in the box below. If you see an error, check the ERRORS section below.
- Click Upload
- Remember to Sync once the Upload is complete

ERRORS: if you receive any errors, check if the Excel file is still open, the Path is a correct path (try copying it and pasting it into Start > Run), if any necessary columns are missing from the Excel, if any unnecessary columns exist, or if the photos are located at your defined paths