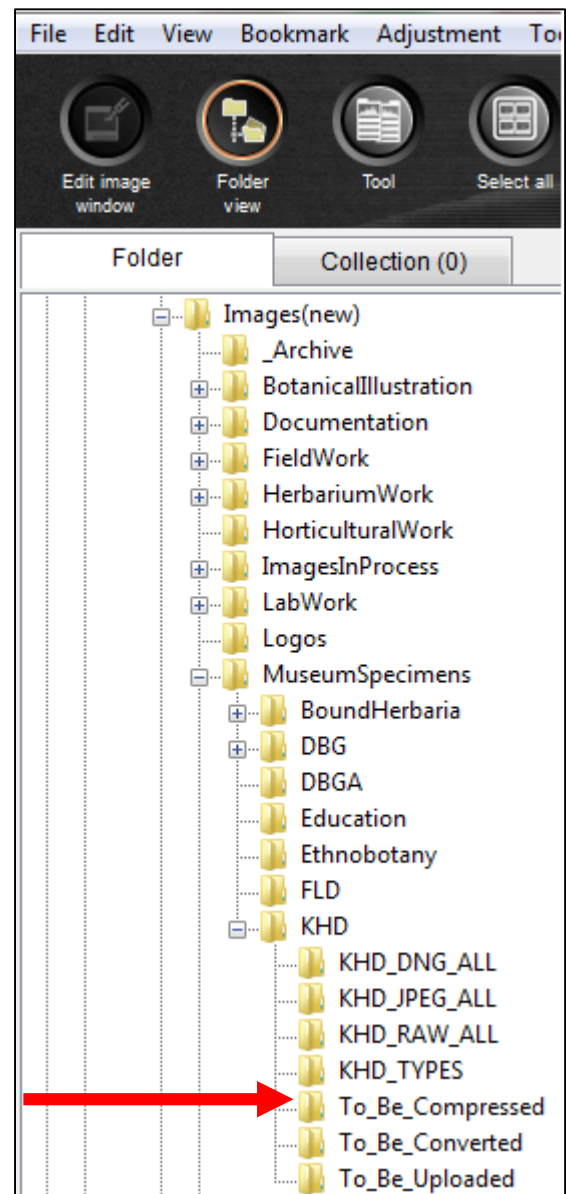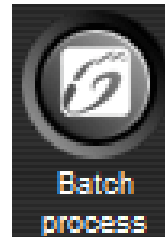# KHD Specimen Image Uploading Protocol

Step 1: Compress JPEG Files

- Locate and identify JPEG image files that are to be compressed

- Q:\Research\Images(new)\MuseumSpecimens\KHD\To_Be_Compressed

- Open Image Processing Software Program (Digital Photo Professional is used here)

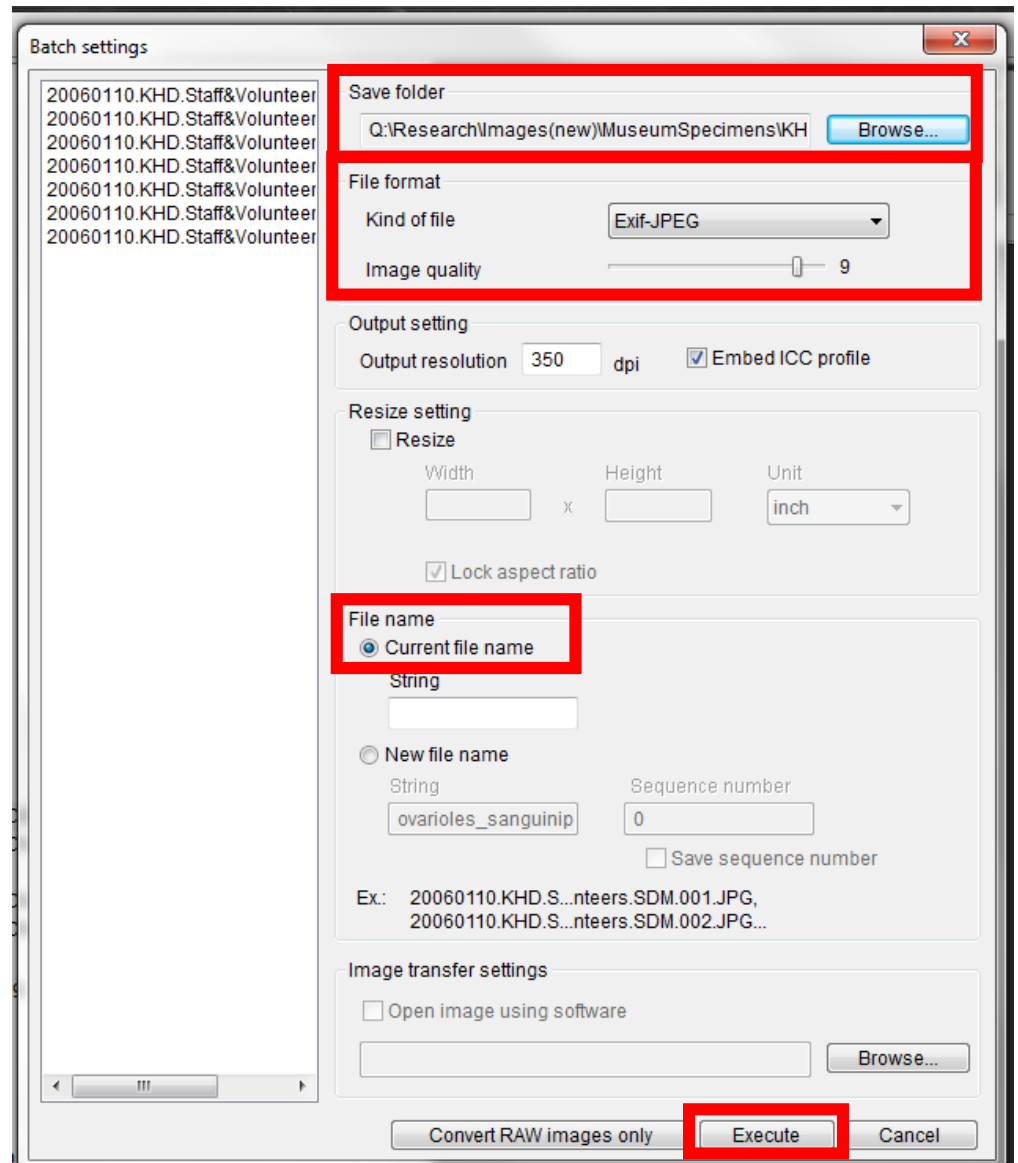- In the left window pane, under the folder, navigate to the **To_Be_Compressed** folder

- Once all of the thumbnails have loaded click on the **Select All** button and then click the **Batch Process** button.

- In the Batch Settings Window
  - Set the Save folder destination for the compressed JPEG images files to be
    - **Q:\Research\Images(new)\MuseumSpecimens\KHD\To_Be_Uploaded**
  - Set the Kind of file to **Exif-Jpeg**
  - Set the Image quality to **9**
  - Set the File name to **Current file name**

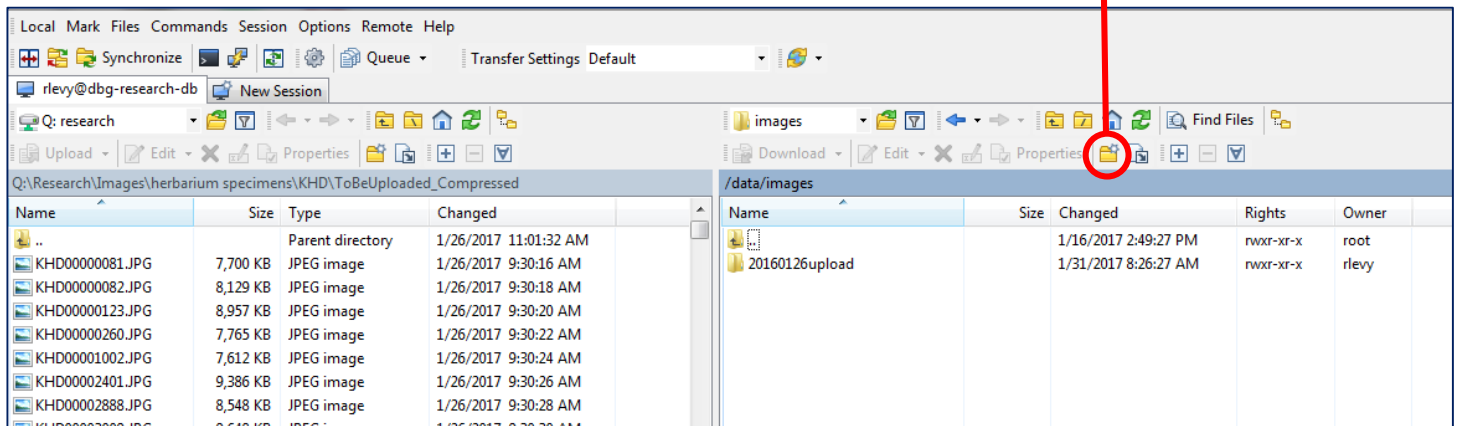- Click Execute to process

Step 2: Place Image Files on Server

- Open WinSCP

- Log in using IT provided credentials*

WinSCP

- In the right window pane of WinSCP navigate to **/data/images**

New Folder Button

- Create a new folder and name it **YYYYMMDDupload**

- In the left window pane navigate to
  Q:\Research\Images(new)\MuseumSpecimens\KHD\To_Be_Uploaded

- Select all files to be uploaded from left window pane

- Drag and drop files into new folder YYYYMMDDupload

- Wait for all files to be successfully transferred

- Exit WinSCP

*Should you need to set up access to the Research Server through WinSCP, please contact the Database Associate or the IT Department.

Step 3: Loading Images into SEINet

- Log in to SEINet

- Navigate to My Profile, Specimen Management Tab, and select Kathryn Kalmbach Herbarium

- Select **Processing Tool Box** from the Administration Control Panel

- Navigate to the Image Loading Tab and select DBG Research Images KHD under Image Processing Profiles

- Adjust settings to reflect image below. Typically, only the **Image Already Exists** setting needs to be changed to **Copy over existing image**

- Click the **Process Images** Button
- **DO NOT CLOSE YOUR BROWSER**
  - It may seem like the browser is frozen, but the process is working
  - Depending on how many images are being loaded, this process may take up to a few hours

Step 4: Image Upload Completes, Remove Temporary JPEG Image Files

- When the Loading Process is complete, the page will display a list of all images and whether or not they were successfully loaded (see image below).

- Scroll through the list and scan to check that **SUCCESS** is listed for all images

- Once process is complete, the browser can be closed

- Log back in to WinSCP and delete the folder on the server containing all images that were uploaded.

- Delete all JPEG files from To_Be_Uploaded folder and from To_Be_Compressed folder

- Processing File (2017-01-31 10:40:57 AM): KHD00060347.JPG
  - Web image created from source image (2017-01-31 10:41:26 AM)
  - Resized source as large derivative (2017-01-31 10:41:27 AM)
  - Created thumbnail from source (2017-01-31 10:41:27 AM)
  - Preparing to load record into database
  - SUCCESS: Image record loaded into database
  - Image processed successfully (2017-01-31 10:41:27 AM)!
- Processing File (2017-01-31 10:41:27 AM): KHD00060348.JPG
  - Web image created from source image (2017-01-31 10:42:01 AM)
  - Resized source as large derivative (2017-01-31 10:42:01 AM)
  - Created thumbnail from source (2017-01-31 10:42:02 AM)
  - Preparing to load record into database
  - SUCCESS: Image record loaded into database
  - Image processed successfully (2017-01-31 10:42:02 AM)!
- Processing File (2017-01-31 10:42:02 AM): KHD00060349.JPG
  - Web image created from source image (2017-01-31 10:42:30 AM)
  - Resized source as large derivative (2017-01-31 10:42:30 AM)
  - Created thumbnail from source (2017-01-31 10:42:30 AM)
  - Preparing to load record into database
  - SUCCESS: Image record loaded into database
  - Image processed successfully (2017-01-31 10:42:30 AM)!
- Processing File (2017-01-31 10:42:30 AM): KHD00060350.JPG
  - Web image created from source image (2017-01-31 10:43:09 AM)
  - Resized source as large derivative (2017-01-31 10:43:09 AM)
  - Created thumbnail from source (2017-01-31 10:43:09 AM)
  - Preparing to load record into database
  - SUCCESS: Image record loaded into database
  - Image processed successfully (2017-01-31 10:43:09 AM)!
- Processing File (2017-01-31 10:43:09 AM): KHD00060351.JPG
  - Web image created from source image (2017-01-31 10:43:42 AM)
  - Resized source as large derivative (2017-01-31 10:43:43 AM)
  - Created thumbnail from source (2017-01-31 10:43:43 AM)
  - Preparing to load record into database
  - SUCCESS: Image record loaded into database
  - Image processed successfully (2017-01-31 10:43:43 AM)!
- Processing File (2017-01-31 10:43:43 AM): KHD00060352.JPG
  - Web image created from source image (2017-01-31 10:44:20 AM)
  - Resized source as large derivative (2017-01-31 10:44:20 AM)
  - Created thumbnail from source (2017-01-31 10:44:20 AM)
  - Preparing to load record into database
  - SUCCESS: Image record loaded into database
  - Image processed successfully (2017-01-31 10:44:20 AM)!
- Done uploading (2017-01-31 10:44:20 AM)
- Cleaning house...
- Protecting sensitive species...
- Updating statistics...
- Populating global unique identifiers (GUIDs) for all records...
- Stats update completed
- Image upload process finished! (2017-01-31 10:48:41 AM)

Return to Specimen Processor