

RISC Batch Photo Import Tool

With the introduction of RISC v7, student photos can now be included in the RISC data form. While the **RISC PhotoCapture!** System works extremely well with a WebCam, some schools have requested a method to import existing student photographs into RISC. The RISC Batch Photo Import tool was developed to allow for exactly that purpose.

To access the *RISC Batch Photo Import Tool*, run **RISC Admin** then select the option from the **Utilities** menu. The following screen will be displayed:

RISC Batch Photo Import v1.3

Source Photo Files:

Photos Folder:

Size of Original Photos in Pixels: W: H:

How are these photos named?

Click these options and type in the box below to build up the filename pattern used in your photos:

<StudentID> - eg. 985672
 <Surname> - eg. SMITH
 <FirstName> - eg. John

Constructed Filename: .JPG

Example Filename: .JPG

Do the source photos need to be rotated?

NO
 YES - Clockwise
 YES - Anti-Clockwise

Destination Photo Files:

RISC Custom Folder

Destination Photo Files:

Destination Size in Pixels: W: H:

How are these photos to be named?

Click these options and type in the box below to build up the filename pattern for the new photos:

<StudentID> - eg. 985672
 <Surname> - eg. SMITH
 <FirstName> - eg. John

Constructed Filename: .JPG

Example Filename: .JPG

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The left side of the screen refers to the source photos and the right side to the destination (or RISC) photos. Here are the prerequisites for using the program:

- You do not need to have a photo file for all students
- All photos must be JPEG format with a file extension of .JPG
- All photos MUST be in the same folder, not in separate folders, although you can run the tool several times, once for each folder if the photos are separated into year groups. The folder must be accessible at the same time as RISC.
- You can read in photos from a CD or DVD or a network folder if you wish.
- All photos MUST be named by a predictable name format, based on one or more of Student ID Number, Student Surname and/or Student First Name. The recommendation is to have them name by ID Number only if possible because of differences in typing in names.
- You can include extra characters like _ or <space> in the filenames. Eg. John_Smith, as long as **all** files are named the same way.
- It should be remembered that RISC Photos are in landscape format. If your photos are in portrait, the tool will shrink them down and leave a blank area on either side of the photos.

- If your original photos are rotated 90 degrees, the tool can rotate them the correct way for you.
- You should run the program from a workstation that normally runs RISC, and not from the server.
- You can run this tool as many times and as often as you like without causing problems to RISC.
- Other Users can continue to run RISC while you run this process.
- The tool can be used to convert your photos for other systems as well, using the Custom function, although this will not be supported by Marillion Designs and is supplied as is.

Importing your Existing Photos:

When you have all your photos suitably named and located in a folder you can access, open the Batch Photo Import Tool. Click the **Browse** button on the left and navigate to the folder where the photos are stored. Then specify how the files are named by filling in the constructed filename. For example, if they are of the form John_SMITH, click once on **<FirstName>**, then once on **<Surname>**, then place the cursor in between the two in the *Constructed Filename* box and type an underscore (_). The *Example Filename* box will show you what the tool is expecting to find. If your photos are named solely by the Student ID, then all the *Constructed Filename* box should show is **<StudentID>**.

Next, if your original photos do NOT require rotation, select NO, otherwise choose the appropriate rotation option.

On the right hand side, for the destination, just make sure RISC is selected and all of the boxes will be filled in correctly for you. When ready, click the **Batch Process Photos!** button. This process will read through the school enrolment database in RISC, one at a time, and construct the source photo filename to look for in the folder specified. If it finds the constructed photo file, it will convert it and place it in the RISC Data\Photos folder (overwriting any photo with the same name). None of the original photos are modified in any way.

If the photo file it is looking for is not found, it will move onto the next student and carry on this procedure until all students have been processed. This tool can import from as little as one photo to as many as you have in the folder, providing they have all been named appropriately.

Finally, as a troubleshooting process, you'll find a file called **PhotoImport.Log** in the RISC **Data\Photos** folder. This file can be opened in Notepad by double-clicking it. It will show you all you students, the name of the photo RISC was expecting, whether it was found or not and whether it was processed or not.

Please send any feedback you have about this tool to Marillion Designs:

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