**Creating and Saving Halo annotations for database upload**

Use the batch file TransferAnno.bat to distribute the annotation files to the proper scan folders for the clinical specimen directory from a single halo export directory. The batch file is located on \\bki04\SharedDocs\TransferAnno. To use this command open a cmd prompt and enter the following:

\\bki04\SharedDocs\TransferAnno\TransferAnno **source** **destination.**

Change the **source** to the folder the annotation files are located in and the **destination** to the main clinical specimen directory. Note that you made need to put quotations around the **source** or the **destination** if either of these have spaces in them.

EX. \\bki04\SharedDocs\TransferAnno\TransferAnno “\\bki04\Clinical\_Specimen\_2\Upkeep and Progress\halo annotations\Images” \\bki04\Clinical\_Specimen\_2