

# Photo Search Instructions:

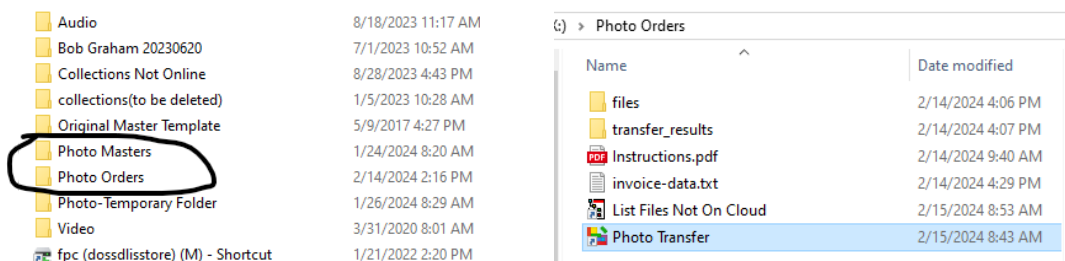
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## About:

- This tool allows you to search for files in the Photo Masters and State Library Collection - Florida Map Collection folders. You can search using a photo or map invoice or a list of file IDs. The files that are already on the cloud will be copied over to a new folder, in addition to a list of files that are not on the cloud yet.

## How to use

- Navigate to the Photo Orders folder
- Add search data to invoice-data.txt (see [Adding Search Data](#))
- Execute the search by double clicking Photo-Transfer.bat or List-Files-Not-On-Cloud.bat (see [Results section](#))



## Adding search data:

### 1. Search using an invoice order (photo or map order)

1. Open the invoice
2. Select all contents of the file (ctrl a)

3. Copy the contents (ctrl c)
4. Locate the invoice-data.txt file (photo orders folder)
5. Paste (ctrl v) the copied invoice into the invoice-data.txt file
6. Save the file. (ctrl s)
7. Search by double clicking either the Photo-Transfer.bat, or List-Files-Not-On-Cloud.bat (see [results section](#))
8. Examples:

Amiliate

Order (#11750)

**Payment Address**

Elizabeth Fearington  
Elizabeth Fearington Designs + Interiors  
1801 Linden Lane  
Tallahassee, Florida 32308  
United States

**Product**

Scanned Photograph

- Image Title: Florida State University entrance gate in front of the Westcott building - Tallahassee, Florida.

- Image Number: RC06931

- Image Resolution: 900 DPI

Scanned Photograph

- Image Title: Great Lumber Company logging truck - Lake County, Florida

1/16/24, 9:12 AM Invoice

### Invoice #11681

<b>Order Details</b> <b>Florida Memory</b> R.A. Gray Building 500 South Bronough Street Tallahassee, FL 32399-0250 <b>Telephone</b> 850.245.6708 <b>E-Mail</b> <a href="mailto:floridamemorystore@dos.myflorida.com">floridamemorystore@dos.myflorida.com</a> <b>Web Site:</b> <a href="https://floridamemory.com">https://floridamemory.com</a> (https://floridamemory.com)		<b>Date Added</b> 01-11-2024 <b>Order ID:</b> 11681 <b>Payment Method</b> NIC Checkout <b>Shipping Method</b> Flat Shipping Rate
<b>Payment Address</b> Gerard Greco FLDEP Recreation and Parks, Blackwater He 5533 Alabama Street Milton, Florida 32570 United States	<b>Shipping Address</b> Gerard Greco FLDEP Recreation and Parks, Blackwater He 5533 Alabama Street Milton, Florida 32570 United States	

Product	Model	Quantity	Unit Price	Total
Scanned Photograph - Image Title: Bagdad Land & Lumber Company logging engine #3 derailed - Svea, Florida - Image Number: RC11967 - Image Resolution: 600 DPI	1234	1	\$10.00	\$10.00
Scanned Photograph - Image Title: Florida and Alabama Railroad Company engine number 20 - Milton, Florida - Image Number: N038708 - Image Resolution: 600 DPI	1234	1	\$10.00	\$10.00

## 2. Search using a list of file ids

1. Copy a list of file ids
2. Locate the invoice-data.txt file
3. Add an invoice/order # at the top
  - a. If the item doesn't have an invoice/order #, create a id that is tied to that specific order
  - b. Ex. Invoice #tim-johnson-photo-order
  - c. An invoice/order number is required for the search to run
    - i. The word "Invoice" or "order" can be used but must have a space and a #
    - ii. Invoice #input id
      1. Ex. invoice #fake-map-order
      2. Ex. order #1234567
4. Paste the list of order items
  - a. File types do not need to be edited out
  - b. Items can be in a row or columns
5. Examples:

invoice-data.txt - Notepad

File Edit Format View Help

Invoice #11573

RC17710 RC18263 N038708 RC19449 RC131

invoice-data.txt - Notepad

File Edit Format View Help

order #tim-johnson-photo-order

RC17710

RC18263

N038708.jpg

RC19449.png

RC13003.pdf

PR07104.gif

## Executing the search:

### Modes (double click to run the search)

1. Photo-Transfer.bat
  - a. This option will copy the files that are currently on the cloud and create a list of items that are not currently on the cloud.
2. List-Files-Not-On-Cloud.bat
  - a. This is the same as Photo-Transfer.bat, but will only give you a list of the items that are not currently on the cloud.

### File transfer process:

1. Once you double click the Photo-Transfer.bat file, a window will open that will show information about the status of the transfer
  - a. This will include what files were located and which ones were not
  - b. If there is an issue, it will give you information about the problem
  - c. Upon completion, it will inform you the process is complete.
  - d. Closing this window prior to completion will terminate the process
  - e. Example:

```
C:\WINDOWS\system32\cmd.exe

***** Florida Memory Photo Search *****
*****

Current mode: Copy invoice items and create a document of items that are not yet on the cloud
Current invoice #11750

Locating item ids...
RC06931
MA0789
RC07878
c033091

Creating new folder: transfer-results\#11750_Wed02-14-2024_14-53-45.41

Searching for files...
Photo Masters\rc - Reference\saf_rc06931_m82-5_20160411.tif
MA0789 - File not located...
RC07878 - File not located...
Photo Masters\Commerce - c\saf_c033091_s1047_20160801.tif

Clearing invoice-data.txt...

Search completed.

Press any key to exit
```

### Accessing the results:

1. Upon completion, a new folder will be created with the results
2. Locate the transfer\_results folder
3. The results will be located in a file with the invoice #, and a timestamp

4. Folder contents

- a. not-on-cloud.txt
  - i. A list of the items that were not located on the cloud.
- b. Copied\_images
  - i. images that were successfully located and copied over.
  - ii. This folder will only appear if you search using the Photo-Transfer.bat mode (see [modes](#))