Photo Search Instructions:
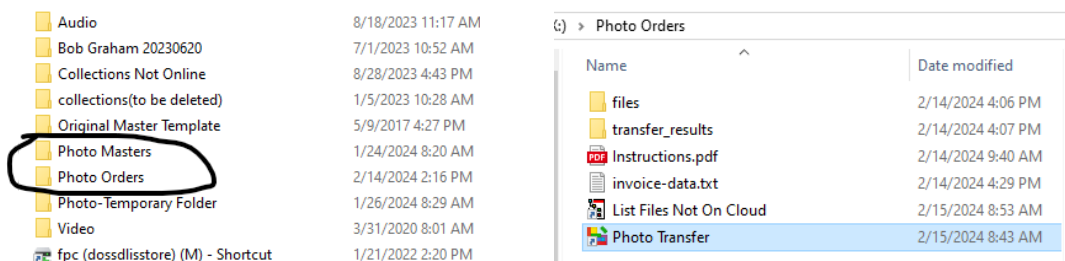
About:

- 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:

2. Search using a list of file ids

1. Copy a list of file ids
2. Locate the invoice-data.txt file
3. (Optional) Add an invoice/order # at the top
   a. If the item doesn't have an invoice/order #, you can create an 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:

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:

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)