Guidance Sheet No. 17: DATA MANAGEMENT

It is recommended that a copy of all image files (and photogrammetry models where generated) are stored centrally by the Data Manager for each team, on the Hard Drive provided. This will reduce the risk of confusion with naming, ensure all files are backed up, can be easily identified, and will also allow better monitoring of progress. Recommendations for file naming and organisation are provided below.

Image Files

The following procedure is recommended to ensure the images are properly managed and easily retrieved.

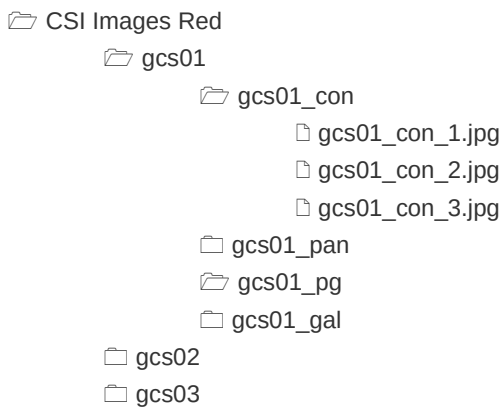
A. Create a new folder called **CSI Images Blue (or Red)**. Within this folder create sub-folders for each of the panels recorded, named using the abbreviated Panel Name and Number, remembering to include the leading zeros e.g., gcs01, gcs02.

B. Within each panel folder create further sub-folders as follows:
   a. pn_con (to contain conventional photography)
   b. pn_pan (to contain panorama images)
   c. pn_pg (to contain photogrammetry images)
   d. pn_gal (to contain gallery images)

C. When each panel has been recorded, transfer the images to their correct subfolder. If you have accurate notes of your images in the field (using the Photography Recording Form, RF3) this should be a straightforward exercise, but be very careful to ensure that the images are associated with the correct panel name and number, and different image types are grouped together. You should now have all your images sorted into named folders.

D. Now you just need to re-name your files to match the folders. Where there are several images in a folder, add a number to the end of the filename, e.g. gcs01_con_1, gcs01_con_2.

Your folder structure should now look something like this:



Don't forget to back up your files on a regular basis!