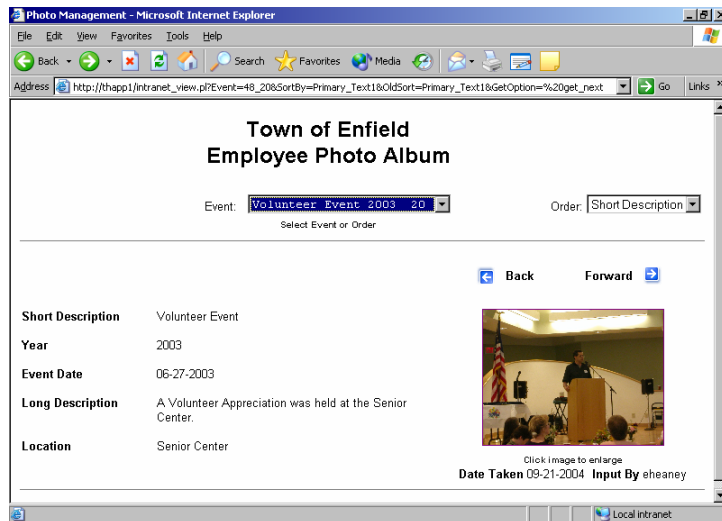


Photo Management System Information Sheet

Overview

Based on the Town's growing acceptance and use of digital photos, the IT Department has developed photo management software that can be configured for shared use across the enterprise. Digital photos are organizational resources and the software allows secure management of photos and related data by designated staff, with the ability to share the photo collection with other designated individuals via a web browser with no special software required.

The photo management system consists of a management module that allows updating the data and a viewing module that allows read-only access to the data using a web browser.



The generic design allows the system to be quickly modified for the different needs of various departments. Different data labels can be entered and a different key structure can be easily created - all based on the specific needs of the department. There are currently five implementations of the photo management system being used to meet the business needs of the following groups: Highway, Social Services Administration, staff intranet, Town Manager and Youth Services.

Highlights

- Using an easy-to-use, structured photo import process, data integrity is maintained when associating digital photos with data records
- Photos can be imported into the system with any extension such as JPG, GIF, or BMP
- In the design stage, the department can select up to 5 text fields, 5 number fields, and 5 date fields to store data such as Last Name, First Name, Street, Age, Date of Birth, etc. and can indicate which fields to use as key fields
- A report can be generated listing all of the data in the system. This report can be exported to Excel or Word (both Word and Excel are standard on all Town PCs)
- The viewing module is read only, no data can be changed
- The viewing module allows the photos to be easily e-mailed (Outlook is standard on all Town PCs), viewed at various sizes, printed, or saved to disk
- Drop down lists are provided to allow quick retrieval of the data or to resort the records
- The photo management system helps control demand for network storage and bandwidth and takes advantage of regularly scheduled backups

Interaction with Other Systems

- The viewing module is accessed by staff with Internet Explorer (standard browser for the Town)
- The management report can be exported to Excel or Word

Project Details

- Project #: 04-31
- Finalization/Delivery Date: November 19, 2004