

**Policy:** CS-06-02

**Policy Title:** Procedure for Unloading Cameras and Scanning& Saving Inspections in Database

**Policy Purpose:** Set forth guidelines for the procedure

**Implementation Date:** 03/17/2006

**Revision Date:** N/A

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT  
Procedure for Unloading Cameras and Scanning& Saving Inspections  
in Database**

Work orders for water and sewer inspections are completed and turned in at the end of the day to the Customer Service Division along with the serviceman's camera. The cameras are unloaded and the completed work orders are scanned to be saved in a shared file titled "Westfield Databases". Step by step procedures follow.

**STEPS FOR UNLOADING THE CAMERA:**

1. Remove disc from camera and insert into the FinePix Image Card Reader.
2. From Start open My Computer on desktop.
3. Click on removable disc E. Open file DCIM. Open file 100 Olymp.
4. Click on edit.
5. Click on select all.
6. Click on Move the selected item. Click OK
7. Scroll up and click on My Documents - move select Camera 1, 2 or 3.
8. Remove disk and put back in the camera.
9. Close 100 Olymp

**STEPS FOR SCANNING WORKORDER**

1. From Start on desktop click on Lexmark All In One Center
2. From drop down menu (Lexmark Photo Editor) click on Adobe Acrobat
3. Place document upside down in scanner and click on scan now
4. Document will appear on screen
5. On tool bar click on document
6. Extract pages 1 of 1 comes up click ok
7. Click on save disc – my documents opens up
8. Chose camera number document is to be saved in
9. Under File name save as abbreviated subdivision, lot number and inspection type. Example: A water inspection for Oak Manor Lot #81 would be  
OM L#81Water – click save and close

**STEPS FOR SCANNING WORKORDER**

1. From desktop click on Shortcut to Westfield Databases
2. Open file titled Sewer Water Impact Permits
3. Click on Sewer Water Inspection

4. A series of security warnings comes up – answer No then Yes then Open
5. Click on type of inspection. The options will be Sewer Tap, Water 1 ½” Inspection, Water 1” Inspection and water ¾” inspection.
6. Scroll to bottom of page and complete the information across the page; connection address, lot number, name of subdivision, date inspected, depth of lateral, (sewer only) measurement back of curb, (BOC) direction from driveway left or right, feet from driveway, pipe bedded in (sewer only) sand, stone or gravel, Picture number (from camera written on work-order), type in BLACK under Disk column, enter any special comments under Remarks or leave blank, type in serviceman’s name under Inspected by, answer yes or no to the question Does water/sewer maintain a minimum 10 feet separation? Right click on water or sewer inspection report to insert the scanned copy of the document, click insert object, create from file, browse, open the camera folder the documents and pictures were saved in, select the inspection, click ok, click ok again. Follow the same procedure for inserting the pictures. Sewer inspections can have up to 5 pictures while water inspections will only have 1 picture.

#### **STEPS TO DELETE THE SCANNED DOCUMENTS AND PICTURES SAVED**

1. From desktop open Microsoft Word and open document folder
2. My Documents opens, open the camera folder that contains the documents you wish to delete.
3. From tool bar click on Edit, then select all
4. Click on file, delete, answer yes to are you sure you wish to delete.

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