

An aerial photograph of a mountain range. The peaks are covered in snow and partially obscured by low-hanging, white, fluffy clouds. The valleys and lower slopes are covered in dense, dark green evergreen forests. The sky is a clear, pale blue. The overall scene is a vast, natural landscape.

Paper Image Archiving Guide

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Table of Contents

1. Introduction	3
2. Getting Started.....	3
3. Creating a new paper archive metadata record.....	3
4. Setting up a folder for the archived image files.....	4
5. Archiving Images	4
5.1 Archiving Images with standard filename structure.....	5
5.2 Archiving Images without standard filename structure.....	5
6. Retrieving and Viewing the archived images.....	6

1. Introduction

Welcome to Climsoft version 4 Paper Image Archiving Guide. This guide is intended for administrators who wish to archive images of scanned papers records in Climsoft version 4 and later retrieve them when required. Images of paper records can be stores and retrieved on the fly through Climsoft to facilitate immediate checking of key in data against the handwritten observation paper records.

2. Getting Started

The operation starts by first creating the metadata of the paper image archives:

Step 1: Sign in into Climsoft;

Step 2: click on “**Metadata Information**” icon, located in the welcome window;

Step 3: select “**Paper Archive**” tab in the subsequent dialog of Metadata Information to open the paper archive definition tab as shown below (Figure 1).

Figure 1- Paper Archive Definition

3. Creating a new paper archive metadata record

Step1: Click “**AddNew**” to clear the text boxes **Form ID** and **Description** if they are not empty;

Step 2: Enter the detail for the **Form ID** - The unique identification of the types of forms being used;

Step3: Enter the detail for the **Description** - The details of the form being archived;

Step 4: Click **Save** to save the record;

Step 5: Repeat the exercise to create metadata for all the paper data forms available in your National Meteorological Service (NMS).

Note:

- **Update** – Saves changes made on a metadata record;

- **Delete** – Removes a metadata record from the database;
- **View** – Displays metadata records in a tabular form.

Step 4: The next step is to set up the folder for the archived image files. The archived images files may occupy large amount of storage space hence it is necessary to choose a folder where sufficient space is available. The folder may reside in the local server or in a network connected server or on a Network Attached Storage (NAS). Where the archiving is done on network folder it is recommended that it be mapped as a drive on the local server for convenience of accessing the image files.

4. Setting up a folder for the archived image files

The folder for the images is set through the “**General Settings**” operation. If no folder is configured for this purpose Climsoft will provide a default folder. Follow the steps below to setup the folder where images will be stored or archived:

Step1: From the **Main Menu** click **Tools**;

Step2: Select “**General Settings**” to obtain the dialog in Figure 2

Step3: Scroll the records until the “Setting Description” box displays the value” **Folder for Paper Archive image files**” (Figure 2)

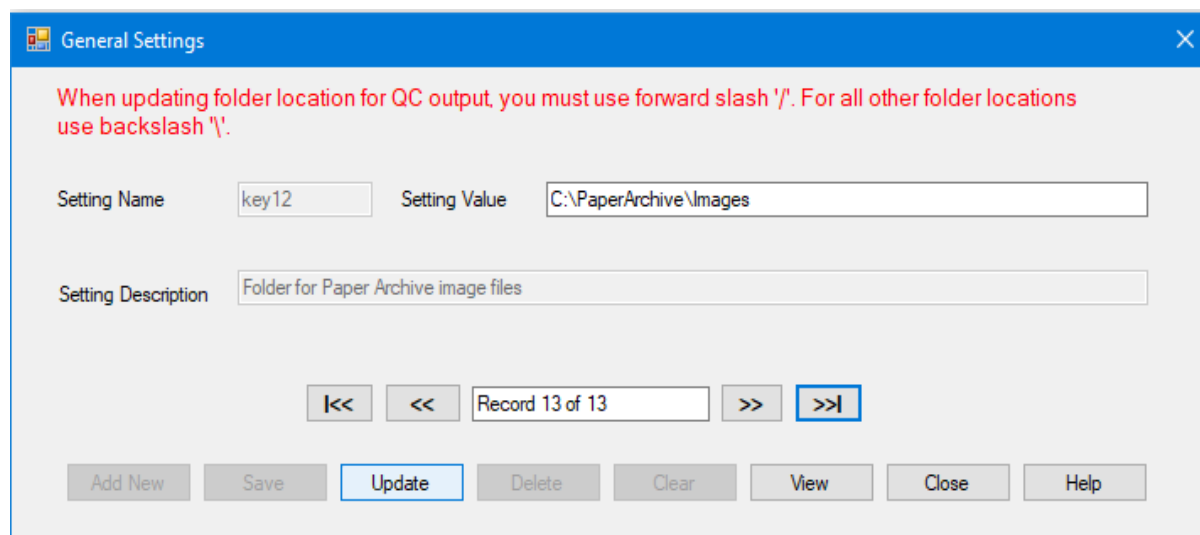


Figure 2 – General settings dialog

Step4: Type the full path of the folder to be used for the image files e.g. **C:\PaperArchive\Images** then,

Step5: Click “**Update**” button to validate the changes.

5. Archiving Images

The filenames for the archived imaged are structured such that they described the data in that file. Therefore Climsoft version 4 maintains a standard filename structure for the archived images files that it uses when an image for a particular observation is required for retrieval. Image files that come with the standard filename structure are archived straight away while those with a different structure are first taken through a renaming process. The following sections describe how images with different filename structures are archived.

5.1 Archiving Images with standard filename structure

Climsoft Version 4 standard filename is structured as; **StnID-FormId-YYYYMMDDHH**. The filename components are described as follows;

- **StnID** – Station identification code for the station whose data is contained in that image,
- **FormId** – Identification code for the paper form as described in the metadata,
- **YYYYMMDDHH** – Date, time and other special descriptions for the image as follows;
 - **YYYY**=Year, **MM**=Month in 2 digits, **DD** = Day of the month in 2 digits,
 - If the image contains daily data for the whole month **DD**=Last day of that month, and **HH**=Hour for the daily observations e.g. 06,
 - If the image contains hourly or synoptic data for one day **HH**=00,
 - If one particular observation is contained in different pages hence different image files then **HH** will instead be used as page numbers in 2 digits starting with 01.

The procedures of archiving images whose filename are structured as above are;

Step 1: Sign into **Climsoft**;

Step 2: click on “**Archive Paper Image**” icon, located in the welcome window to open the dialog shown in (Figure 3).

Step 3: Click on the explorer button and select the folder containing images to be archived, all the image files will then be listed as shown in (Figure 3);

Step 4: Uncheck the boxes for the image files that are not required.

Step 5: Click the command “**Archive**” to complete the process.

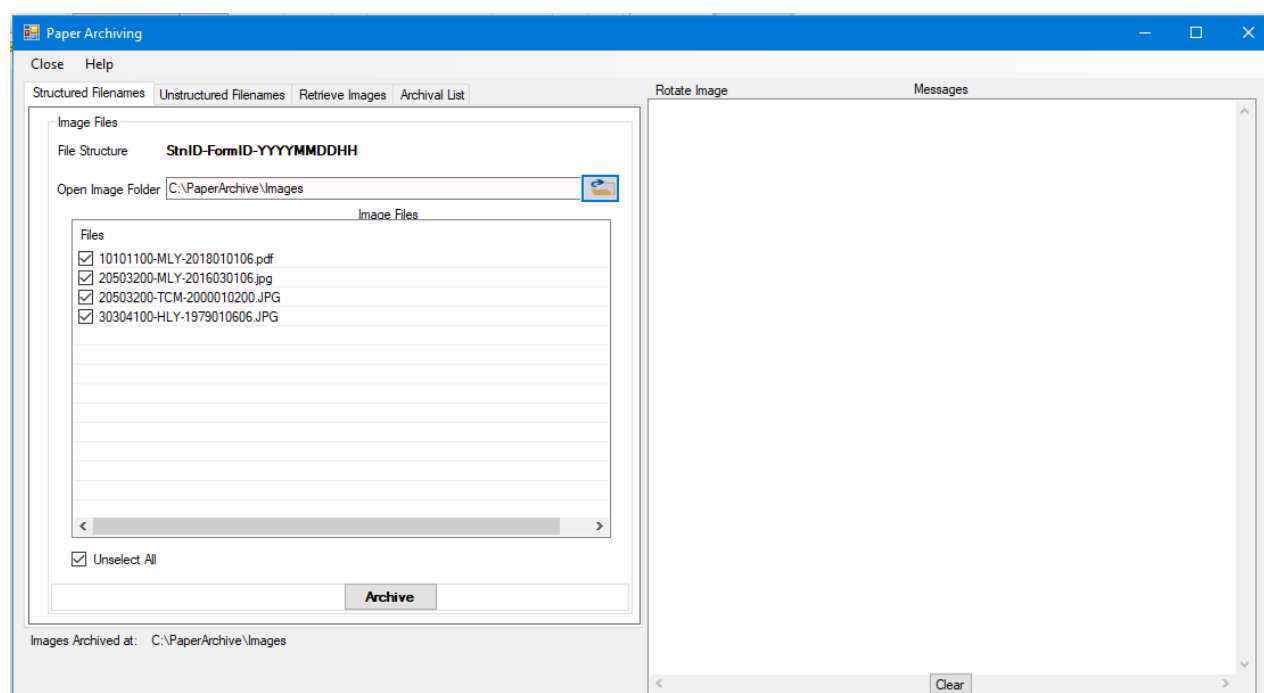


Figure 3 - Archiving images with structured file names

5.2 Archiving Images without standard filename structure

If image files are not structured the archiving procedure is as follow;

Step 1: From the Paper Archive dialog shown in Figure 3, select the **Unstructured Filenames** tab to obtain the dialog shown in Figure 4.

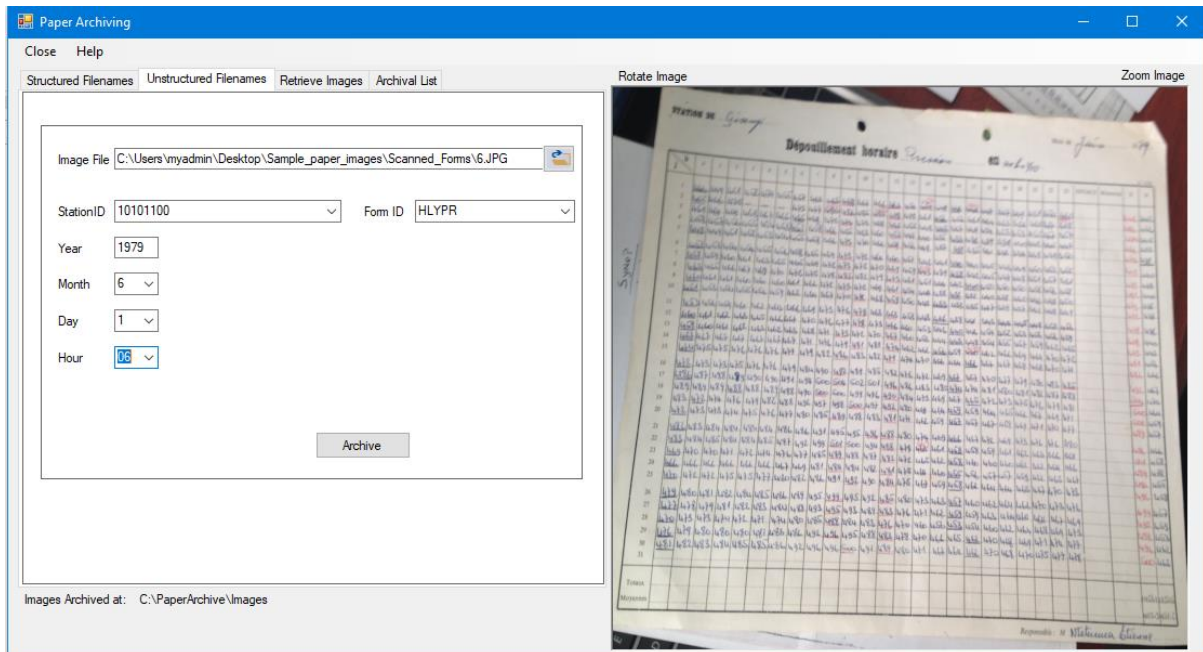


Figure 4 – Archiving images with unstructured file names

- Step 2:** Use the explorer button to select the image file;
- Step 3:** Enter the details for the content of that image in the respective boxes in the dialog;
- Step 4:** Click “**Archive**” button to structure the file names and save the record;
- Step 5:** Repeat the process for all the images to be archived.

6. Retrieving and Viewing the archived images

Through Climsoft Version 4 the records of the archived images can be viewed, updated, or deleted.

To view the images, follow below steps

- Step 1:** Sign into Climsoft;
 - Step 2:** click on “**Archive Paper Image**” icon, located in the welcome;
 - Step 3:** select “**Retrieve images**” tab to open the dialog shown in Figure 5;
 - Step 4:** Scroll through the records as may be desired;
 - Step 5:** Edit the records where necessary and click **Update** to save the changes;
 - Step 6:** Click the command button “**View Image**” to open the image for the current record as shown in Figure 5;
 - Step 7:** Select “**Zoom Image**” to open the image through the default image viewer of the computer (Figure 6);
 - Step 8:** Select “**Rotate Image**” if the image is not displayed properly.
- Important:** Climsoft can also store and view images in pdf format.

Climsoft version 4 - Paper Image Archiving Guide

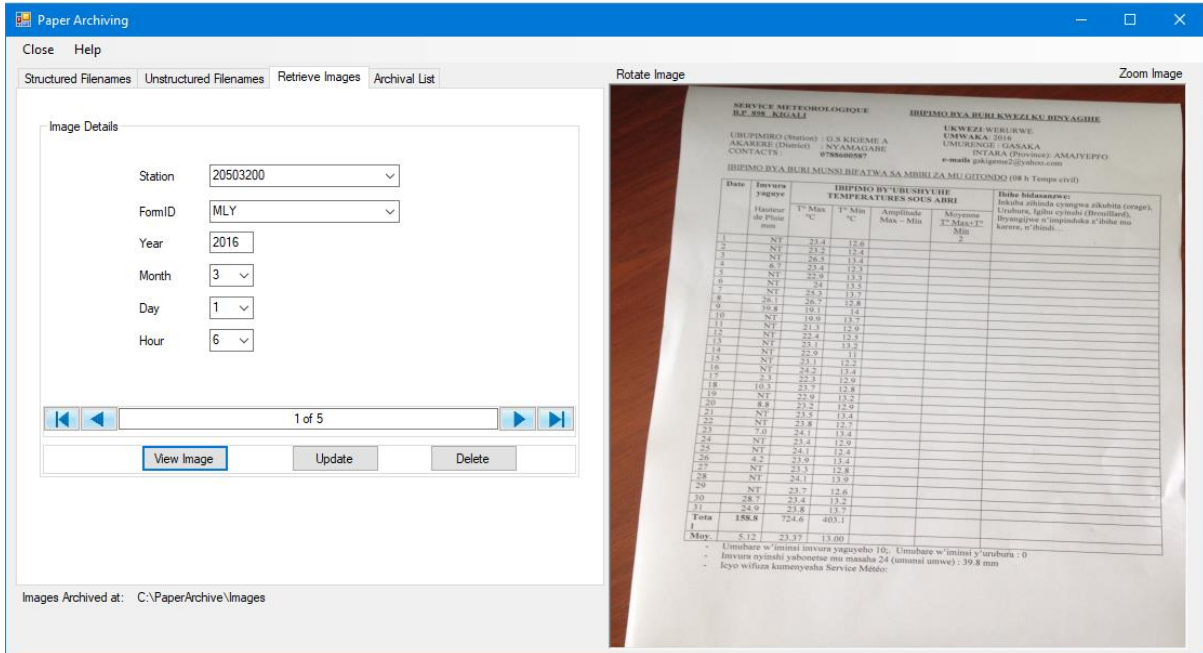


Figure 5 - Viewing archived images

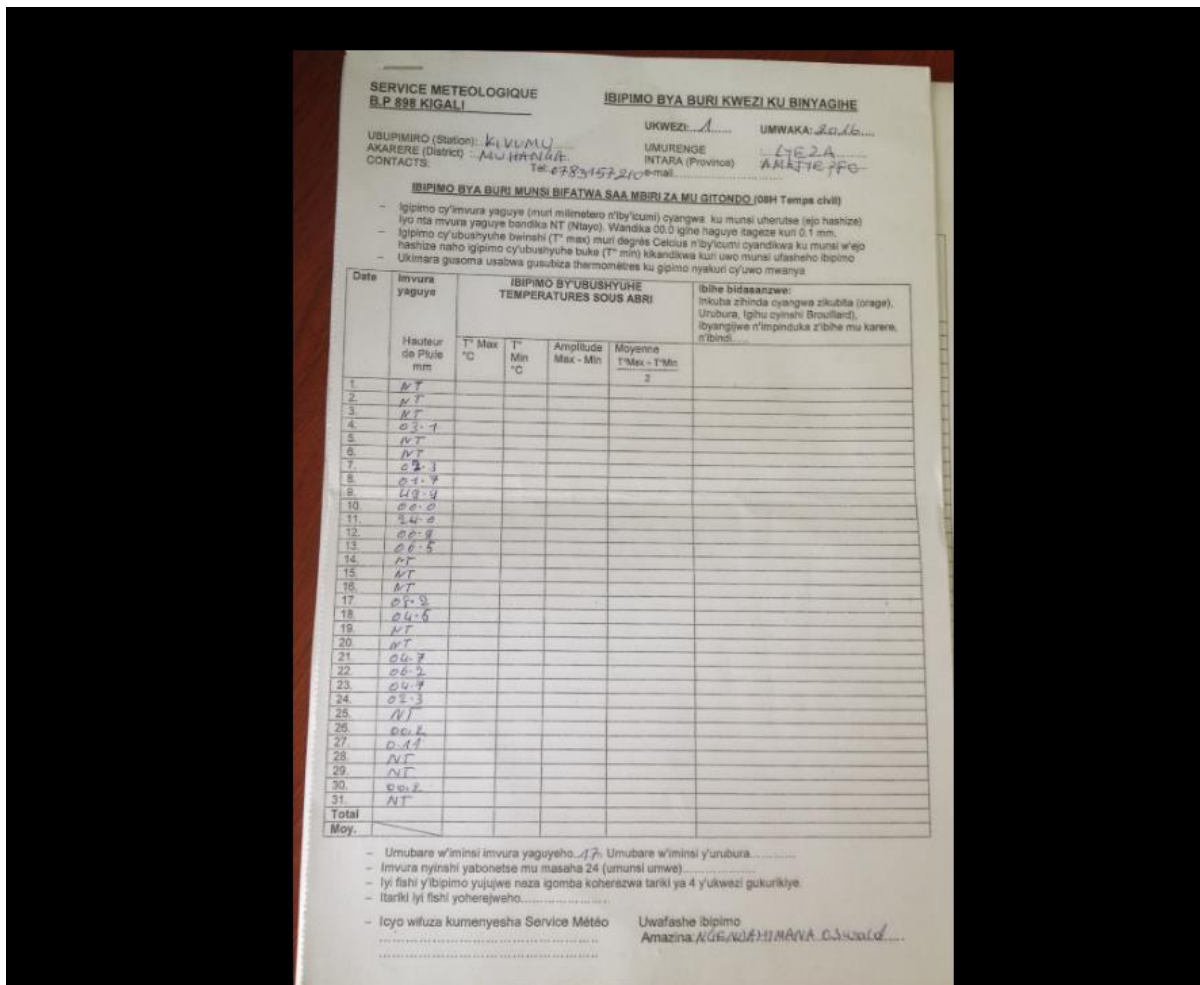


Figure 6 - Viewing archived image using the default image viewer

Note: For any question or further clarifications, contact the Climsoft Helpdesk: support@climsoft.org