



**Australian Government**  
**Attorney-General's Department**

**AusCheck**

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## **AusCheck Bulk Upload Photos – Guide for Issuing Bodies**

**Version 1 Revision 1**

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# 1 Introduction

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## 1.1 About this Document

This document describes the file format required to bulk upload photos into the AusCheck system.

## 1.2 Who to Contact

If you have any questions about this document, please contact:

- [auscheck@ag.gov.au](mailto:auscheck@ag.gov.au) (preferred)
- Your regular AusCheck contact.

## 2 Photo Zip File

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### 2.1 Description

The following information needs to be available to create a photo zip file:

- The AusCheck ID of the person
- The Security Card Number
- The Name on Card (not the persons name) as it appears on the Card Details page on the AusCheck system
- The name of the photo file – this can be letters or numbers
- The photo to upload, in a format which is accepted within the AusCheck system (see 2.6 Photos)

A suggestion for obtaining the AusCheck ID for each individual is to save the Upload Confirmation which is provided each time a file of applications is lodged into the AusCheck System.

The photos must be inside a zip file. The zip file must have a .zip extension. The zip file must contain an index file plus all the photos in a flat structure (ie. No directories or sub-directories).

The maximum zip file size is 5120KB.

NOTE: The bulk upload of photos is an all or nothing process. If there are any errors listed on screen then none of the photos have been uploaded. Fix errors and retry entire file.

### 2.2 Index File

This is the comma-separated file that describes which photo is to be uploaded against which AusCheck Id. The name of this file must be **index.csv**. The header record must be provided.

Columns to be provided are:

Position	Name	Type	Maximum Length	Mandatory	Description
1	AusCheckId	Number only	9	Y	AusCheck's reference number for the application/card.
2	SecurityCardNumber	Text	50	Y	The Card Number provided by the Issuing Body.
3	NameOnCard	Text	256	Y	The name that shows on the card to be updated.
4	PhotoFilename	Text	100	Y	The filename (including extension) of the photo to use. Case does not matter (ie. Pic.jpg matches PIC.JPG)

### 2.3 Valid Characters

All columns must contain only printable characters in the Unicode "Basic Latin" character set <http://www.unicode.org/charts/PDF/U0000.pdf>.

Less than (<) and greater than (>) symbols are not allowed.

No commas (,) may be used in the file to separate names or in the photo label.

## 2.4 Example Index File

When viewed in Excel:

AusCheckID	SecurityCardNumber	NameOnCard	PhotoFilename
11314	SPA0240	John Smith	Pic001.jpg
1136B	SPA0201	Bill Citizen	Citizen.bmp

When viewed in NotePad:

```
AusCheckId,SecurityCardNumber,NameOnCard,PhotoFilename  
11314,SPA0240,John Smith,Pic001.jpg  
11368,SPA0201,Bill Citizen,Bill Citizen.bmp
```

## 2.5 To create the Index file

1. Open an excel spreadsheet
2. Create the 4 columns with the titles as in 2.2
3. Populate the data with each piece of information
  - a. AusCheck ID
  - b. Security Card Number
  - c. Name on Card
  - d. Photo File name (including the extension of the file e.g. .bmp .jpg .tif .gif)

## 2.6 Photos

Recommended dimensions are 480x600

Accepted formats are JPG, GIF, BMP, PNG and TIF

Recommended file size is 5-100kb when uncompressed

Maximum file size is 1MB (1000 kb). Images over 1MB will be rejected

Photos with spaces in the file name will be rejected

## 3 Create a Zip File

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### 3.1 Description

The zip file must contain all of the information that is uploaded. The AusCheck system looks inside the zip file for the index.csv file, and each photo which needs to be uploaded.

The photos must be inside a zip file. The zip file must have a .zip extension. The zip file must contain an index file plus all the photos in a flat structure (ie. No directories or sub-directories).

The maximum zip file size is 5120KB

### 3.2 To create the Zip file

1. Right click on the desktop of your computer, and Select New, then Compressed (Zip) folder
2. Name the zip file appropriately (there are no mandatory requirements for the name of the zip file, only the index.csv file).
3. Place the index.csv file you have created, along with the photos that are relevant to the file inside the new zip file.

### 3.3 Uploading the Photos

1. Log into the AusCheck system. Select the Bulk Upload Photo option on the left hand side menu.
2. Click on the browse button, and locate the zip file you have created
3. Click on upload
4. Any errors with the file will be displayed on the screen. These will need to be corrected before attempting to upload the file again.

### 3.4 Trouble Shooting

- Check the Name on Card (or Card Holder's Name) is the same as the name displayed on the Card details page for the individual on the AusCheck system
- Photos that are larger than 1MB (or 1000 kb) will be rejected
- Commas in the fields will stop the file uploading
- No spaces are allowed in the photo file name

## Appendix A Revision History

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Changes to this document result in incrementing the document revision number by 1.

No.	Date	Name (Alias)	Description of Change
1	10 September 2008	Neal Armour	Initial Draft
2	11 September 2008	Terry Danaher	Minor changes, added valid characters
3	22 March 2010	Caroline Blight	Additional descriptive information to assist with loading
4	29 March 2010	Caroline Blight	Minor changes, added information about photo file names

## Appendix B Review and Sign-off

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Person	Job Description	Contact	Reviewed Date	Signature
Terry Danaher	Technical Lead	terry.danaher@ag.gov.au		