



Appending OPS Project Data

How to Add/Change Data to Your OPS Projects

Appending or adding additional data to an OPS project is a fairly common occurrence. Unfortunately it's not unusual for you to receive incomplete or outdated data from your schools or organizations. Perhaps the most important item you should remember when faced with updating your data on OPS is to never reupload all your data a 2nd time to your project. You must simply add or replace data to the existing OPS data using an updated .csv file.

Special Note about Group Data: Your Group Data File Names must be included in your project's initial Data Upload, doing this will ensure all your project's individual images are matched to the correct Group Image. Please see the Recommended Workflow for Auto Group Matching in our QR Codes and Opticon Image Match instructions for suggestions on how to set up your group data.

Appending your OPS Data

The Image and Group Matching instructions below will instruct you on how to append your existing project data in OPS. *It's extremely important for you to follow the instructions below to ensure your project does not become corrupted with duplicate data.*

Do's and Don't when appending your OPS data

- When adding data to your project (such as Group Image file names) you should limit the column names in your new .csv data file to only the existing project's data field names requiring changes plus the Ticketcode (or student password) column.
- Never upload your appending data without the OPS's ticket code or student password included in your new data. The only exception to this rule would be if you are adding a new student's name which was not included in the original posted data.
- Flow Users: A ticketcode is still needed for new subjects if your ticket codes were generated in Flow.

Note: Any field can be edited on your posted OPS Data by adding the edit info in the new appended .csv file. As an example, editing a first name from Michael to Mike would require you to type Mike in the First Name field and then enter his Ticketcode number. Doing this will only change Michael's first name to Mike and leave the remainder of his data unchanged.

Appending OPS Image & Group Data

*Special Note: The Appending Image & Group Data instructions below apply only to your OPS Project Data. The instructions do not necessarily apply to Uploading New Image files or replacing existing (previously posted) images. We recommend you think of your Image and Group Data as an address for OPS to use when you Upload your images to your project. It's simply used as instructions for OPS to refer to in assigning your uploaded image files to the correct subject(s).

Appending Image Names Data is handled slightly differently than Text Data. Create a new Appended Data .CSV file with Column Names of First and Last name, TicketCode, and Image Name. Enter the existing information for each column in your Appended data .csv file and **include the new .jpg file name *only*** in the Image Name column. ***OPS will Not overwrite your existing file names, it will only add new image records for new files names.** If you have to add more than one file name to a subject, you can add as many as you need by separating the image file names with a semicolon (;). (Example: DCS_123456.jpg;DCS_123457.jpg;DCS_123458.jpg)

***This sentence only refers to your project data information, not your image or group files. OPS will overwrite your files in your project if your image file(s) are named the same. When Fixing and/or Replacing files on OPS are required, we recommend you name your image files exactly the same as the original file(s), so your edited/fixed file(s) are displayed.**

We're here to help you!

Questions? Feel free to contact your Account Consultant or one of our Customer Care Team Members.