NAMFS Industry Photo Standard

Detail

The vendor must know:

1. Date/Timestamp watermark required
2. Photo resolution required
3. EXIF data required
4. Photo aspect ratio
5. Photo file size limits
6. Acceptable photo file formats
7. Any web browser requirements to transfer photo files to the client
8. Any specific instructions to successfully upload a photo file to the client
9. What photo file formats must be converted by the vendor before upload
10. How to convert incompatible photo files

NAMFS Standard Solution

File Details

- **Required** photo file format must be JPG (JPEG)
- **Required** file size must not exceed 300 kilobytes
- **Required** for landscape (horizontal) photos, horizontal recommended if not specifiedo   Photo resolution must be 640x480 pixels
    - o   Photo aspect ratio must be 4:3
- **Required** for portrait (vertical) photo if allowed by the client
    - o   Photo resolution must be 480x640 pixels
    - o   Photo aspect ratio must be 3:4
- **Required** Photo Date/Timestamp watermark
    - o   The size of the watermark must be between 8 through 12 font size.
    - o   Location of watermark must be in the lower right corner of the photo
    - o   Font of watermark must be Helvetica or Arial equivalent (script font not allowed)
    - o   The color of the watermark must be red in color.
        - ■   Optional red with black shadow background to make the watermark morevisible is allowed.

- **Optional** EXIF Data stored in photo file (if available)
    - o GPS latitude/longitude of where the photo was taken
    - o Date and Time when the photo was taken
    - o Timezone when the photo was taken
    - o Camera make/model

How to share photo files

The scope of this RFC is to share the minimum Clients must do to accept photos from theirvendors.

Photos are typically shared by vendors uploading properly formatted photo(s) from a hard driveor device memory card via a web page portal provided by the Client.

- **Required:** This Client portal must, at a minimum, support the upload of a properly formatted photo to be associated with the required work order and allow the vendor toproperly label these photos.

Additional features provided by the Client may allow drag/drop features or photo gallery featuresto simplify photo upload but are not in scope for this RFC.

Third-party software providers may offer tools to simplify photo transfer to Clients. Mobile applications are also available to send photos from the field to the vendor's in-house photo storage and management tools for quality control prior to sending photo results to the client.Today, existing third party Mobile applications do not directly send photos to client order systems, the photos are sent to online tools that allow vendors to QA and publish properly formatted photos to the proper destination

How to convert photo files, not in the proper format

Clients' web portals may allow photos to be uploaded in a variety of photo formats, however,this is not common or required.

- **Required:** The burden of getting photos properly formatted, sized, and watermarked andshared with Client lies with the vendor.

Converting photos to the proper format required by Client is available from services like GooglePhotos, iPhoto and FastStone photo converting tools. Online photo watermarking for date andtime stamp is also available from third parties or the camera or mobile app may be used to capture the photo in the field and do appropriate formatting.

Again, third party tools do exist to streamline photo capture and may even transfer photos toproper Client work orders. Vendors must seek out the required tools to meet Client requirements and determine for themselves if they meet their requirements.