

Downloading EntryWizard Image Files

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Purpose

EntryWizard is a WordPress plugin designed for camera clubs and similar organisations to allow members to make entries to competitions via the web site.

This document

This document describes a system for downloading image files previously uploaded by entrants using the EntryWizard WordPress plugin. It is offered on a free 'as is' basis, without warranty.

Version 2 of this system is a major update to version 1.6 with significantly enhanced functionality.

File References

This Guide refers to certain Excel files used during processing for the entries system.

Downloading Workbook

The Downloading Workbook is suitable for PC systems using Windows from XP to W10, either 32-bit or 64-bit. It has not been tested on Mac systems running Windows. It will not work under Mac OS. The workbook adapts between 32-bit Excel and 64-bit Excel.

- 'ewz_downloadImages.xlsm' Macro-enabled Excel workbook, requiring Excel 2007 or later.

Internally, the Downloading Workbook is compatible with earlier versions of Excel. The 2007 (xlsm) version can be opened and resaved in the format for Excel97-03 (xls). That copy will then be usable by versions from Excel 2000.

Before First Use

The Downloading Workbook uses macros, and these must be enabled to use the system. This may be managed in Excel via the File>Options>Trust Center, or Menu>Developer>Macro Security, or equivalent depending on the exact Excel version. It is essential that Macros are enabled via a blank workbook before the Downloading Workbook is opened.

At First Use (and may be subsequently edited)

The Entrants worksheet is described in Appendix Three:

- A multi-row translation table in columns 1-3 is optional.
- The WordPress URL must be entered in cell D2. This URL must start with 'http://', followed by the domain name and then any necessary folder within the domain. Omit any trailing '/'. Save the workbook with this change so that it is then available for normal use.

EntryWizard Workbook

The EntryWizard Workbook format is described in Appendix Two. The layout settings within EntryWizard required to deliver the Workbook in that format are also in Appendix Two.

Competition Image File Data Workbook (CIFD)

The purpose of the CIFD Workbook is to act as a standardised repository connecting each image filename to multiple fields relating to a competition's organisation. The content is documented separately in the CIFD Standard – Version 1.

The CIFD Workbook is created by the Downloading Workbook if required. It is updated during the downloading process and saved at the end.

The Downloading Workbook will look first for a CIFD file in Excel 97-03 format (xls). If the Downloading Workbook is being run in Excel 2007 or later and an xls version of the file is not found, then the Downloading Workbook will look for the file in Excel 2007 format (xlsx).

If the Downloading Workbook creates a new CIFD Workbook, it will be in the Excel 97-03 format for backward compatibility. Whichever format of the CIFD Workbook is used, it will be resaved in the same format.

Folder Organisation

The location of the Downloading Workbook is considered the root folder of the system. The user can choose any folder location for this root.

It is required, and assumed that all images are provided for a single Event, which may have multiple Categories. If handling multiple Events, then this must be done in separate root folders with separate copies of the Downloading Workbook.

The EntryWizard Workbook will normally be moved into the root folder alongside its respective Downloading Workbook, but another folder is optional.

The Downloading Workbook will use, or create if required, a 'SourceImages' folder in the root folder. The 'SourceImages' folder is used to hold:

- the downloaded images
- the CIFD Workbook

Although not part of this specification, other software may create a 'ComplImages' folder within the root folder of this system.

Acquiring the EntryWizard Workbook

The usage of WordPress accounts for EntryWizard is described in Appendix One.

As either an Administrator or an EntryWizard Manager:

- Log on to your website using the account you have been given, and the password you have chosen. You will be in the WordPress dashboard of the site. The dashboard shows the functions you need.
- You can change your logon profile via 'Users'.
- Click on EntryWizard in the left side menu.
- The EntryWizard management screen shows a concertina list of all the currently defined web forms. Each bar shows the event name, whether the form is open or closed, and the number of images so far uploaded.
- Click on the bar for the event you require. The concertina opens with information about the event form and data.
- You are interested only in the section at the bottom ('With selected items:'). The three 'Download ...' buttons will download data as shown.

- Download the EntryWizard spreadsheet ie, Workbook, on its own as a csv file (comma separated values). [This specification does not cover use of the other two EntryWizard download buttons.]
- Save the EntryWizard Workbook on your own system, preferably in the root folder of the Downloading Workbook.
- To log out, hover at the top right of the window, where it shows 'Hi, ...' and click 'Log Out'.

Image File Downloading

The web folders of EntryWizard images are protected from scavenging because a list of the files cannot be viewed on the web site. However, the files are available if the full filenames are known. Those filenames, with the name of the folder where they are held, are listed in the downloaded EntryWizard Workbook.

The downloaded EntryWizard Workbook may be replaced with later versions as the period of open entries for the event progresses. As each EntryWizard workbook is timestamped, the latest version can easily be selected.

Open the Downloading Workbook, and there are four stages to consider.

As the stages and individual steps proceed, a progress report is written. Certain outcomes are fatal and the system cannot proceed. The following description assumes no fatal errors.

Do not modify the layout of either worksheet in the Downloading Workbook or edit any content other than that allowed on the 'Entrants' worksheet. Any added worksheets will be removed.

Stage 1 – Initial Checks

The Downloading Workbook must be the only workbook open. If there is another, then a critical message is followed by a close of the Downloading Workbook.

The system checks that the two correctly named worksheets are present ('Startup' and 'Entrants').

A 'Get Lists' button is displayed.

Stage 2 – Optional Editing

The user has the option of navigating to the 'Entrants' worksheet and editing the contents. The optional and required contents are described in Appendix Three.

After any editing, return to the 'Startup' worksheet.

Stage 3 – Get Lists

Click on 'Get Lists'.

The Downloading Workbook uses three lists.

- The translation list in the integral Entrants worksheet which may have been edited in Stage 2 above.
- The separate EntryWizard Workbook.
- The separate Competition Image File Data Workbook (CIFD).

The Get Lists procedure runs as follows:

- There must be an apparently valid URL in column D(4), row 2.
- The EntryWizard workbook is requested using the normal Open dialog. By default, csv files in the root folder are offered, but the folder can be changed. Either select the file and click Open, or double-click the file.
- The 'Sourcelmages' folder is created in the root folder if it does not already exist.
- If the CIFD workbook exists within Sourcelmages, it is opened. The workbook may be in Excel 97-03 (xls) format or Excel 2007 (xlsx) format. Eventually an existing CIFD workbook will be saved in its own format.
- If the CIFD workbook does not exist within Sourcelmages, it is created in Excel 97-03 format and will be saved also in that format.

Progress is reported during these steps. Any critical failure will exit the Get Lists procedure with Downloading prevented.

On correct completion, the 'Get Lists' button is hidden as lists cannot be obtained twice. A 'Download Images' button is displayed.

Stage 4 – Download Images

Click on 'Download Images'.

The process may take some time. A repeat click on 'Download Images' will have no effect.

Progress is reported during the four steps.

1) The first step copies image files from the website to the Sourcelmages folder using the list in the EntryWizard Workbook. Counts of the possible outcomes are made and reported:

- No image file name. There should be none.
- File already exists in Sourcelmages. The file copy is not repeated.
- File download failure. There should be none.
- File is downloaded successfully.

Each successful file download is added to the Sourcelmages folder. Data items are copied from the EntryWizard Workbook (see Appendix Two) to the CIFD Workbook (see separate documentation) with these enhancements:

- Where the User Login is translated to an Entrant prefixed with '@', then the '@' is not included and the Email is not copied. This will be rectified in the second step shown below.
- The Title is converted into Proper Case
- Where the Entrant Type is 'C' and the Club is not provided, then Entrant is duplicated into Club.
- Where the Entrant Type is 'P' and the Photographer is not provided, then Entrant is duplicated into Photographer.
- Where the Photographer appears to include distinctions, then these are separated into Distinctions.
- The Photographer's name is converted into Proper Case with additional single letter capitalisation after '[' or '-' or [Mc] or [Mac].
- The previously downloaded records in the CIFD workbook are searched for the highest Seq number for the same Entrant, and the Seq value is assigned to be one higher than the highest found. This maintains a record of the order of images submitted by the entrant even after any modifications.

2) The second step fills in blank Emails. A blank Email arises where a User Login is translated to an Entrant prefixed by '@', indicating a second or further account for the same entrant. The CIFD Workbook is searched for a blank Email. The Entrant with a blank Email is used to search the CIFD Workbook for the same Entrant but having an Email. This primary Email is stored in all blank Email rows for that Entrant.

3) The third step removes image files from Sourcelmages which are not referenced in the EntryWizard Workbook. This happens if the entrant submits an entry which is then downloaded, but the entrant returns and amends the entry and resubmits. This step synchronises the available image files with the most recent EntryWizard record.

4) The fourth step removes rows from the CIFD Workbook where there is no matching image file in Sourcelmages. This happens if image files are removed eg, in the third step above. This step synchronises the CIFD Workbook with the contents of Sourcelmages which in turn was synchronised in step three with the EntryWizard Workbook.

On completion, the 'Download Images' button is hidden because running downloads more than once would not change the results.

Save + Exit

The Save+Exit button will save the workbook and close all workbooks.

Data Cleaning

The ultimate use of the image files and their associated data will be to deliver those images with changed filenames and within a chosen folder structure. In turn that will be used by an event's competitions display software.

A range of characters are not permitted in file or folder names. During the Download Images stage shown above, certain data items will be cleaned.

- Not permitted in folder and file names: <>:"\|?* are removed
- Potential use as field separators and therefore not permitted within a field:
 - comma, semicolon, hash are replaced with blank
 - double blanks are reduced to single blank

Characters which may remain include: dot, exclamation, at, underscore

The Entrant data column on the Entrants worksheet is cleaned once before any images are downloaded. This ensures any user edits are checked.

The Event, Category, Club, Photographer and Title data items are cleaned as each is downloaded with a new image file.

Data pre-existing in the CIFD Workbook is assumed to have been cleaned previously and is not checked.

Subsequent Use

The Downloading Workbook is a method of sourcing data for an Event, which is independent of the ultimate use.

The Downloading Workbook does not spell check any downloaded data.

The Downloading Workbook does not check:

- The eligibility of an image, such as whether it has been used before in the same event.
- Any quotas which maybe in the event rules, such as images per photographer or genres of images per overall entry.

The Seq numbers for each Entrant may have gaps in the series due to the Entrant modifying the entry during the open submission period. The Seq numbers will span any multiple of Category for the Entrant, but will still be in order withn each Category.

The Downloading Workbook does not create a fully formed image filename for any particular competitions software.

By creation of the CIFD Workbook alongside the image files, the Downloading Workbook enables subsequent processes to be manged either manually or automatically.

Appendix One - Website Accounts

There are three user roles relevant to using EntryWizard.

Administrator role:

- Can edit their own account profile.
- Can create/modify user accounts including assigning roles.
- Can create/modify user roles.
 - For EntryWizard purposes, the two roles of EntryWizard Manager and EntryWizard User are defined below. These roles can be created specifically using the WordPress plugin 'Enhanced Capability Manager'. Alternatively, the Administrator can adapt available WordPress roles.
 - The role of EntryWizard Manager must be assigned the WordPress 'List User' capability.
 - Individual EntryWizard Managers must be given appropriate access to layouts and forms via EntryWizard permissions.
- Can create/modify all EntryWizard Layouts and Forms.
- Can see any open web form and make entries. These will be genuine event entries only if the Administrator is also a valid entrant.
- Can use EntryWizard Forms manager to download image files and EntryWizard spreadsheets of entries.

EntryWizard Manager role

- Can edit their own account profile.
- Has the ordinary Read access to the site, but also the List User capability assigned via WordPress permissions.
- Has the Download forms capability for all layouts required by that user, assigned on a per-user basis via EntryWizard permissions.
- Can see any open web form and make entries. These will be genuine event entries only if the EntryWizard Manager is also a valid entrant.
- Within EntryWizard can use EntryWizard Forms manager to download image files and EntryWizard spreadsheets of entries. Because the account is allocated the WordPress List User capability, a spreadsheet will include the logon account of the user making each entry.

EntryWizard User role

Entrants will be allocated a logon with the EntryWizard User role. As this role has no special capability, it is feasible to use the WordPress Subscriber role for this purpose. A user with the EntryWizard User role.

- Can edit their own account profile.
- Has the ordinary Read access to the site.
- Can see any open web Form and make entries.

Appendix Two

EntryWizard Workbook

The EntryWizard Workbook is referred to in EntryWizard as the spreadsheet. It is a file in csv format which may be opened and read by Excel.

The workbook is named in the format:

ewzdata_yyyymmdd_hhmm

where y, m, d, h, m are the conventional date and time values as a timestamp when the file was created and downloaded from EntryWizard. This allows easy identification of the time sequence where several files are available.

The workbook has one worksheet which is named identically to the filename.

For use with this system, the worksheet may have up to 999 rows. Further rows will be ignored. As each row is one image file, this limit is unlikely to be reached in a typical event.

EntryWizard Spreadsheet Format

The following column structure must be set in any EntryWizard layouts expected to be downloaded for use with the Downloading Workbook.

Column	Content
A(1)	Webform Title (unique name of the event)
B(2)	User Login (account representing the entrant)
C(3)	Email (of the account)
D(4)	Title (of the image)
E(5)	Optional. Photographer (author of the image) <ul style="list-style-type: none">When the Photographer is the Entrant, as identified by the User Login, then the EntryWizard layout does not use Photographer and column E is not defined. The column title will be 'Blank E' and there will be no column data.
F(6)	Optional. Club <ul style="list-style-type: none">When the Entrant is neither the Photographer or the Club eg, a Federation, then a Club field should be defined.When the EntryWizard layout does not use Club, column F is not defined. The column title will be 'Blank F' and there will be no column data.
G(7)	Optional: Category, with three possible usages: <ul style="list-style-type: none">The EntryWizard layout uses a list of selectable categories. The column title should be set in the layout as 'Category' and the column data will be the category chosen by the user in each case.The EntryWizard layout uses a checkbox for one category. The column title should be set in the layout as the name of the category eg, 'Nature', and the column data will be '1'=Yes or blank=No according to the user's choice.When the EntryWizard layout does not use Category, column G is not defined. The column title will be 'Blank G' and there will be no column data.

H(8)	Upload date&time (when the user submitted the form)
I(9)	Webform (unique ID of the event and the web folder name for the images)
J(10)	Image filename
K(11)	Width (image pixels)
L(12)	Height (image pixels)

EntryWizard Layouts

The WordPress administrator will create EntryWizard Layouts as required for local events, using the table above for column assignments required for the EntryWizard spreadsheet.

EntryWizard WebForms

For each event occasion, there will be a specific WebForm incorporating the related Layout, and that WebForm will be cited by a short code on the related event entry page.

- The WebForm title will be in spreadsheet column A(1)
- The WebForm shortcode will be in spreadsheet column I(9), and is the WordPress folder where the image files are stored.

The maximum number of image files which can be uploaded using a WebForm is 20, which is a limit usually set by a shared hosting server and cannot be exceeded. If a WebForm defines more than 20 images, and the user enters more than 20 images, then the excess images are not uploaded although the entry metadata is recorded.

The Downloading Workbook enables a facility whereby an Entrant can have more than one WordPress account with the entries from those multiple accounts merged as one Entrant. Refer to the use of the Entrants worksheet in the Downloading Workbook.

Appendix Three – Entrants Worksheet

The Entrants worksheet is the second worksheet in the Downloading Workbook.

Column titles in row one should not be changed.

Columns A(1) to C(3) (rows 2 – 500 (maximum))

The Entrants worksheet optionally holds a translation table used to convert confidential WordPress account codes into public Entrant data. Additional options are described in the table.

A(1)	<p>A WordPress account to be translated. The field is case sensitive.</p> <p>It is not necessary for all WordPress accounts to be listed. Any unlisted account found during downloading will not be translated. The Entrant name will remain as the WordPress account, and the Entrant Type will be undefined.</p> <p>If a WordPress account is deleted, the account will never appear in downloaded data. It is not necessary to remove the entrant from the list here.</p> <p>Columns 2-3 provide the output for each row respectively in Column 1.</p> <p>A special case arises if the user account starts with a string which could be interpreted as a date eg, month such as 'mar'. In this case, the account will be interpreted as a date string, and later, in the CIFD file, as a number in text. When this is seen, the Entrants worksheet should include a line citing the displayed number in column A(1) with the translation in columns 2-3.</p>
B(2)	<p>The Entrant name as the translation of the WordPress account in column 1.</p> <p>An EntryWizard form can only have 20 entries. If an Entrant can and wishes to enter more than 20 entries, then the Entrant must be allocated a second (or further) WordPress account, but the entries should be associated with the same Entrant. In this case, the Entrant name is prefixed with '@'.</p> <p>Example: 'Myname' for the first WordPress account and '@Myname' for the second and any subsequent WordPress account.</p> <p>The Entrant name in this row will be used without the prefixed '@', and the email associated with the WordPress account will not be stored. Subsequent processing will recover the email of the primary WordPress account and copy it to the email field of all secondary accounts.</p>
C(3)	<p>The Entrant Type to be associated with the Entrant. Two values are significant.</p> <p>'C': The Entrant is a Club entering the work of its member Photographers. The EntryWizard webform should have a field for Photographer. The Entrant name will be copied into the Club data field.</p> <p>'P': The Entrant is a Photographer entering personal work. The Photographer will be known from the WordPress account and the EntryWizard form will not have a field for Photographer. During processing, the Entrant name will be copied into the Photographer field.</p> <p>All other values of Entrant Type are ignored.</p>

Column D(4) (row 2 only)

This must state the base URL of the WordPress website using EntryWizard.

The URL must start with `http://` and continue to the root folder where WordPress is installed. A trailing `'` should be omitted. Example: `http://www.mysite.org.uk`