

384thBombGroup.com Standard Operating Procedure

Procedure: Crew Photo Album Linkage

Established: 12 June 2016

Updated: 11 January 2021

Assumption: Crew photo albums are hosted by Piwigo software on the 384thBombGroup.com server.

Prerequisite: Crew photo album must exist.

"Crew ID" must be composed of a-z, A-Z, 0-9, "-", "_ " or "/". The 384th standard is pilot last name, capitalized, and optional first initial, upper-case, separated by an underscore.

Reference: Crew Identification SOP.docx

- 1) **Purpose:** Specify actions needed to link members of an identified crew to their photo album, in both the photo gallery and in the database.
- 2) **Procedure:**
 - a) Photo Gallery Procedure:
 - i) The crew photo album creation, population with photos, and documentation should have been completed according to SOP.
 - ii) Find any member of the crew on the website.
 - iii) Hover the cursor over the "Crew Composition..." phrase and record the "Crew ID" value.
 - iv) Log in to the photo gallery as an admin.
 - v) Click "Administration"
 - vi) Click "Albums"
 - vii) Click "Manage" under "Albums"
 - viii) Click "Permalinks" tab
 - ix) Click "Add/delete a permalink" link
 - x) Select the crew photo album in the "Album" drop-down menu.
 - xi) Enter the "Crew ID" in the "Permalink" field.
 - xii) Click "Submit"
 - xiii) The permalink has been created.
 - b) Database Procedure
 - i) Open the "CrewPhotoAlbums" table.
 - ii) Select the "Insert" tab.
 - iii) Enter the "Crew ID" (ref. step 3, above) into the "CrewName" field of the record to be inserted.
 - iv) Click the "Go" button.
 - v) Album has been linked to the personnel records of all members of this crew.