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How can I manually upload my images to the PhenoCam server?

Sometimes images may need to be manually uploaded, for example if you are contributing imagery from an inactive site, or if your site does not have Internet connectivity and you are storing images on an SD card or local computer. One simple way to manually upload your images is using an FTP client software such as FileZilla (https://filezilla-project.org/). Once FileZilla is downloaded on your computer and opened:

1. Enter the hostname **phenocam.nau.edu**, username **anonymous**, and password **anonymous** at the top of the window and then click Quickconnect.
2. Enter the path to the images you wish to upload from your computer on the left-hand side of the window.
3. Enter the path to your site on the remote server /data/<sitename> on the right-hand side of the window. <sitename> is the name of your site.
4. Drag-and-drop the images from your computer to the remote server. Please make sure that your images follow the standard filename format before uploading! The standard format is **<sitename>_yyyy_mm_dd_HHMMSS.jpg** for RGB images and (continued on next page)

<sitename>_IR_yyyy_mm_dd_ HHMMSS.jpg for IR images. If your filenames do not follow this format, our scripts will be unable to sort your images in our data archive.

5. For StarDot cameras configured using the PIT, please also upload any metadata files (.meta file format) that you might have as we use those for some image processing and quality control steps. These files should follow the same naming standard as the RGB images.

Note that you will not be able to view the directory listing or your site folder's contents on the remote server, within FileZilla. This means that the images you upload will not show, even if the file transfer was successful. If your images have successfully transferred, you should receive a message from FileZilla saying "File transfer successful". Successfully transferred files will also be listed at the bottom of the window under the tab "Successful transfers". If you are still unsure whether your file transfer was successful, try uploading a couple images and then send us an email (PhenoCam@nau.edu). We can confirm whether we received the images.

In some cases, but especially if you are backfilling an existing gap in the data record for your site, our automatic processing scripts may not properly add processed data from manual uploads to the processed data files for your site. If you upload images manually, make sure you let us know by email (PhenoCam@nau.edu) so that we can evaluate the situation and manually re-run the processing for your site, if needed