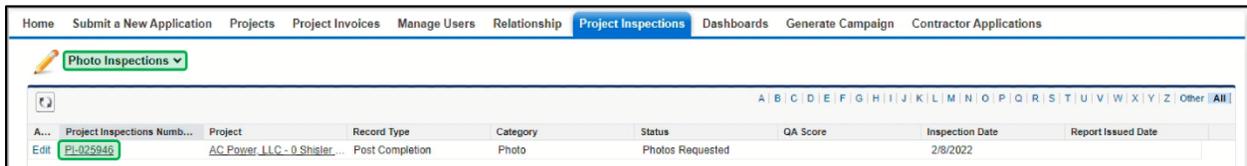# How to Bulk Upload

When NYSERDA requests a photo inspection, Contractors or Builders will upload photos to Salesforce. There are two ways to upload photos for photo inspections. The first is, by appending them to the inspection check list. The other is **bulk uploading** them through the project inspection record (Bulk uploading through the project inspection record will help save time). NYSERDA will review all uploads, provide a QA score, and issue CAR reports if necessary.

Click the **Project Inspections** tab to access the records. After accessing the correct **Project Inspection Record**, click on the **Project Inspection Number** link to open the record.

After accessing the correct **Project Inspection Details** page, click the **Upload Files** link under the **Custom Links** section to open the **SQA File Upload** page.

In the **SQA File Upload** page, drag and drop all of the applicable images into the **Drop Zone.**

SQA File Upload

Project: AC Power, LLC - 0 Shisler Road - PV Systems
Inspection: PI-025946

Drag one or more images to this Drop Zone

Uploaded photos:
(none)

The list of images uploaded will display under the **Uploaded Photos** section.
After reviewing the list of images, click the **Submit** button to finish uploading.

⬤ Make sure all of the applicable images are added as you will not be able to upload additional photos after clicking the **Submit** button.
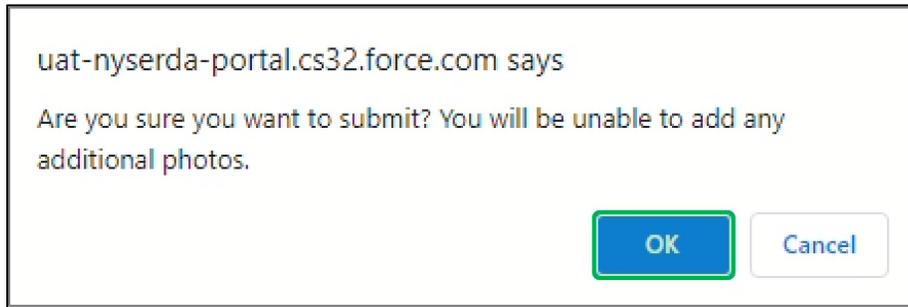
Uploaded photos:
• Test Photo 1.png
• Test Photo 2.png

After you have uploaded all your photos, click Submit. You will not be able to upload additional photos after submitting.

To understand what inspection items are reviewed during the construction photo inspection, view examples of what type of photos should be uploaded by clicking on the 'Construction Photo Resource' link within NYSERDA's Resources for Contractors page. If you need assistance or have questions about uploading photos, please contact inspections@nyserda.ny.gov.

SUBMIT

A notification will pop up, click the **OK** button to proceed.

uat-nyserda-portal.cs32.force.com says

Are you sure you want to submit? You will be unable to add any additional photos.

OK   Cancel

The page will redirect to the **Bulk Image Gallery**. The results or additional actions required will be emailed within 15 days.

You have successfully submitted the below photos for review. An email will be sent to you within 15 days notifying you of the results and if any further action is required.

Bulk Image Gallery

Project Name: AC Power, LLC - 0 Shisler Road - PV Systems

Total Images: 2