

GOOD PRACTICES FOR PHOTOGRAPHS CAPTURING **(Waqf Properties)**

1. Please ensure that the Digital Camera's Battery is fully charged and earlier visit Photographs on the Memory Card are already transferred on Desktop/Laptop so to create some space for new Photographs. If possible, keep an extra Battery fully charged and an extra Memory Card when leaving for the Field Visit.
2. Default settings of the Digital Camera should be set as JPG and 1024x768 pixel for File Format and Size respectively. Rest of the settings, you can hit & try as per the requirements such as Clarity, True Colors, Date, Time, Waqf ID & Property ID Imprint on Photograph Bottom, etc.
3. Photographs should be taken from such angles where maximum details are captured like from Front, Back, Left side, Right side and Inside the Waqf Property.
4. Maximum 5 Photographs are allowed which can be uploaded into WAMSI On-line System. So choose best 5 Photographs among them.
5. Maximum Disk Size of 500KB for each Photograph is allowed. So, please restrict the Disk Size Limit of the Photograph while uploading.
6. Logical File Naming Convention should be used for the Photographs for easy recognition such as

WaqfID_PropertyID_Photo1.jpg,
WaqfID_PropertyID_Photo2.jpg,
WaqfID_PropertyID_Photo3.jpg,
WaqfID_PropertyID_Photo4.jpg,
WaqfID_PropertyID_Photo5.jpg.

For example, for WaqfID: MP123456 & PropertyID: PL01, the file names should be

MP123456_PL01_Photo1.jpg
MP123456_PL01_Photo2.jpg
MP123456_PL01_Photo3.jpg
MP123456_PL01_Photo4.jpg
MP123456_PL01_Photo5.jpg