

DB Gallery Monitoring Report and Photo Submission

Submission Requirements

Photos

- Individual .jpg files
- Max size - 15mb
- Do not need to be renamed (if they match the photo log)
- GPS data is okay (no need to remove or prevent it)

Reports and Photo Logs

- PDFs are preferred, word and excel documents accepted
- Labeled with the site name and date (example: Black Canyon 3-21-2021)

How to Submit Reports

Request the Login Name and Password from the NSSP Office

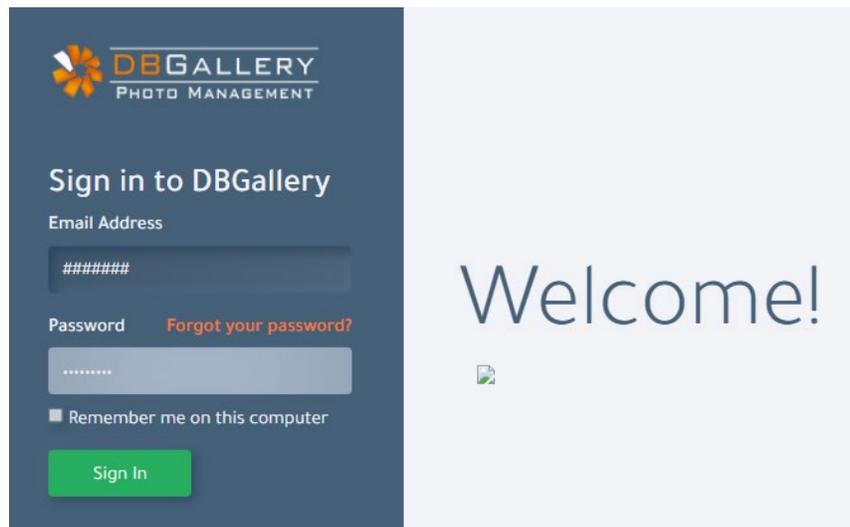
Video Example:

<https://youtu.be/FT7tYellEsQ>

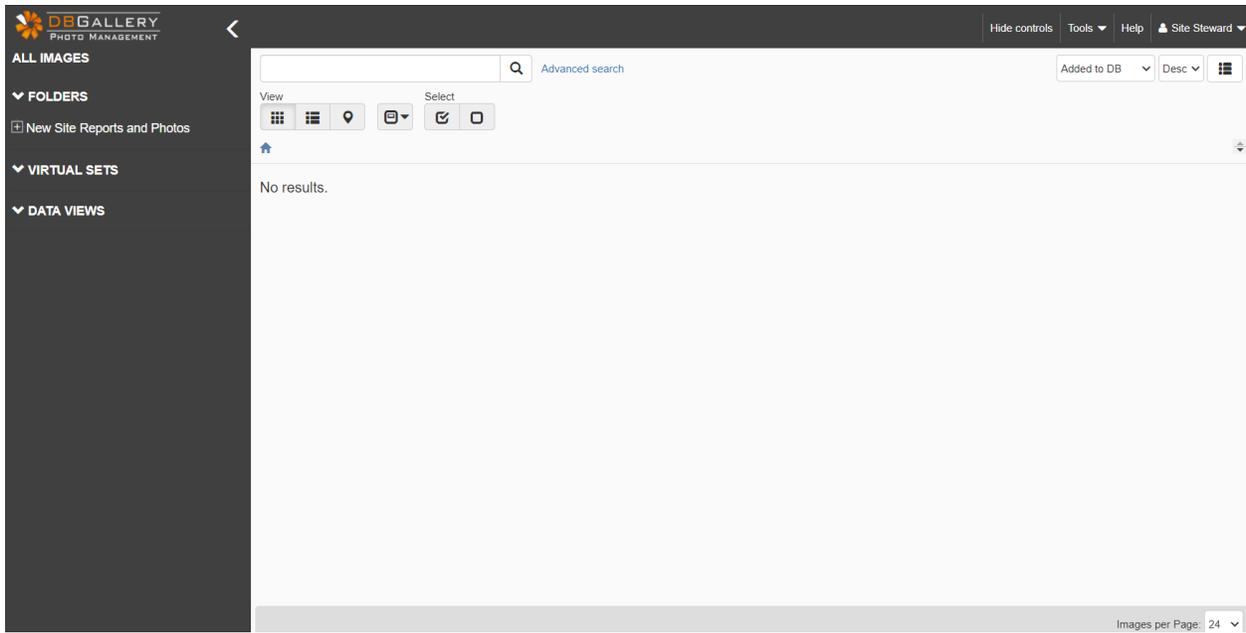
To Log-in:

Go to <https://photos.shpo.nv.gov/>

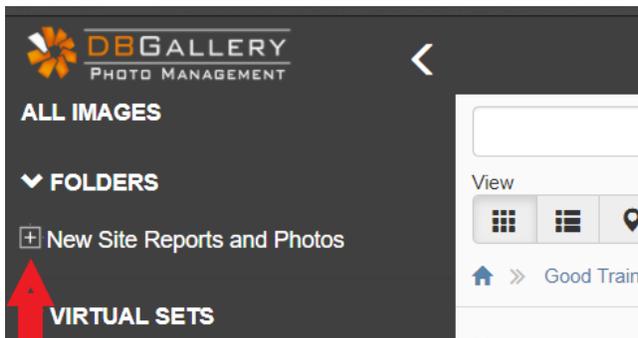
Log-in using the **Username/Email Address** and **Password** (**request from NSSP Office**)



Log-in screen

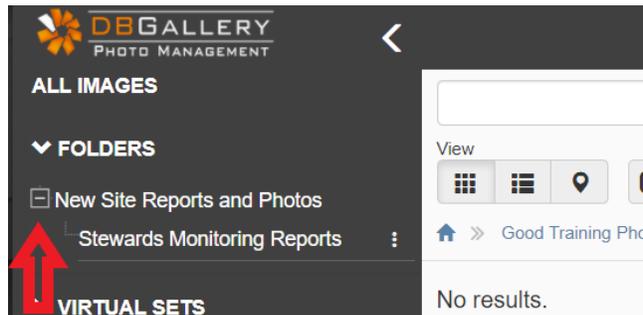


Front Page

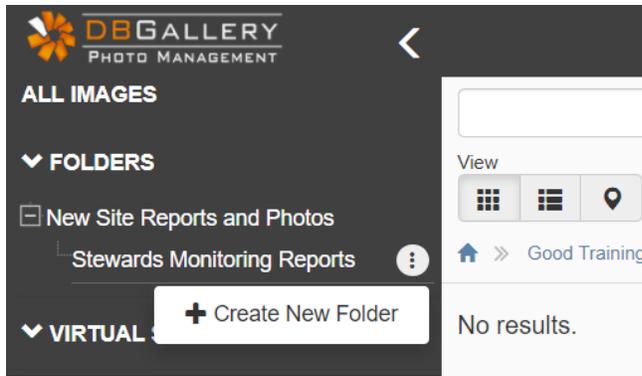


In the upper left side of the page you will see “Folders”.

Click the arrow to the left of it and you will see the “New Site Reports and Photos” folder.

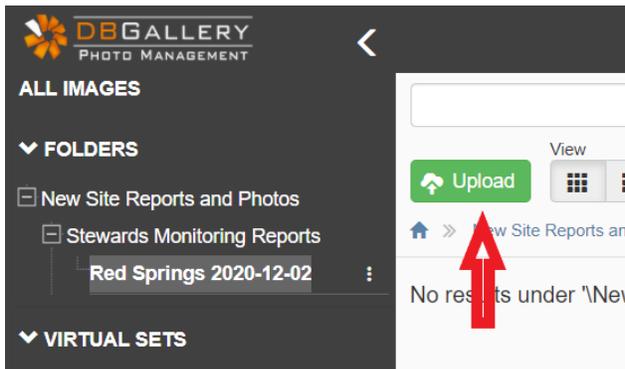


Click the plus sign + to the left of it and you will see the “Stewards Monitoring Reports” folder.



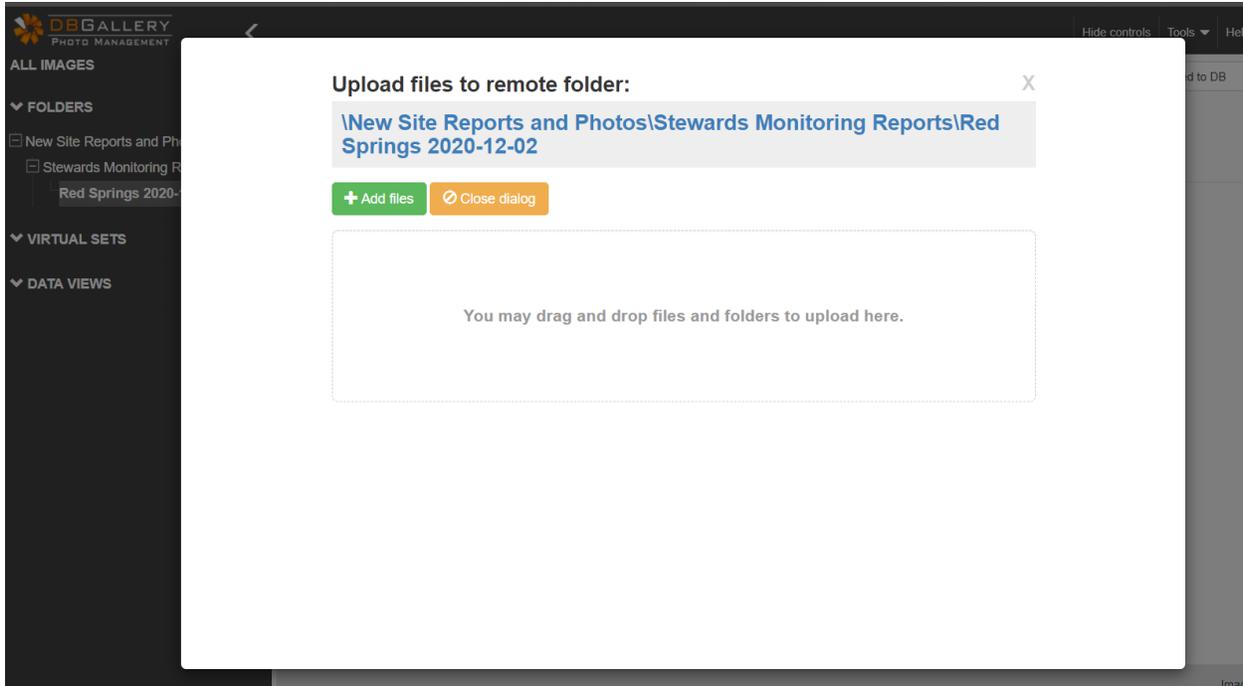
There are three dots to the right of the folder name, when you click on them you will see the option to "Create a New Folder". Select this and name your new folder Your Site Name or Site Number and the Date of the Report (example: Red Springs 2020-12-02)

Only one site per folder please!



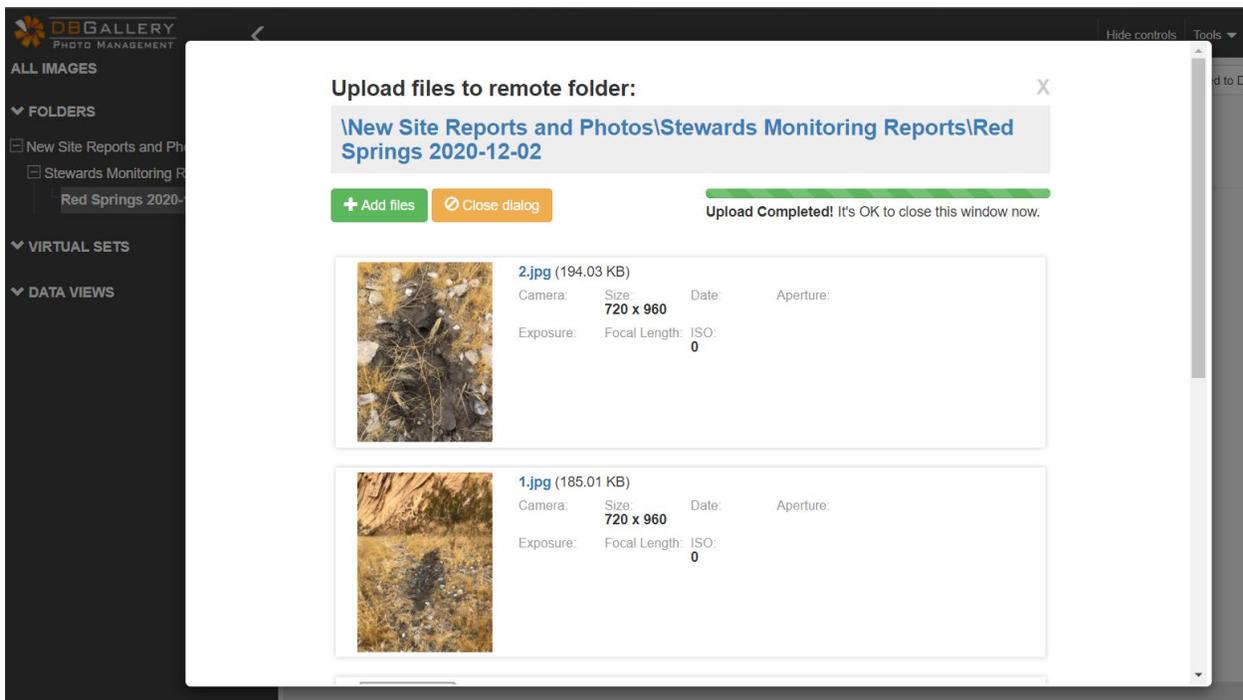
Now you have created a folder to put your monitoring report, photo logs, and photos in. You can see it highlighted in the file tree to the left.

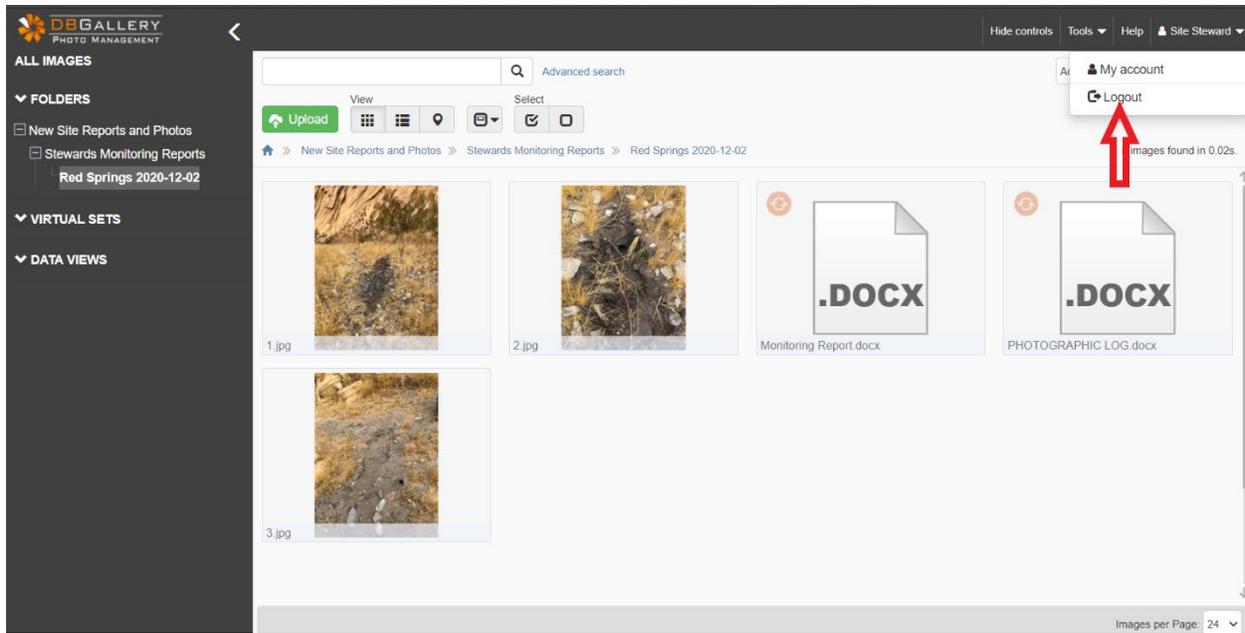
Next click the upload button to open the upload window.



The “Upload” window should look like this. To add files such as monitoring reports, photo logs, and photos, you have a choice of dragging and dropping the files into the window or selecting the “+ Add Files” and working through your file structure to select your files.

You will then see progress bars as they load and, once completed, it will say “Upload Complete”. You close the window by selecting the “Close Dialog” button.





Your monitoring report folder should now show your photos and documents. If you have any problems, please email the NSSP Office at srubinson@shpo.nv.gov. Otherwise, you are all set and can log out.