



OCTOBER 25, 2023

AUSPIC: FOTOWARE

QUICK START GUIDE

ALL USERS

PIVOTAL BT

support@pivotalbt.com

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1/ AUSPIC has sent me a link to an album; what next?

The album link you received via email will take you to your images on the Auspic FotoWare website. You will be able to download these images at a medium resolution.

The album will remain active for two weeks (check the expiry date in the album description!)

However, you also have access to the rest of the Auspic library! Go to the 'Log in' link at the top right-hand corner of the page to start exploring.

2/ How do I log in?

The Auspic image library can be found at the following link: [AUSPIC \(aph.gov.au\)](http://AUSPIC(aph.gov.au))

You should be redirected to log in with your APH Email and password. If not, To login click on the 'Log in with SSO' button and use your DPS Staff credentials to enter the system.



PARLIAMENT of AUSTRALIA

Username or email

Password

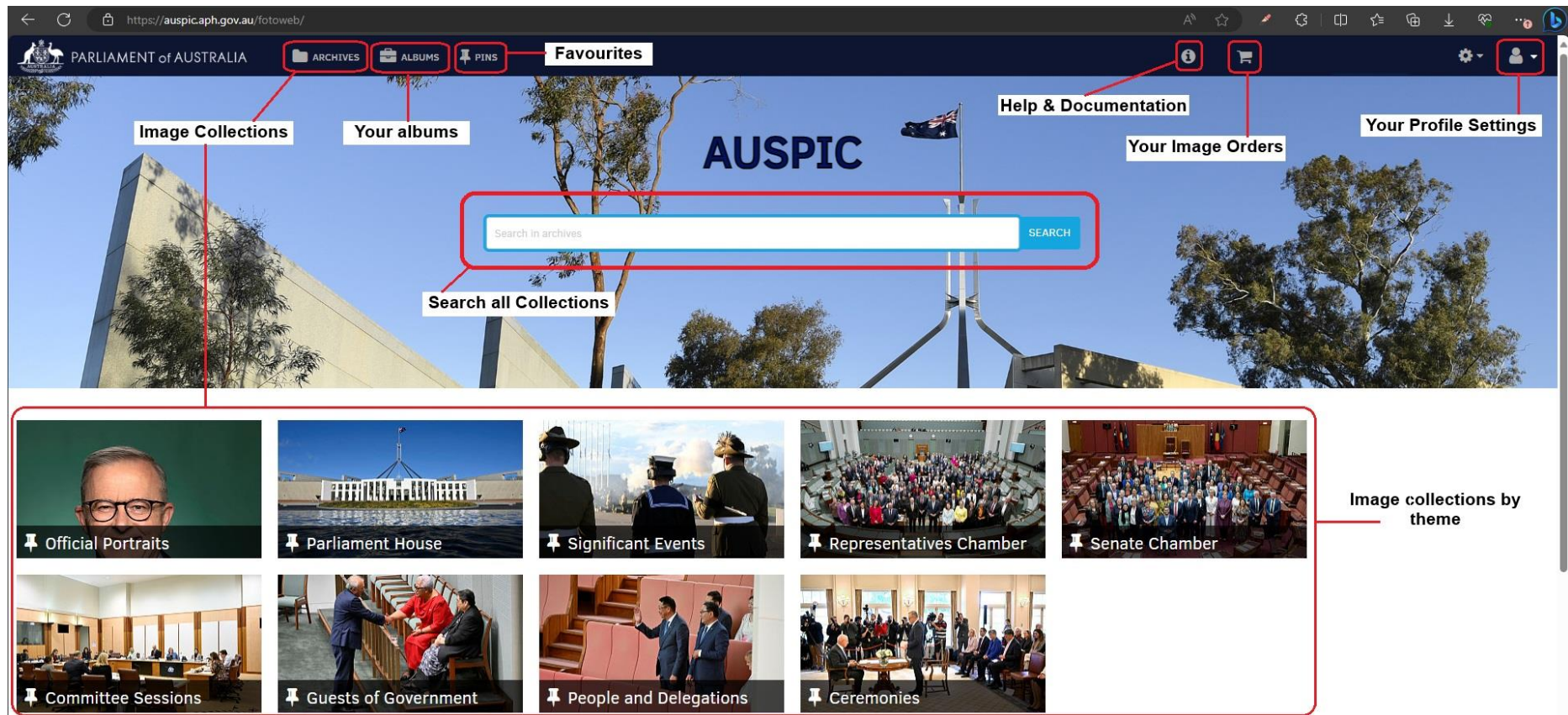
[Forgot Password?](#)

☐ Stay signed in

LOG IN

Log in with SSO

Once you are logged in, you can see the home page:

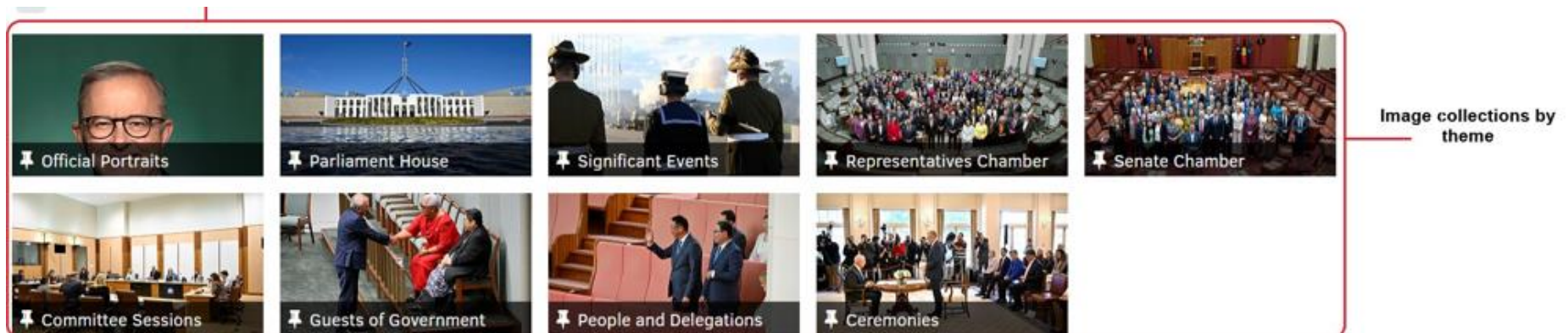


3/ How do I search for files?

The quickest way to search for assets is by using the search bar on the home page.



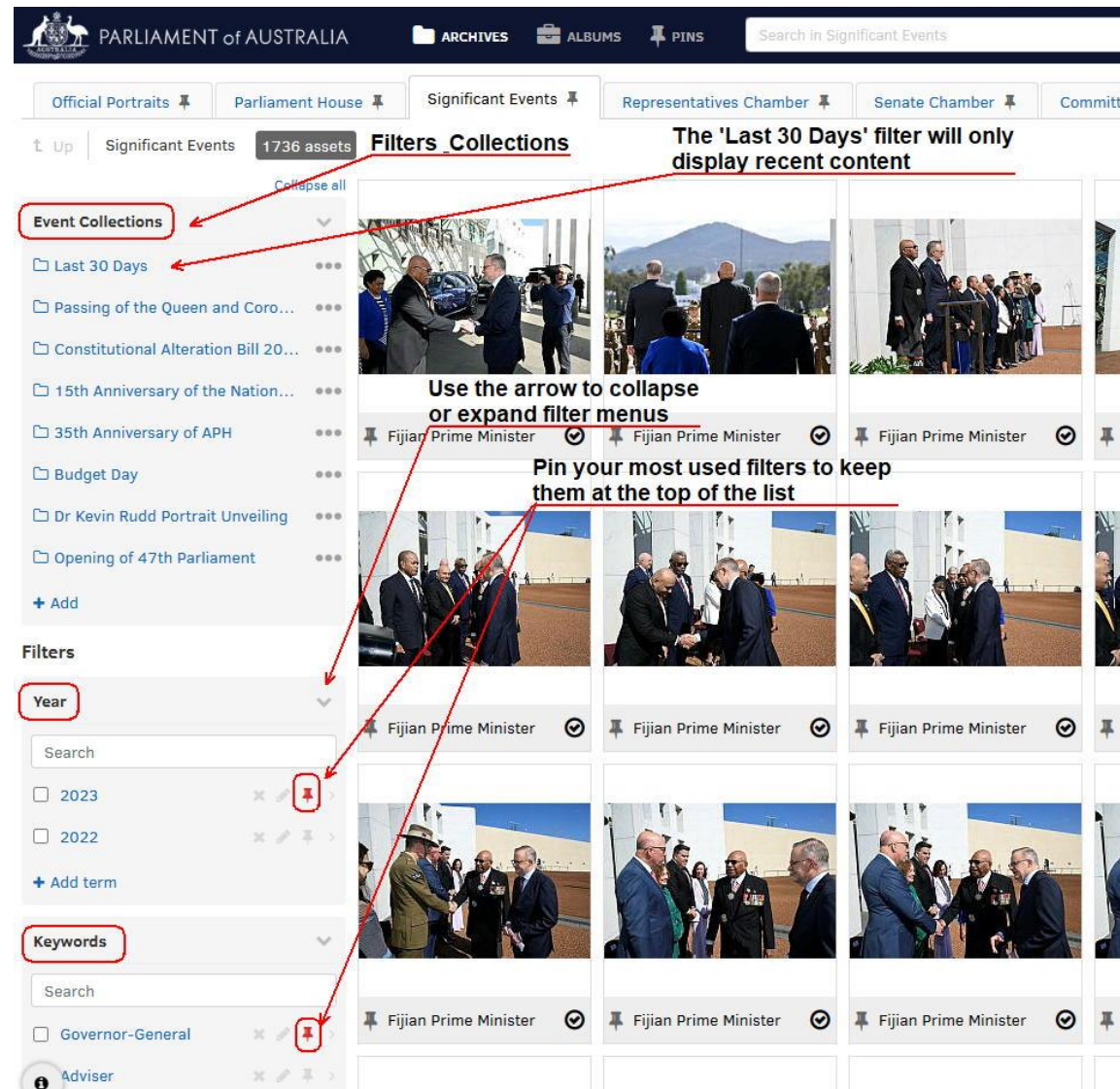
You can also browse through collections of images on popular or topical themes, which are shown on the home page.



If you enter a search term, the result will direct you to the first Image Collection (aka 'Archive') in your list that has a search result. Numbers on the tabs at the top of the screen will show you how many results are in the other Image Collections as well.



Once you are in a collection, you can use the filter menu at the left of the results page to narrow your search.



PARLIAMENT of AUSTRALIA ARCHIVES ALBUMS PINS Search in Significant Events

Official Portraits Parliament House Significant Events Representatives Chamber Senate Chamber Committ

Significant Events 1736 assets Filters Collections

Event Collections

- Last 30 Days
- Passing of the Queen and Coro...
- Constitutional Alteration Bill 20...
- 15th Anniversary of the Nation...
- 35th Anniversary of APH
- Budget Day
- Dr Kevin Rudd Portrait Unveiling
- Opening of 47th Parliament
- + Add

Filters

Year

Search

☐ 2023 ☐ 2022 + Add term

Keywords

Search

☐ Governor-General ☐ Adviser

The 'Last 30 Days' filter will only display recent content

Use the arrow to collapse or expand filter menus

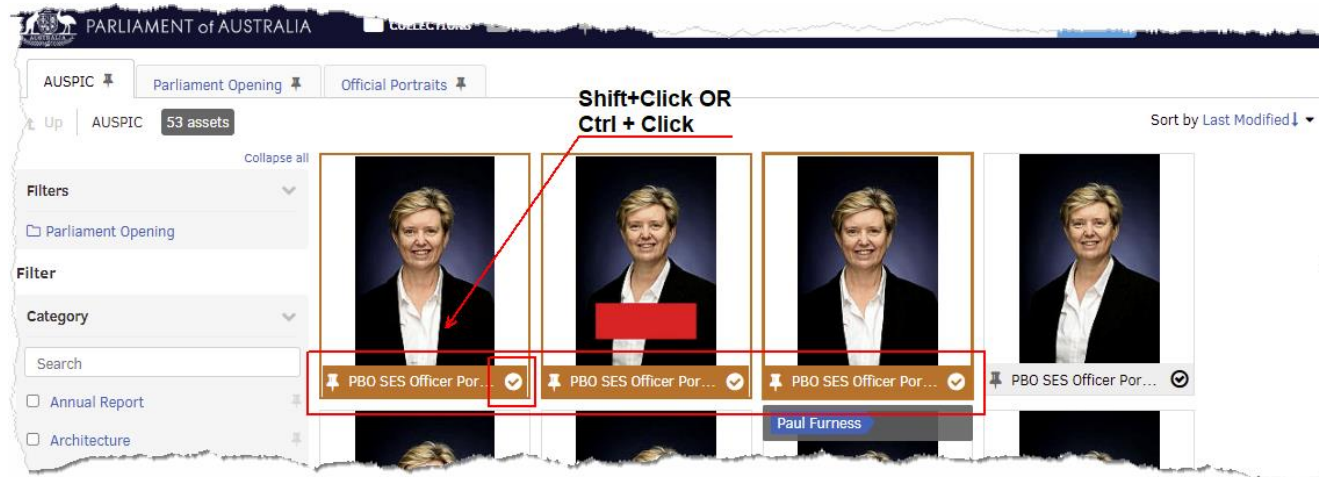
Pin your most used filters to keep them at the top of the list

Fijian Prime Minister

4/ How do I select files?

To select an item click on the tick icon located at the bottom right of the item thumbnail.

You can then access the menu buttons located at the bottom left of the screen. A shortcut is to hold down the SHIFT or CTRL key whilst clicking to select multiple files.



5/ How do I order files?

To download a file that hasn't been sent directly you, you will need to order it first.

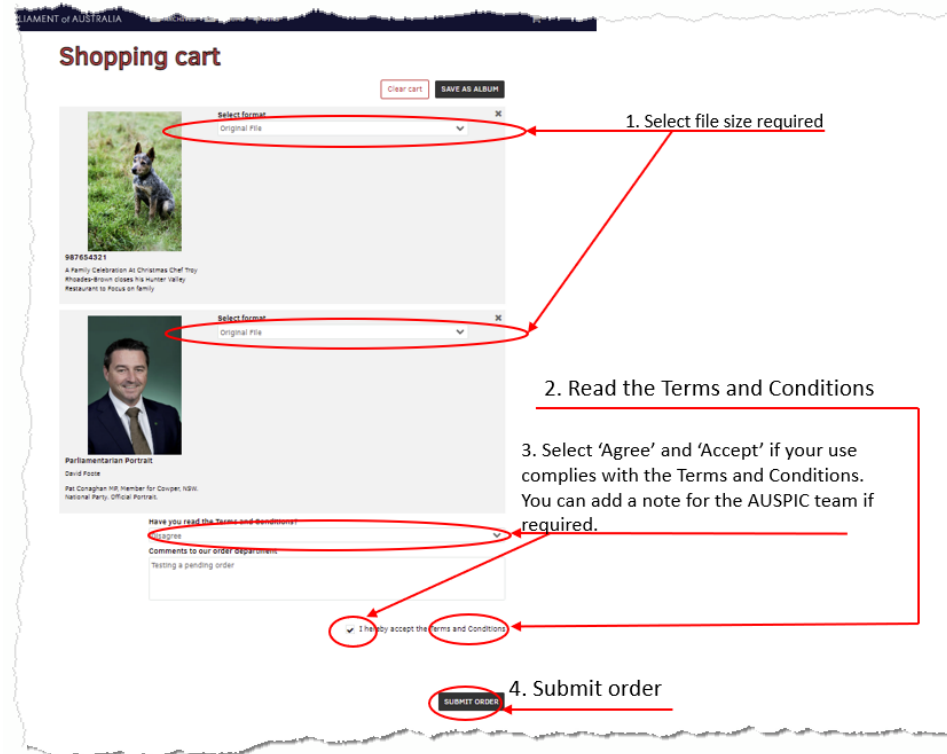
After you have selected the files you wish to download, click on the 'Add to Cart' button at the base of the page.



If you want to keep adding to your order you can select more images. When you are ready to order, click on the cart icon at the top right of the page:



Follow these steps to complete the order:



Shopping cart

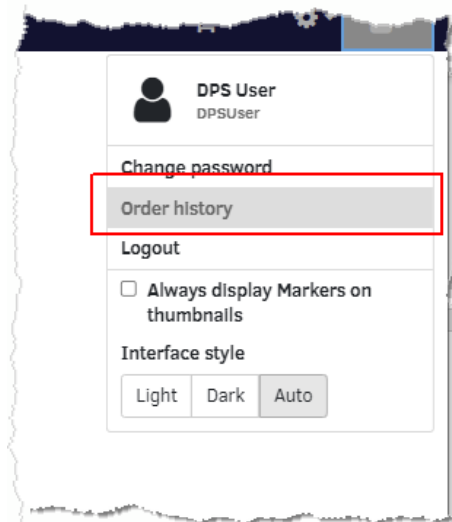
1. Select file size required

2. Read the Terms and Conditions

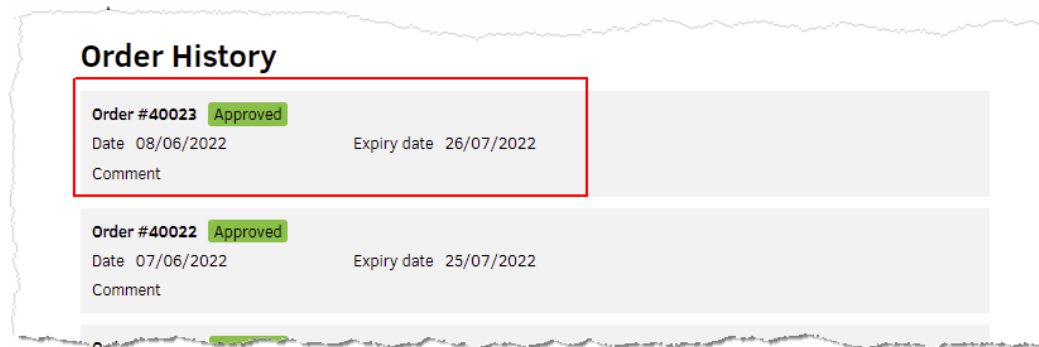
3. Select 'Agree' and 'Accept' if your use complies with the Terms and Conditions. You can add a note for the AUSPIC team if required.

4. Submit order

You can check on the progress of your order and download available assets from the Order Menu, available by clicking your Profile Icon at the top right of the page and selecting 'Order History':



Make sure you download your images as soon as you get approval, as orders will expire:



6/ How do I create an album?

An Album is a selection of curated assets that you can then keep or share with other users:

The screenshot shows the AUSPIC interface with the 'ALBUMS' tab selected. A modal window titled 'Add assets to album' is open, showing a list of albums to add to. The interface includes a sidebar with filters, a main asset grid, and a bottom toolbar.

1. Select the images you wish to add to an album
2. Select 'Add To Album'
3. Name your album and click 'Create Album'
4. Click 'ADD' to add images to album
5. To review albums, click on the 'Albums' link at the top of the page

7/ How do I share albums?

NB: You can only share albums with other DPS users who have already logged in to AUSPIC's Fotoware System.

When you share an album with other DPS users, they can access the album add comments or order image downloads. When you share the album, they will receive an email notifying them you have given them access.

1. Select an album to share, and click on the 'Share' icon

2. Type the name of the user in the 'Share with' field. If they have registered their name will pop up as an option.

3. Click 'Share'

8/ What is the Pin icon for?

1. A Pin is a selection tool to create a private collection of favourite assets. You can Pin an Asset by clicking the Pin icon in the bottom left corner of the asset thumbnail from the Library page. To access your collection of pinned assets, click on the Pin link in top navigation pane.
2. You can also 'Pin' your most used Image Collections and Search filters, to make sure they are always at the top of the list.
NOTE: Pinning search filters DOES NOT turn these filters on. You still need to select the filter's checkbox to enable the filter.

