



OCTOBER 25, 2023

AUSPIC: FOTOWARE

QUICK START GUIDE

UPLOAD USERS

PIVOTAL BT

support@pivotalbt.com

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1/ How do I log in?

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

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

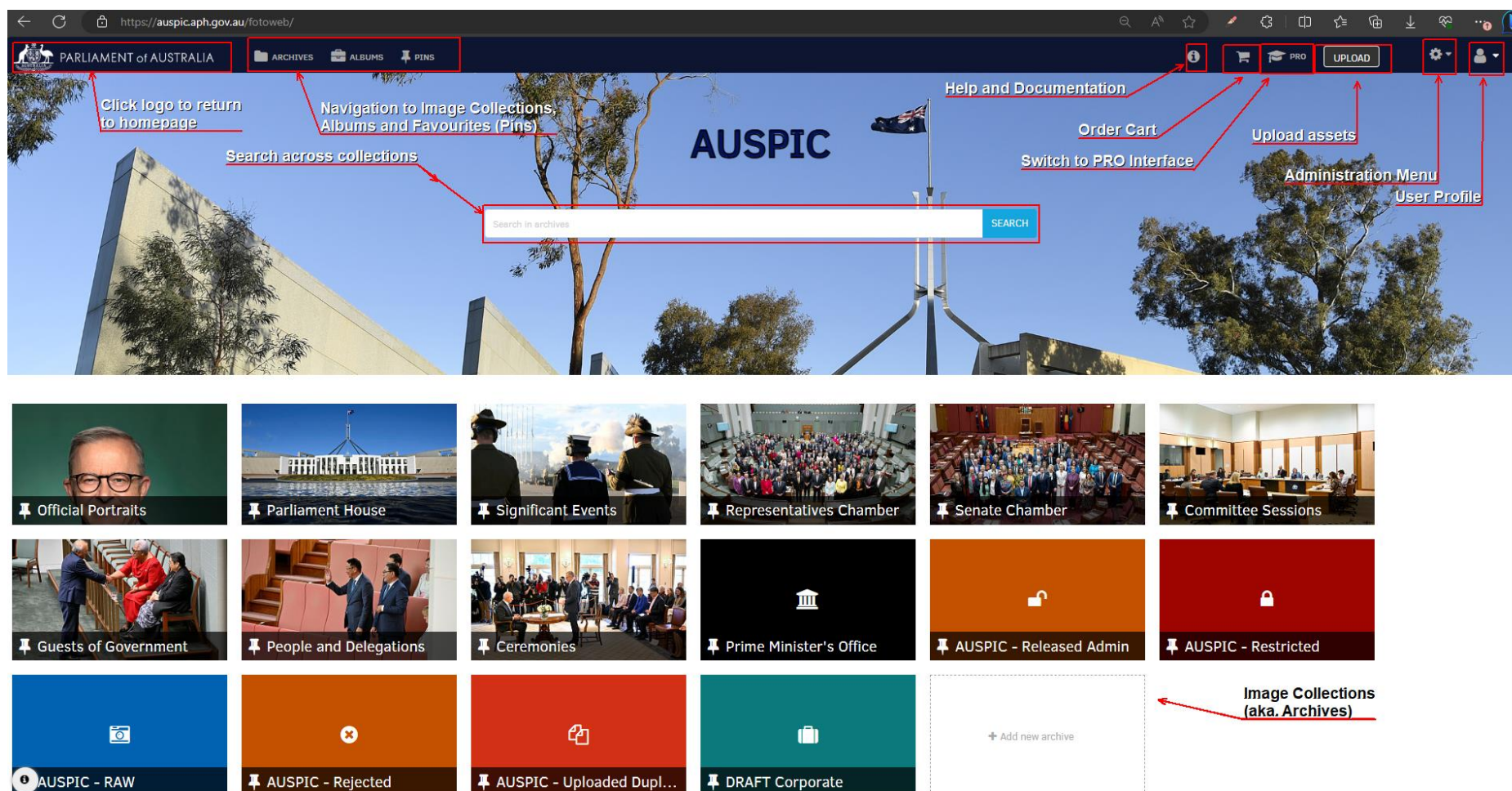
[Forgot Password?](#)

☐ Stay signed in

LOG IN

Log in with SSO

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



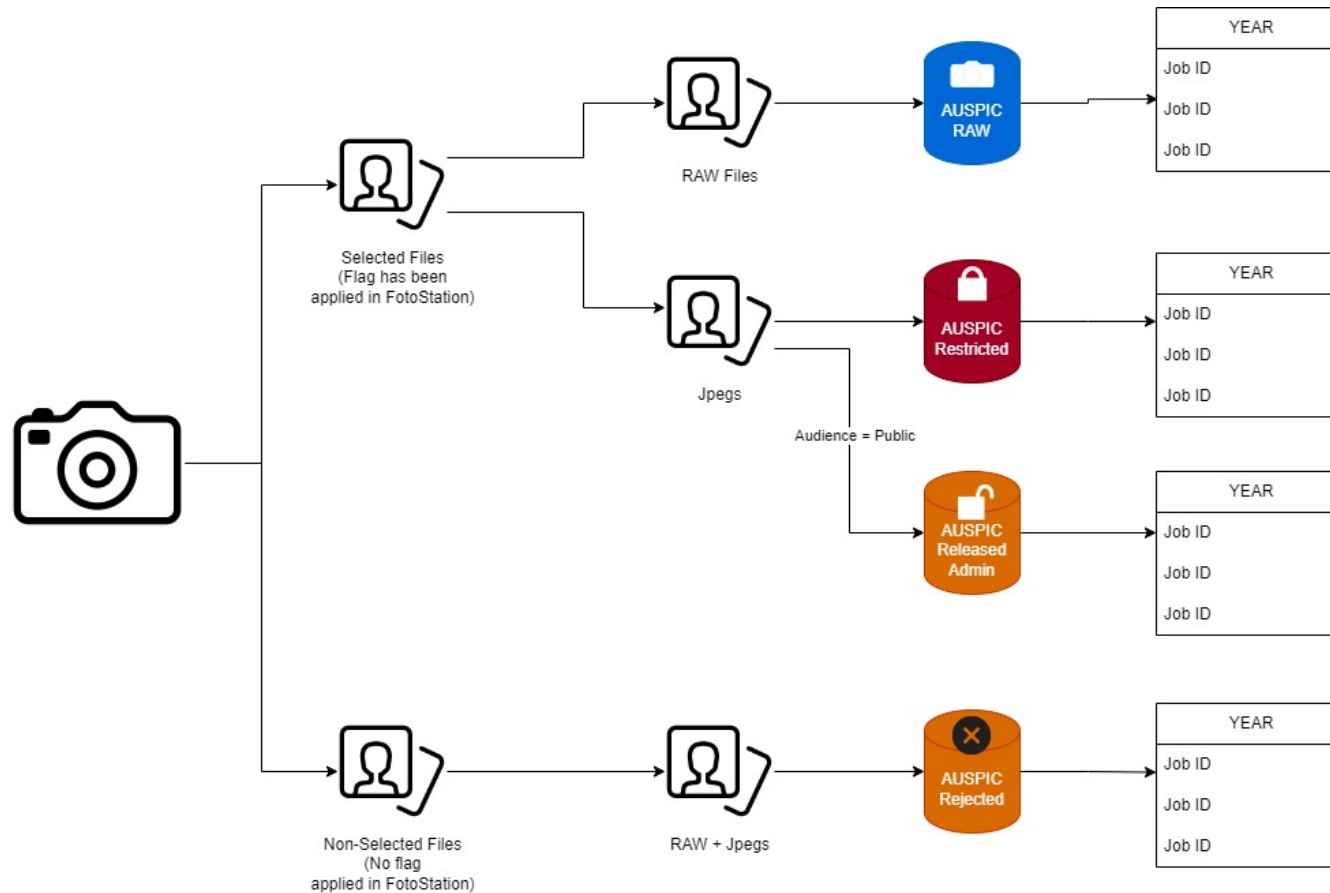
2/ How do I upload files?

Files should be uploaded using the FOTOSTATION interface. Check the FOTOSTATION user guide for more information.

3/ What happens to the files after upload?

Where do files go?

When new files are uploaded they are routed to specific collections based on their format and metadata. The diagram below shows the routing paths:



What data is applied from the Job Register?

When you upload files, or update a file's job number, FotoWare requests data about that Job ID from the backend database. This data comes from the Job Register.

NOTE: If you edit the metadata of these fields within FotoWare or FotoStation, the new data *doesn't update* the Job Register.

Job ID	Numeric Job Number assigned in the Job Register
Title	Title of the associated Job
Description	Short description of the associated Job
Byline	Photographer assigned to the Job (this metadata only gets written if the photographer hasn't put their name in the byline field before the file is uploaded).
Category	Job Category. Only one category can be added in the Register, but additional categories can be added after upload.
Job Requested By	Department that requested the job.
Team Requested By	Person who requested the job.
Access	Access level assigned to the job. Default level is 'Restricted'.
Audience	Audience that the job is intended for. Default level is 'Private'. (Note: if the Audience is 'Public', but the Access level is 'Restricted', the asset will be uploaded as a Restricted asset).

What data is applied automatically?

The following metadata is applied automatically:

Job Year	Calculated from Job ID
Original File Name	Camera file name is copied here when the file is renamed
Archive Status	Active OR Rejected – according to Flag status on upload
Disposal Class & Disposal Action	Applied according to Rejected/Active status and department the job was requested by.
Location Tab	Automatically applies AUSPIC contact address details
Rights Tab	Automatically applies AUSPIC Copyright string and Usage Terms.
Team Requested By	Person who requested the job.
AutoTags Tab	AI tags applied by machine.

4/ How do I create an album?

An Album is a selection of curated assets that you can then keep or share with other users. You can share images from both the **AUSPIC Released** and **AUSPIC Restricted** collections:

The screenshot shows the 'PARLIAMENT of AUSTRALIA' interface with the 'ALBUMS' tab selected. On the left, a 'Filter' sidebar shows categories like 'Corporate', 'Gardens', 'Group', 'MAPS', 'Newspix', 'Passport', and 'Portrait'. The main area displays a grid of image thumbnails. Two thumbnails are selected, indicated by red boxes and arrows pointing to the 'ADD TO ALBUM' button in the bottom toolbar. A modal window titled 'Add assets to album' is open, showing a list of albums to choose from. The 'CREATE ALBUM' button is circled in red. The 'ADD' button in the modal is also circled in red. The 'Albums' link in the top navigation bar is circled in red.

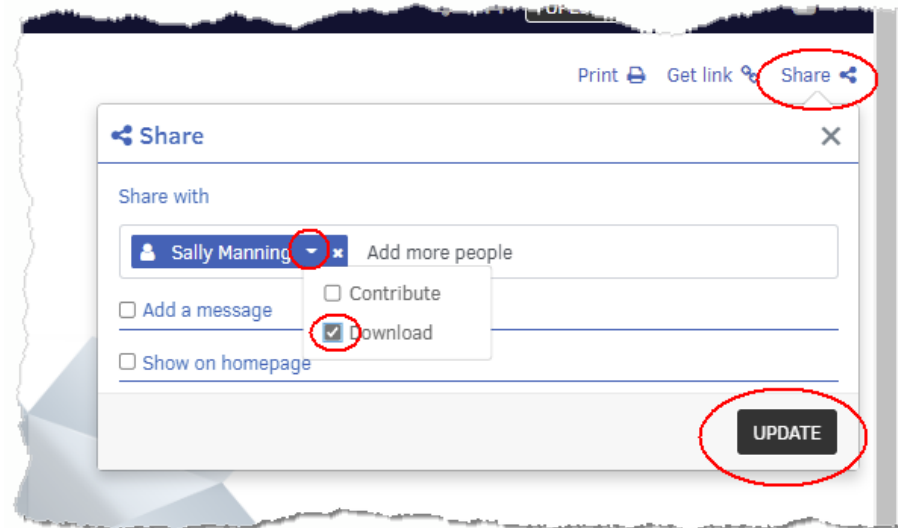
1. Select the images you wish to add to an album
2. Select 'Add To Album'
3. Name your album and click 'Create Album'
4. Click 'ADD' to add images to album
5. To review albums, click on the 'Albums' link at the top of the page

5/ How do I share albums?

Share an album with other DPS Users

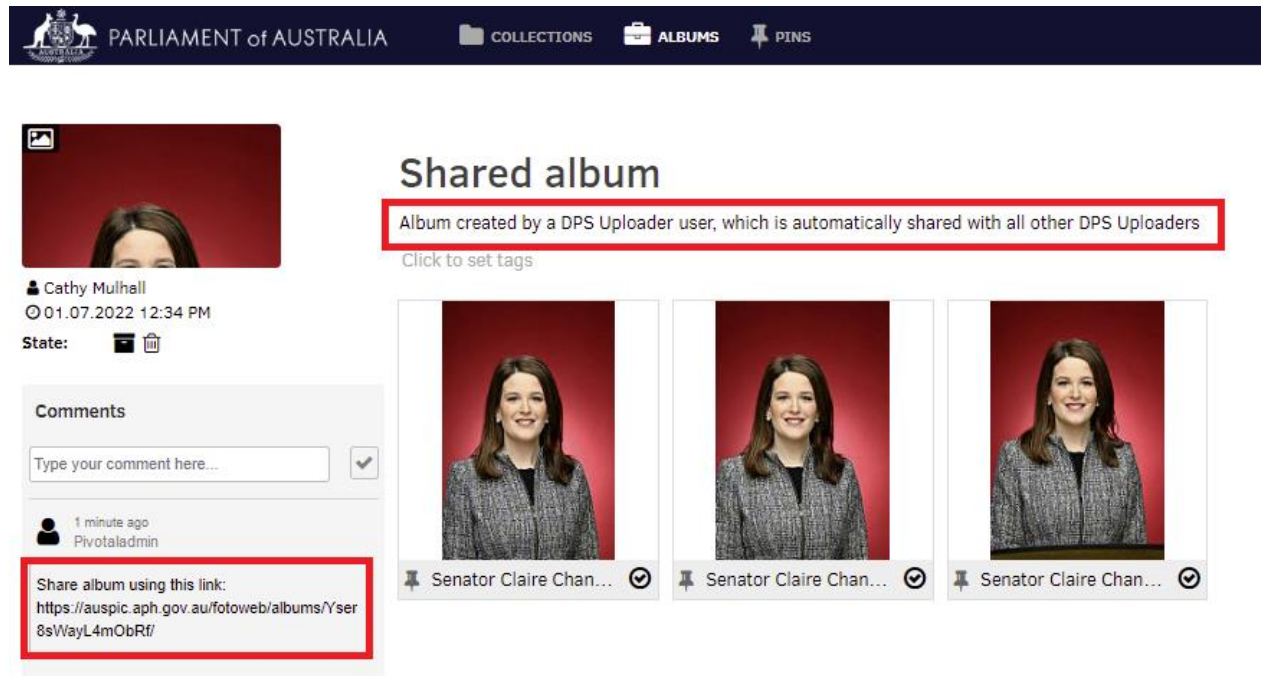
NB: You can only share albums with other DPS users if they have already logged in to AUSPIC's Fotoware System. If you can't see the users' name, follow the 'Get Link' method described below.

1. Go to your album page.
2. Select an album to share, and click on the 'Share' icon.
3. Type the name of the user in the 'Share with' field. If they are registered, their name will pop up as an option.
4. You can amend each user's access by clicking on the arrow next to their name. You can allow them to 'Contribute' (add or delete images), or 'Download' (download images without ordering).
5. Click 'Update'. The users you have shared the album with will receive a notification email.



Share an album created by another AUSPIC User, or share with a non-DPS User

1. Go to your album page
2. All the albums you and other AUSPIC staff have created will be visible to you.
3. Click on the album you wish to share, and you will see a link in the comments.
4. Copy this link into an email to share this album, if the 'Share' option above is not visible, or if you need to share to a non-DPS User.



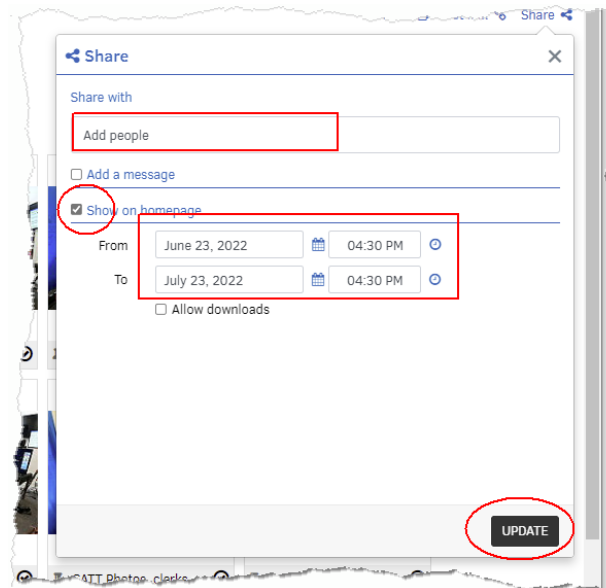
5. The album will be available for **two weeks**. The expiry date of the album will be listed in the Album's description.

Share an Album on the Home Page

If you wish a curated collection of images to be easily available to all users of the system, you can choose to add an album you have created to the homepage.

NB: If you share an album to the Home page, you are the only user that can remove the album again.

1. Go to your album page
2. Select an album to share, and click on the 'Share' Icon.
3. Remove all users from the 'Share with' field. This option will mean that all Registered Users can see the album on the home page.
4. Select 'Show on homepage'. This will open some more options.
5. You can decide how long the album should appear on the home page for. This is useful for topical events.
6. Leave 'Allow downloads' unchecked- users can order from the album page.
7. Click 'Update'.



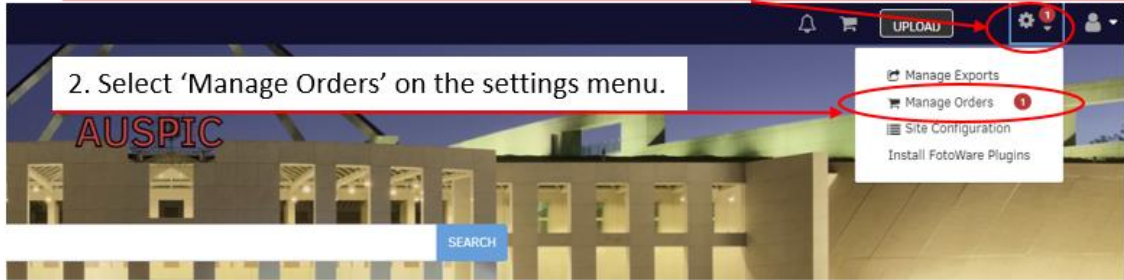
6/ How do I approve Orders?

As an upload user, you have the authority to approve or reject orders.

Most orders will be automatically approved. The only time orders need manual approval is if a user has not agreed that they have read and understood the Terms and Conditions of use.

To Manually approve an order, follow these steps:

1. When there is an order to approve, there will be a number next to the Settings menu.



2. Select 'Manage Orders' on the settings menu.



3. Find pending orders in the 'Open' list, and select 'View order'.

Order ID	Date	User	Comment	Status	
40021	03/06/2022	DPS User	Testing a pending order	Pending	View order

The screenshot shows a web application window titled "Order details". It contains a profile picture of a man, a "Select format" dropdown menu set to "Original File", an "Expiry date" field set to "21/07/2022", and a "Comment from administrator" text area. Below this is a section for "Parliamentarian Portrait" with a name "David Foote" and a description "Pat Conaghan MP, Member for Cowper, NSW, National Party, official portrait." Further down, there is a "Have you read the Terms and Conditions?" dropdown menu set to "Disagree", a "Comments to our order department" text area with "Testing a pending order", another "Expiry date" field set to "21/07/2022", and a "Comments from administrator" text area with "Pending". At the bottom right, there are two buttons: "APPROVE" and "Reject".

4. Users may have left a note about their intended use for you to assess.

5. You can leave comments about conditions of use against specific images or the order as a whole.

6. Set an expiry date for the download link.

7. Approve or Reject the order

When editing or running workflows on many files the FotoWeb Pro Interface is more efficient than the normal FotoWeb interface.

To switch to the FotoWeb Pro Interface, click on the PRO icon on the tool bar:



The FotoWeb PRO Interface:

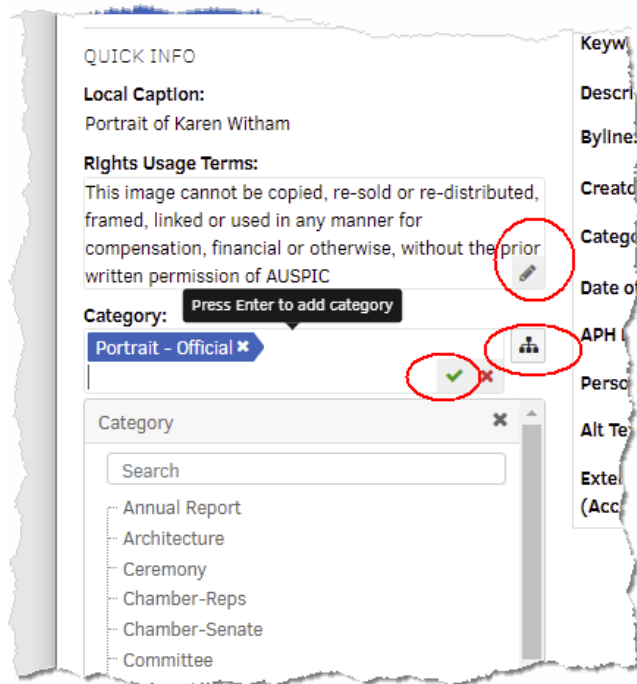
The screenshot shows the Fotoware Archive list interface. The top navigation bar includes the Fotoware logo, a search bar, and a dropdown menu for the selected archive (AUSPIC - Restricted). The main content area displays a grid of asset thumbnails. Annotations with red arrows point to various features:

- Search within a specific archive**: Points to the search bar.
- Change display orientation**: Points to the orientation toggle (grid vs. compare).
- Change thumbnail size**: Points to the thumbnail size selector.
- See Folders in selected archive**: Points to the 'Folders' tab in the left sidebar.
- See Filters in selected archive**: Points to the 'Filters' tab in the left sidebar.
- Selecting an archive will open a new tab**: Points to the 'Official Portraits (226)' and 'AUSPIC - Restricted (20000)' tabs.
- Assets with grey frame are selected**: Points to a group of asset thumbnails.
- Show albums and drag selections into album**: Points to the 'Show albums and drag selections into album' button.
- Select the edit icon to edit metadata**: Points to the edit icon (pencil) in the top right of the asset grid.
- Download options**: Points to the 'Download' button and the 'Medium Resolution 3000px' and 'Original File' options.
- Run action on selected assets**: Points to the 'Run action on selected assets' button.
- Print asset and metadata**: Points to the 'Print asset and metadata' button.
- Rotate asset**: Points to the 'Rotate asset' button.
- Pinned assets toolbar**: Points to the pinned assets toolbar at the bottom left.

Editing Single Images: FotoWeb

When you are viewing an image in FotoWare you can edit individual fields by clicking on the edit pen, editing, then clicking the green tick.

Some fields have a list of options to choose from. Select from the list and press 'Enter' to add.

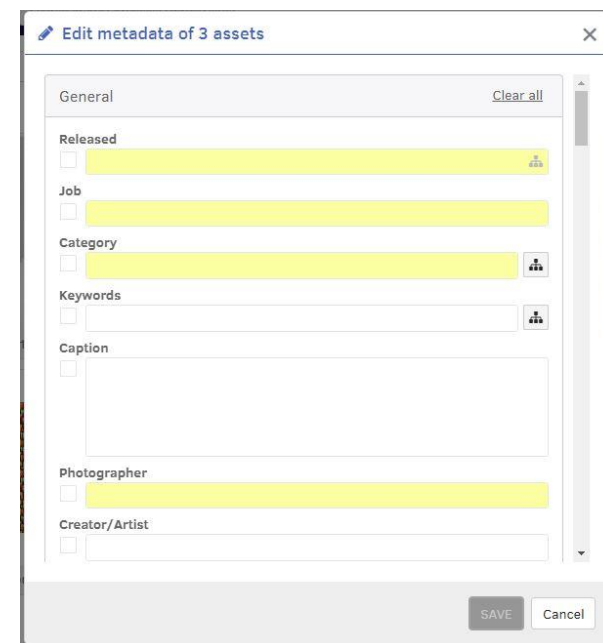


Editing Images In Bulk: FotoWeb

Select the files you wish to edit and select the 'Edit Metadata' action from the lower toolbar.

You will get a message warning that you will be overwriting all existing metadata in fields you choose to edit. If this is correct, Click 'OK'.

The Bulk Metadata Editor window will open. To edit a field, first select the tick box, then add your new metadata. If you wish to overwrite existing metadata with a NULL value, leave the ticked box empty.

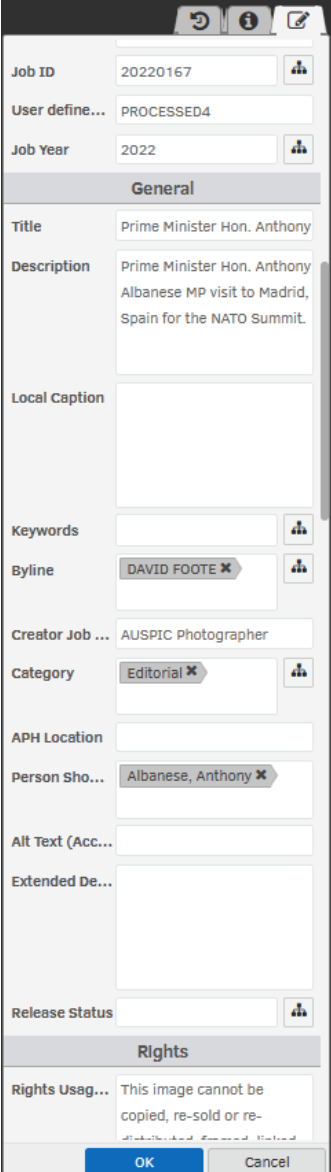


Editing Single Images: FotoWeb Pro

When you are viewing an image in FotoWare Pro you can edit individual fields by opening the metadata viewer, selecting the 'Edit' tab, and clicking on any field. Any editable field will become active.

Some fields have a list of options to choose from. Select from the list and press 'Enter' to add.

Click the 'OK' button to save changes, or 'Cancel' to exit without saving.



The screenshot displays the 'Edit' tab of the FotoWare Pro metadata viewer. The interface is organized into sections: 'General' and 'Rights'. The 'General' section contains fields for Job ID (20220167), User definition (PROCESSED4), Job Year (2022), Title (Prime Minister Hon. Anthony), Description (Prime Minister Hon. Anthony Albanese MP visit to Madrid, Spain for the NATO Summit), Local Caption, Keywords, Byline (DAVID FOOTE), Creator Job (AUSPIC Photographer), Category (Editorial), APH Location, Person Show (Albanese, Anthony), Alt Text (Acc...), Extended De..., and Release Status. The 'Rights' section shows a warning: 'Rights Usag... This image cannot be copied, re-sold or re-...'. At the bottom, there are 'OK' and 'Cancel' buttons.

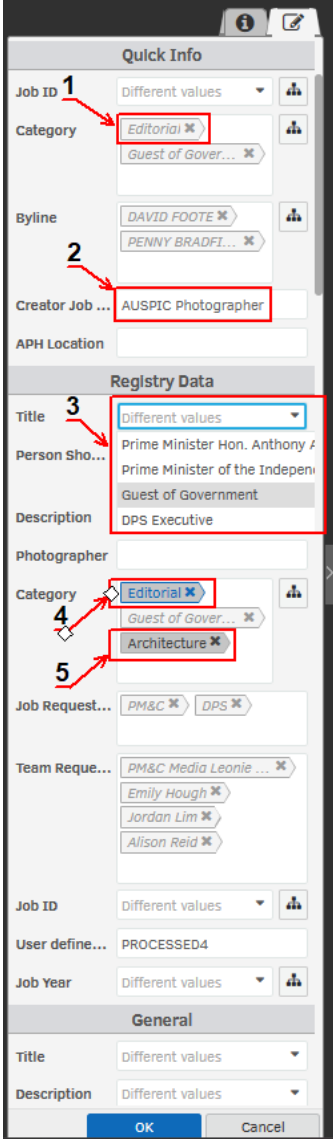
Editing Images In Bulk: FotoWeb Pro

Select the files you wish to edit and open the Metadata viewer, navigating to the Edit tab. Click any field to begin editing.

1. Tags in Bag fields (fields where multiple values can be added as tags), will appear as grey with grey italic text if not all selected assets share this value.
2. Values in single entry fields will appear as regular black text if all selected assets share this value.
3. If a single-entry field has 'Different values' in grey text, this means that selected assets have different data. You can choose the drop-down arrow to view all versions of data in the selected assets. If you want all assets to share the same data, you can select one of the values from this list OR type in new data. The existing data in all assets will be replaced.
4. If you would like all assets to share a tag that exists in some assets only, click on the tag and it will appear as dark grey with blue text. This means the value will be added to all selected assets.
5. You can add a new value by selecting the hierarchy icon to the right, or by typing a new tag manually. The new tag will appear as dark grey with black text.

To delete a tag, select the 'X' icon on the tag, and it will disappear.

Click the 'OK' button to save changes, or 'Cancel' to exit without saving.



The screenshot shows the 'Edit' tab of the FotoWeb Pro Metadata viewer. The interface is divided into three main sections: 'Quick Info', 'Registry Data', and 'General'. Red arrows and boxes highlight specific features: 1. Job ID field with a dropdown arrow. 2. Category field with a tag 'Editorial' and a hierarchy icon. 3. Title field with a dropdown arrow showing a list of values. 4. Category field with a tag 'Architecture' and a hierarchy icon. 5. Job Request field with a tag 'PM&C' and a hierarchy icon. The bottom of the interface has 'OK' and 'Cancel' buttons.

Mark a file as an Official Portrait

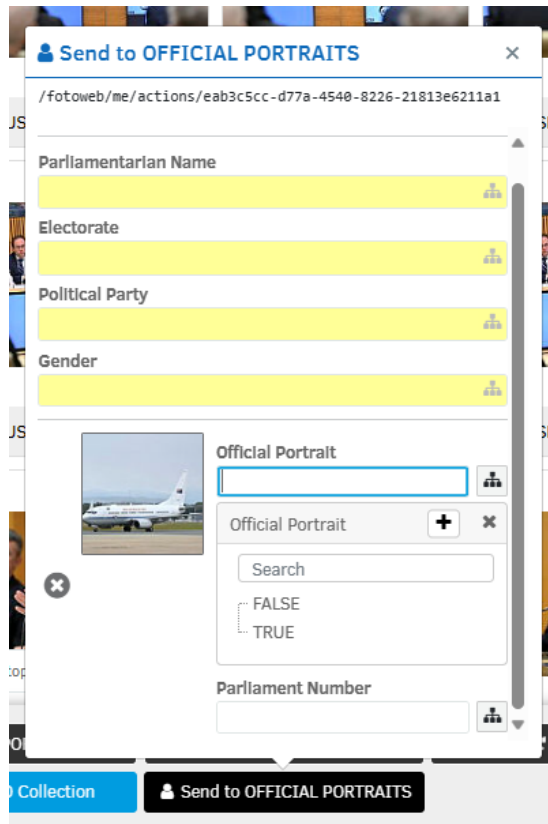
When a file is selected as an 'Official Portrait' it is removed from the **Restricted/Released collections** and moved to the **Official Portrait Collection**.

To send a file to Official Portraits, select the '**Send to Official Portraits**' Action.

You will be prompted to select additional information about the politician to allow the file to be easily categorised.

Select '**TRUE**' in the '**Official Portrait**' field for any files that should be marked as the official portrait.

You can also add a **Parliament Number** to specify which Parliament this portrait was used for.



Send to OFFICIAL PORTRAITS

/fotoweb/me/actions/eab3c5cc-d77a-4540-8226-21813e6211a1

Parliamentarian Name

Electorate

Political Party

Gender

Official Portrait

Official Portrait

Search

FALSE

TRUE

Parliament Number

Collection

Send to OFFICIAL PORTRAITS

Adding Job Categories

Images can include more than one Job Category; for example a delegation could visit the Senate during sitting, and the images could have the category 'Delegation' as well as 'Senate Chamber'.

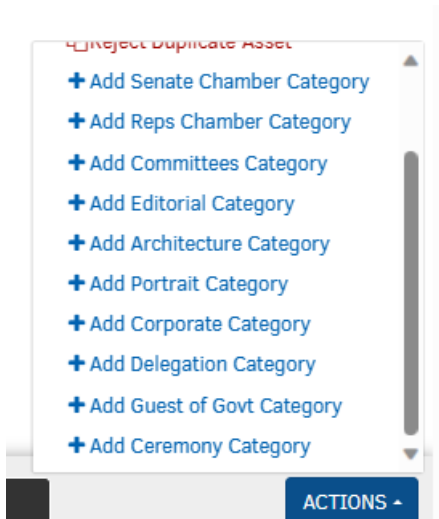
The Job Categories applied to an asset determine which Image Collection it will appear in if it is released. Therefore it is useful to make sure the categories are correct before releasing an image.

Themed Collection	Job Categories visible in this archive
Parliament House	Architecture, Garden
Significant Events	Editorial, Ceremony
Representatives Chamber	Representatives Chamber
Senate Chamber	Senate Chamber
Committee Sessions	Committee, Senate Estimates
Guests of Government	Guest of Government
People and Delegations	Portrait, Delegation
Ceremonies	Ceremonies, Swearing In
Corporate (DRAFT* as at 25 Oct 2023, this Collection has not been made visible to general staff).	Corporate

Adding Job Categories in FotoWeb

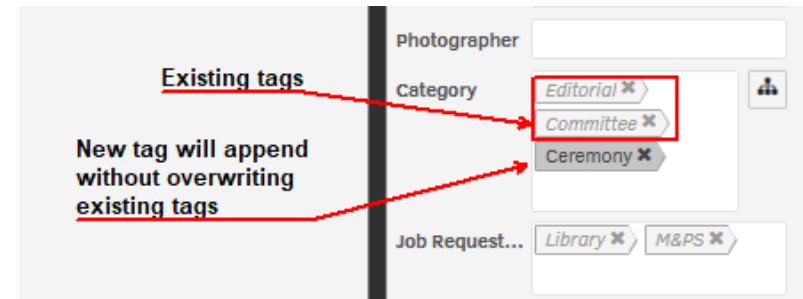
When adding Categories to multiple images using the FotoWeb interface, select the 'Actions' menu and choose the Category from the list.

Adding Categories via an Action makes sure the new Category is added without overwriting existing Category tags.



Adding Job Categories in FotoWeb PRO

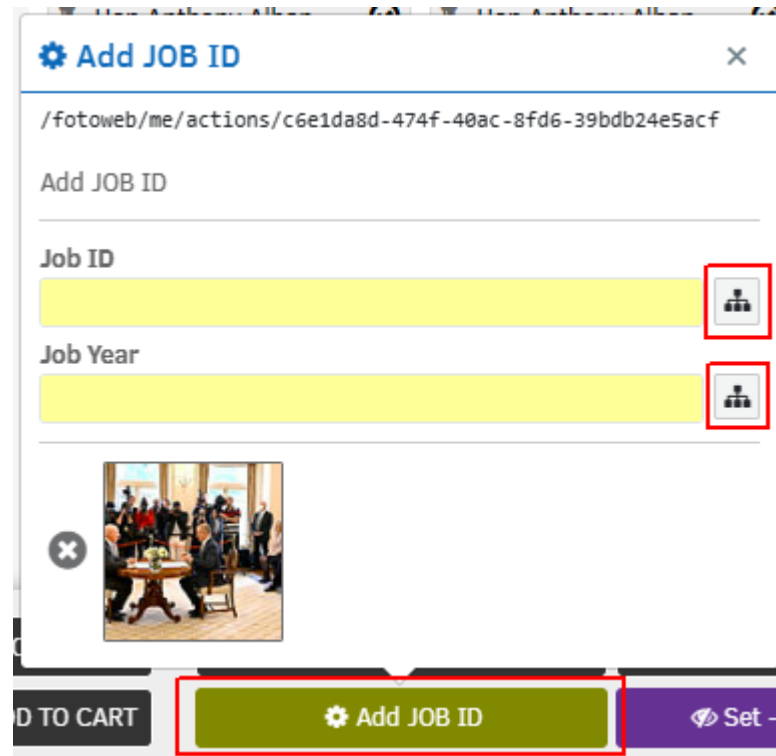
When adding Categories to multiple images using the FotoWeb PRO interface, you can simply add or remove tags using the PRO metadata editor.



Changing a Job ID

If you have uploaded a file without a Job ID, or with an incorrect Job ID, you can change it using the 'Add Job ID' Action. Select the files you wish to add metadata to and the green 'Add JOB ID' button will appear on the action tool bar at the base of the screen.

Select the Job ID and Job Year from the drop down lists, and the correct metadata from the Job Register will be automatically added to the files, and the files will be moved to the correct Job ID Folder.



8/ How to Restrict and Release Files?

By default, files are uploaded to the **AUSPIC Restricted** Collection. This means that only the AUSPIC team can access the files, and share them with specific people via Albums.

Releasing Files

To Release a file, select the files you wish to release and click the **'Release to All Users'** action. The files will move to the **AUSPIC Released Admin** Collection.

General staff members will only be able to access the files via the Themed collections on the home page. Assets are added to these collections based on their **Job Category**.

NOTE: Releasing a file to staff will mark the file as **'RNA'** (Retain as National Archives), because the file will become a published record. If this is the first time the file has been classified as RNA, a copy of the file will be sent to Archive storage.

The screenshot displays the 'AUSPIC - Restricted' archive interface. At the top, there's a navigation bar with tabs for 'Official Portraits', 'Parliament House', 'Significant Events', 'Representatives Chamber', 'Senate Chamber', 'Committee Sessions', 'Guests of Government', 'People and Delegations', and 'Ceremonies'. Below this, a search bar and 'UPLOAD' button are visible. The main content area is titled 'Release from the AUSPIC - Restricted Archive' and shows a grid of image assets. On the left, a sidebar lists 'Folders' by year (1999 to 2023) and 'Filters'. At the bottom, a toolbar contains buttons for 'DOWNLOAD', 'EDIT METADATA', 'ADD TO ALBUM', 'ROTATE', 'Add JOB ID', 'Set - Not for Release', and 'Release to All Users'. A red box highlights the 'Release to All Users' button, with an arrow pointing to it from the text 'Run 'Release to All Users''.

Restricting Files

To Restrict a file, select the files you wish to restrict from a **Public collection**, or the '**AUSPIC – Released Admin**' Collection and click the '**Send to Restricted**' action.

The files will move to the **AUSPIC Restricted Collection**.

The screenshot displays the Fotoware interface for the Parliament of Australia. The top navigation bar includes tabs for 'Official Portraits', 'Parliament House', 'Significant Events', 'Representatives Chamber', 'Senate Chambers', 'Committee Sessions', 'Guests of Government', 'People and Delegations', and 'Ceremonies'. The 'People and Delegations' tab is selected and highlighted with a red box. Below the navigation bar, a grid of image thumbnails is shown, each with a caption and a checkmark. One thumbnail in the second row is highlighted with an orange border. On the left side, there are filters for 'Year' (2023, 2022) and 'Keywords' (Crossbench, Governor-General, Adviser, Backbench, Black Rod, Budget, Clerk, Despatch Box, Division, Empty, Estimates). At the bottom, a toolbar shows actions for '1 Files selected (Clear)', 'DOWNLOAD', 'EDIT METADATA', 'ADD TO ALBUM', 'EXPORT', 'USE AS POSTER', 'ROTATE', 'Add JOB ID', 'Set - Not for Release', and 'ACTIONS'. The 'Send to Restricted' button is highlighted with a red box, and a text overlay points to it with the instruction: 'Select the "Send to Restricted" action.'

9/ How to I Reject and Restore Files?

Reject Files

If you have accidentally uploaded a file that should have been rejected, you can send it to the Rejected collection manually. The file will be moved to the Rejected collection and be deleted automatically according to an Archive schedule.

Select the files you want to reject and click on the 'Actions' button.

Select your deletion reason; non-preferred, or Duplicates.

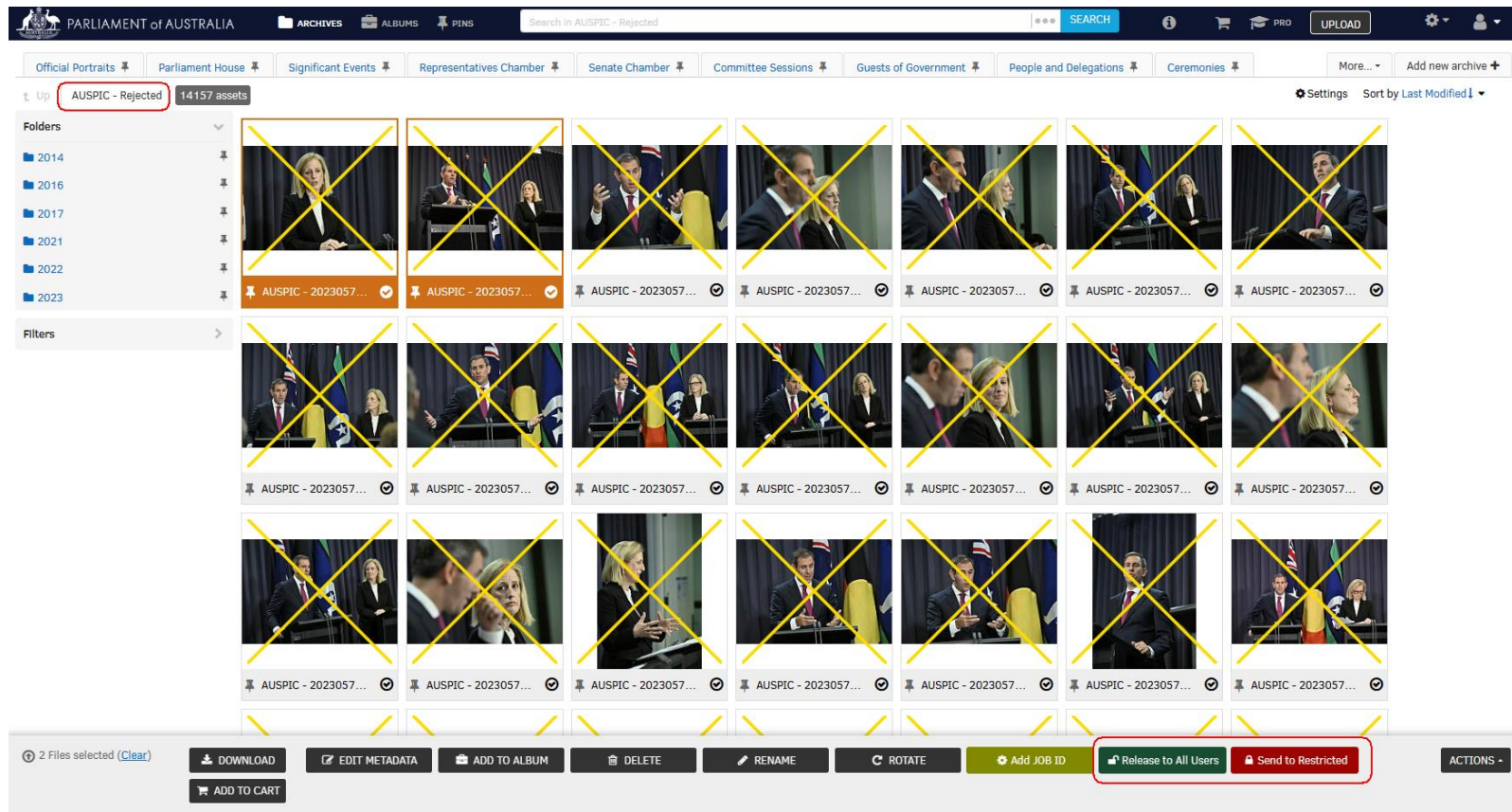
Duplicate files will be sent to the 'AUSPIC – Uploaded Duplicates' collection, non-preferred will be sent to the 'AUSPIC – Rejected' collection.

The screenshot displays the Fotoware web interface for the Parliament of Australia. The top navigation bar includes 'ARCHIVES', 'ALBUMS', and 'PINS'. The main content area is titled 'Release from the AUSPIC - Restricted Archive' and shows a grid of image thumbnails. On the left, there is a sidebar with 'Folders' (years from 1999 to 2023) and 'Filters'. At the bottom, an 'ACTIONS' bar contains buttons for 'DOWNLOAD', 'EDIT METADATA', 'ADD TO ALBUM', 'ROTATE', 'Add JOB ID', 'Set - Not for Release', and 'Release to All Users'. A red box highlights the 'AUSPIC - Restricted' collection name in the top left. Another red box highlights the 'Release to All Users' button in the bottom right. A red arrow points from the button to the text 'Run Release to All Users'.

Restore Files

To Restore a file, select the files you wish to restore from the **'AUSPIC – Uploaded Duplicates'** or **'AUSPIC – Rejected'** Collection.

- If you want the files restored, but only accessible by AUSPIC, click the **'Send to Restricted'** action. The files will move to the **AUSPIC Restricted** Collection.
- If you want the files restored and accessible to all staff, click the **'Release to All Users'** action. The files will move to the **AUSPIC Released Admin** and relevant Themed Collections.



10/ What is the Pin icon for?

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.

11/ How do I share images with the Prime Minister's Office?

There is a specific collection for the Prime Minister's Office, which is accessible only by the AUSPIC team and specific staffers from the PMO. This collection can hold images that are Restricted OR Released.

This allows the members of the Prime Minister's office who hold an @aph login to download images directly, without having to order or receive the images in an album.

- **Released Images** are **automatically** added to the PMO collection if the metadata includes the word 'Albanese'. (This automatic search can be changed if the name of the PM changes).
- **Restricted Images** (images in AUSPIC – Restricted) must be **manually added** to the collection by AUSPIC staff.
- **Released Images** that don't include the word 'Albanese' can also be manually added to the collection.

Identifying Files already in PMO collection

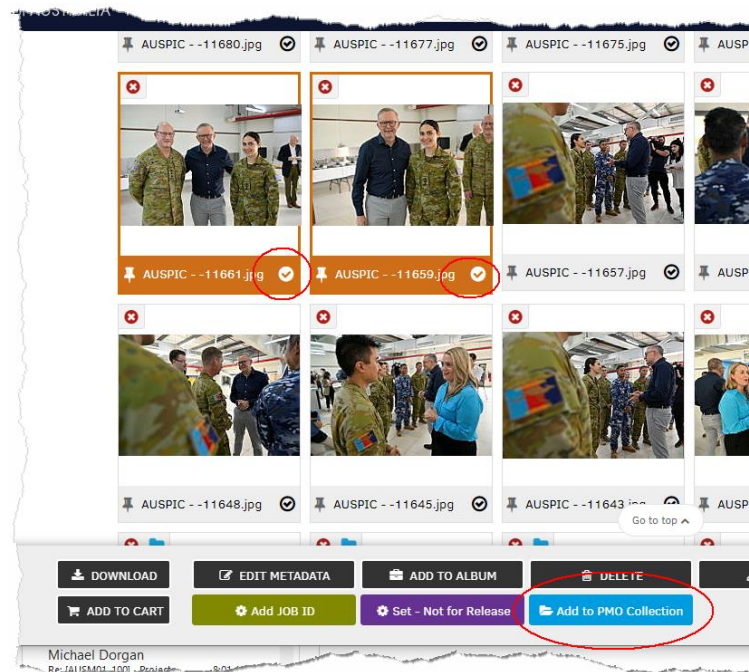
Released images: By default, all released images with the word 'Albanese' in the metadata will be added to the PMO Collection. In the AUSPIC -Admin Collection, use the 'Added to PMO Collection' filter in the at the left-hand side to see all of the images included. **NOTE:** if any released images have been *manually added*, they will have a light blue file marker on them, to indicate that they are also in the PMO collection.

Restricted Images: Restricted images can be manually added to the PMO collection. You can also use the 'Added to PMO Collection' filter in the 'AUSPIC – Restricted' collection, to see which images have already been added. These images will have a light blue file marker on them, to indicate that they have been added.



Adding files to PMO collection

The light blue 'Add to PMO Collection' button is available in AUSPIC Released, AUSPIC Restricted and Official Portraits. Simply select the images you wish to add and click the button.



12/ What does each marker icon mean?

	Link to NEF	Click to open a new window showing the related NEF image.
	Released	Image has been Released and is available to all staff
 	Rejected	Image has been Rejected and will be deleted after 60 days.
	Not for Release	Image should not be Released. Image should remain in the 'AUSPIC – Restricted' folder and only be shared with authorised people.
	Tagged	Image has been tagged (ie. 'Selected') in FotoStation prior to ingest.
	Added to PMO Collection	Image has been added to the Prime Minister's Office Collection. <i>(NOTE: Images with metadata including 'Albanese' are also added to PMO Collection when released, but may not have the blue marker).</i>
	Official Portrait	Asset has been identified as an Official Portrait.