Helpful Checklists

Refer to these checklists for guidance on the steps for uploading and adding metadata into PhotoStore.

Upload Workflows

Contributors Checklist

☐ Upload assets to your workspace.
☐ Add metadata to assets.
☐ If assets are meant to be visible in a portal, change their status to approved.
☐ Move assets from your workspace to the main library, into the folder synced to your Portal/PhotoStore.

Photographers Checklist

☐ Using the upload link obtained from your UChicago PhotoStore contact, upload assets.
☐ Add metadata to assets. Your UChicago PhotoStore contact will then be automatically notified by email of your upload and can review the assets.

Metadata

Before changing the status of assets to approved, follow this checklist to ensure that the metadata conforms to minimum standards:

☐ Keyword(s)
☐ Tag(s)*
☐ Description*
☐ Creator*
☐ Terms & Conditions*
☐ Person/People Shown in Image

Additional fields can and should be filled in where possible.

* Can be automatically mapped from photograph’s EXIF data upon upload