Picturepark Training Manual
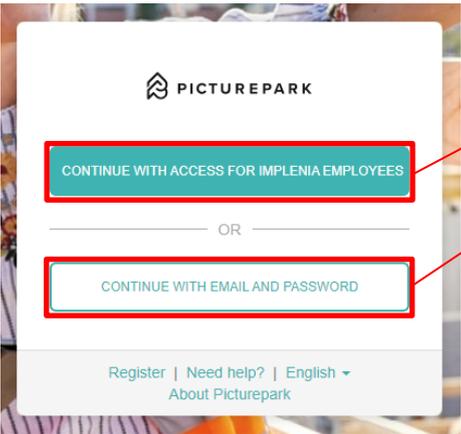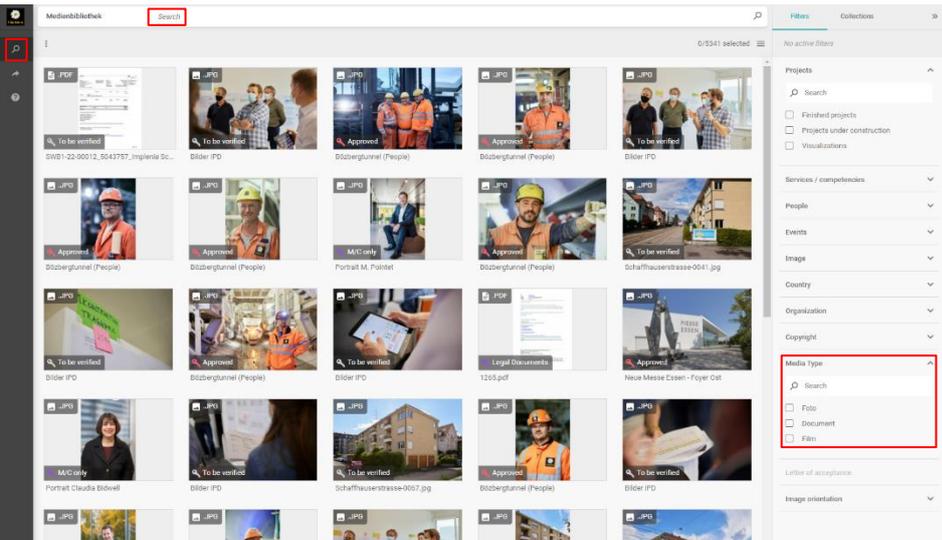
1. **Login => implenia.picturepark.com**
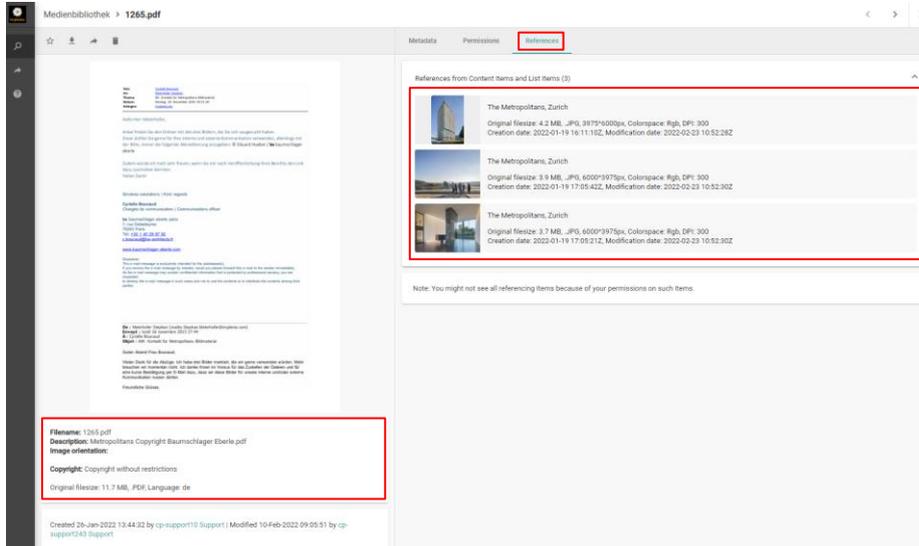

SSO Login for Implenia Employees

External login (needs approval via Admin)

2. **Search/Filter**

Search for assets and media types using the search field and filter. Choose "Document" to get an overview of all declarations of consent.

3. Declaration of consent

Click on a document asset for a more detailed view and select "References" to get more information about what images are linked to this document. You can click on those images to jump right to the image view.
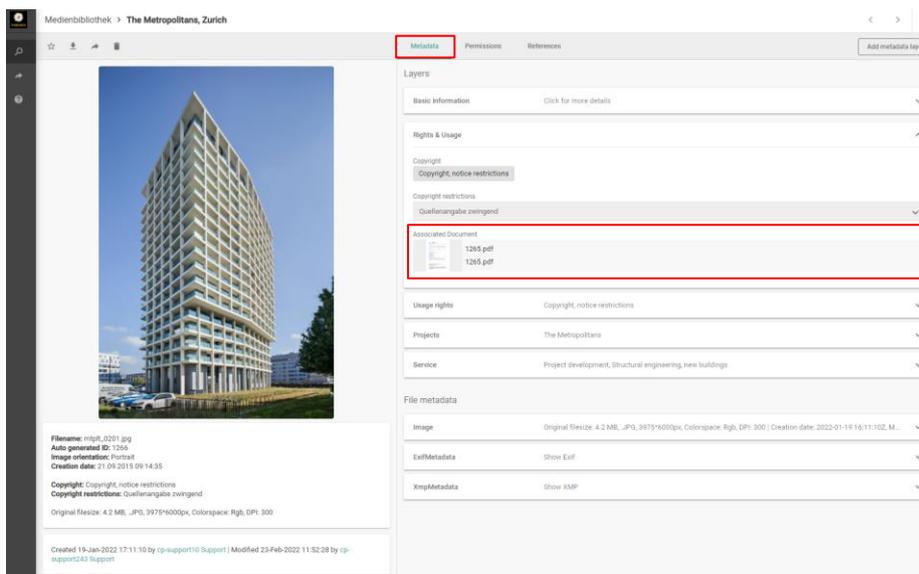

The image view provides the documents under the section "Associated Document" from where you have the option to download it or jump back to the document view.

4. Collection
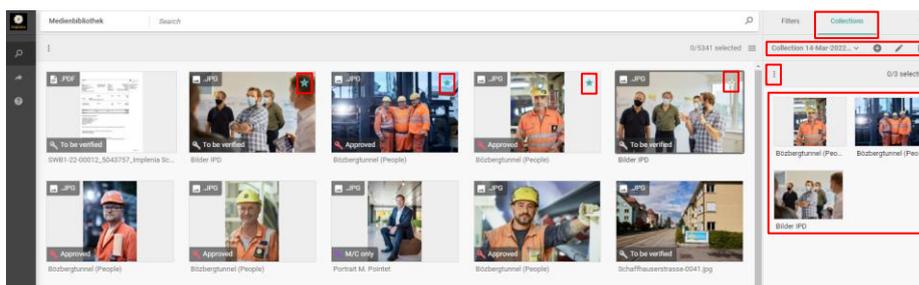
When hovering over an image you get the option to add it to your collection via a small star in the upper right corner. Select "Collections" to get an overview of the selected images in your collection. Here you can also add, edit, delete or even download whole collections.

5. Upload Files
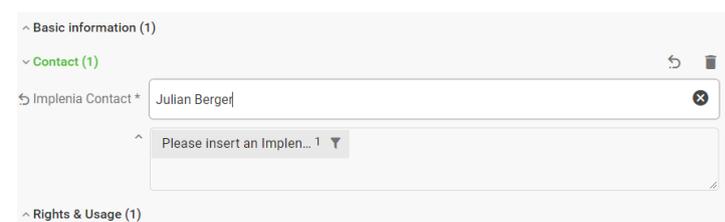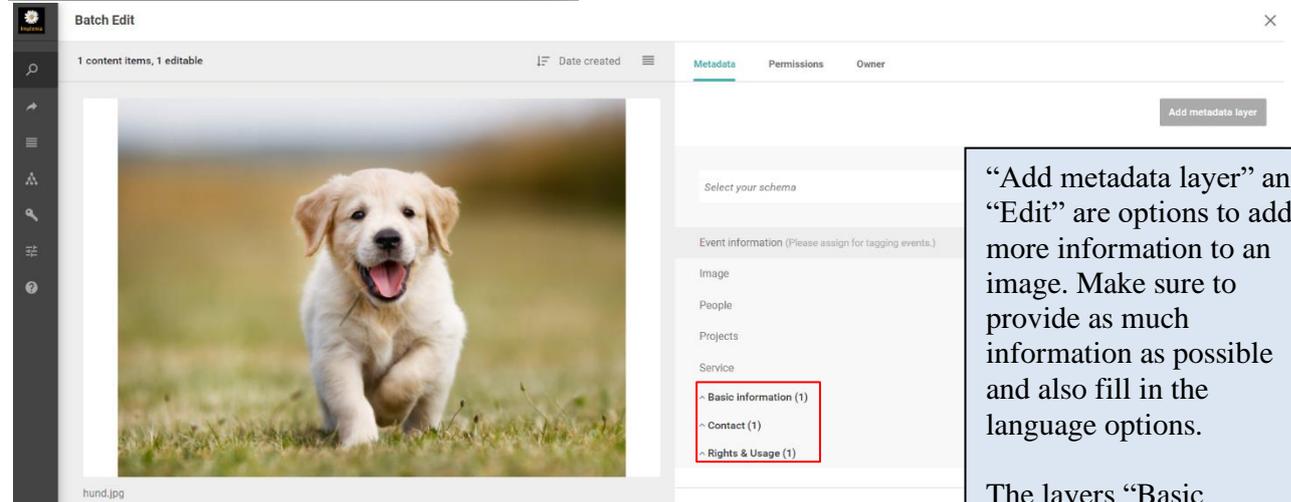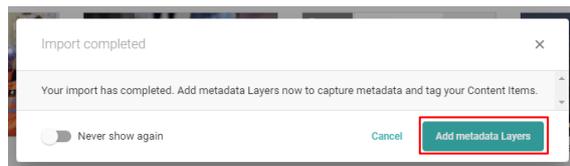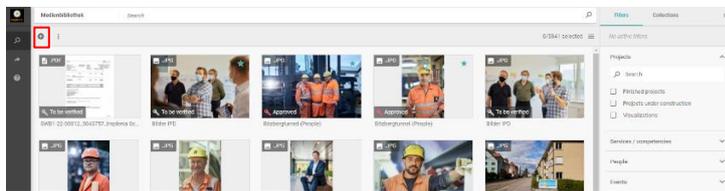
Upload a file or zip file via + button and add metadata layers.

"Add metadata layer" and "Edit" are options to add more information to an image. Make sure to provide as much information as possible and also fill in the language options.

The layers "Basic Information", "Contact" and "Rights&Usage" are mandatory and therefore preselected.

The "Contact" layer needs the Implenia contact filled in. Other as the "Owner" how uploads the media assets, the Implenia contact is in charge of those assets. So make sure that the uploader will insert the correct Implenia contact.

To link the image to a document, select "Rights & Usage" and add the name in the field "Associated Document".
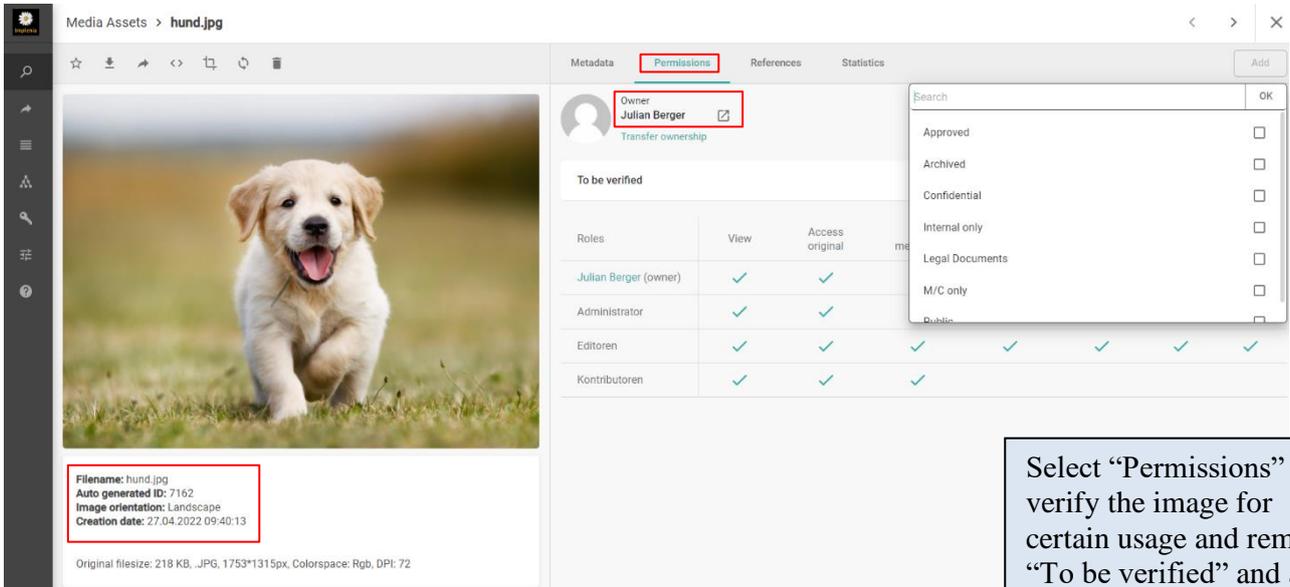
Select "Permissions" to verify the image for certain usage and remove "To be verified" and ad "Approved".

Here you can also have insights about the "Owner" how uploads the asset.
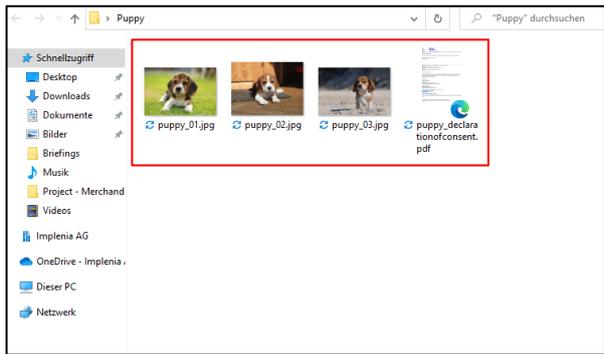
Now you finished the upload of one image.

Whenever you want to add more than one image at a time you can do that by uploading a folder.

After the upload you can add metadata for several images and documents in one step and don`t need to do it separately for each image. Make sure to configurate the "Permission" section too. In this editing mode you can also make different selection for example if you have a document and don´t want it to be tagged with "Foto" as media type.