Waterloo Photos

A library of digital media assets (images) for the University of Waterloo

Waterloo Photos

- A browser based Digital Asset Management (DAM) system

  - to support the needs of the University of Waterloo with respect to storing, sorting and sharing digital assets

  - specifically image files (not storing video files)

- Allows users to easily share digital assets with both internal and external campus partners;

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Features and functionality

- use WatIAM credentials to login to system

- Each department/organizational unit has users with permissions

  - Each org unit has at least one admin user
  - Ability to add members and define permissions

- Built-in reporting functions

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Pilot groups & Launch to campus

- Before the launch to campus we had a couple of departments as pilot groups in the system providing feedback on configuration, functionality, training resources, etc.

- WP was launched to campus in August.
  - Since the launch we've added six departments to the system

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Requesting Access to Waterloo Photos

- To have a new org unit to be created submit a request to

  - rt-ist-waterloo-photos@rt.uwaterloo.ca

- Include the following information:

  - Name of org unit

  - Name of org unit admin/point of contact (POC)

  - Indicate whether you will be:

    - Uploading, storing and sharing assets, or

    - Are looking to view and download assets

- After receiving your request we will contact you to set up a planning meeting.

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Accessing Waterloo Photos

- after their department/org unit has been added to the system users are added to a security group

- Users are added to the system with their permissions defined

- URL is uwaterloo.ca/photos

A quick overview of Waterloo Photos