PICTUREPARK

Admin Training
Picturepark Content Platform

This admin training task can be forwarded to all poweruser. Herewith they should get an insight into the Content Platform and get the know-how to work with the Picturepark Content Platform. For each task, the corresponding page from the user guide is noted, so you can get help if needed. The user guide and a walk-through video is linked below next to the other help pages.

[User Guide](#)

[Admin Manual](#)

[Picturepark Academy Videos](#)

Training

1. Register

Please open your Picturepark invitation and register accordingly. *(User guide chapter 1.1, p.3)*

2. Log in

Now log in with the configured identity provider. *(User guide chapter 1.2, p.3)*

3. Upload

Now try to opload a new item in your Picturepark instance. *(User guide chapter 4.1, p.13)*

4. Add new list item

Please go ahead and create a new list item for the List "Training List". *(User guide chapter 6.4, p.24)*

5. Tag list item

Now open the detail view of your uploaded content item and tag your newly created list item. *(User guide chapter 4.2, p.14)*

6. Transfer ownership

Stay in the detail view of your content item and transfer the ownership to a fellow administrator. *(user guide chapter 4.5, p.18)*

7. Change permission set

To adjust the permissions of the content item, unassign all currently assigned permission sets and add the permission set "Training permission set". *(user guide chapter 4.3, p.17)*

8. Export/import metadata

Now export the metadata of your content item, open the excel file and change the title to "Training Title". Now save the excel and run the metadata import. *(user guide chapter 6.6, p.26)*

9. Content browser filter

Navigate to the channel settings of the channel "Training" and create a content browser filter for the field "Training tagbox field". *(user guide chapter 6.2, p.22)*

10. Share content

Now send a share of the uploaded content item to the responsible administrator. *(user guide chapter 3.2, p.10)*

11. Delete

After you have shared the content item and the administrator confirmed that he received the share, delete the content item, content browser filter and the list item.
(user guide chapter 2.1, p.5, chapter 6.2, p.22, chapter 6.4, p.24)