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How to upload photos

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"Following images are from UAT hence the '2' in url

1.

The link to upload photos into Media library is:

https://digitalservice.ura.gov.sg/medialibrary
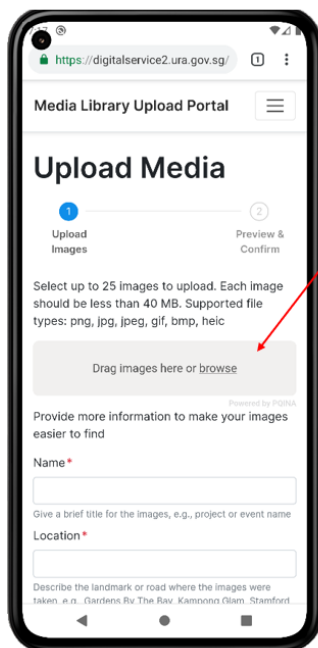
2.

Tap on the Sign In button.
You will be prompted to enter your URA email address; followed by a 6 digit OTP obtained from your Microsoft Authenticator App (same as workday's)
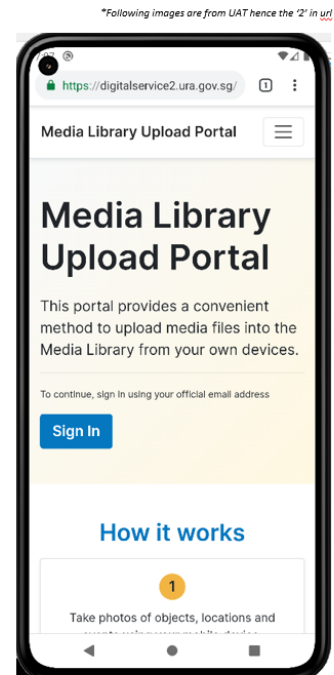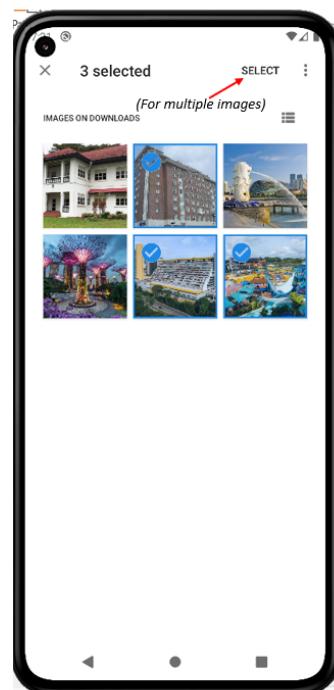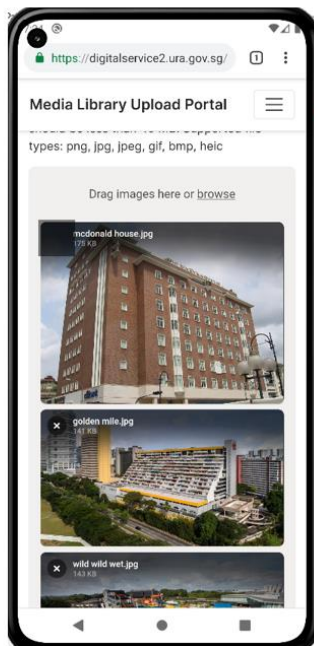
Uploading photos into Media Library 2/6

3.

To upload photos, simply press on the **Drag images here or browse** button.

P/N: A maximum of 25 images can be selected for upload at 1 go; with each image being less than 40 MB.

4.

If it's 1 image to upload, simply tap on that 1 image.

If it's multiple images to upload, tap and hold press on 1 image then tap on the rest of the image. After the selection is done press **SELECT**
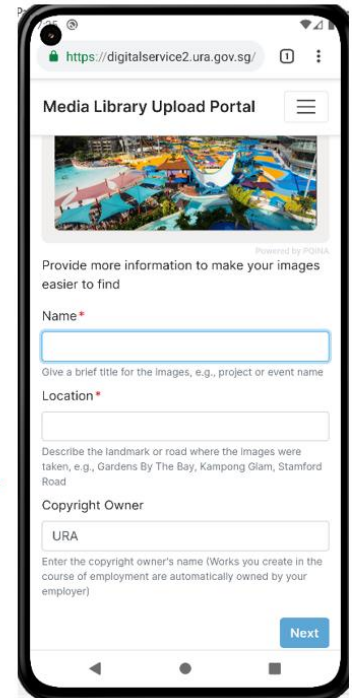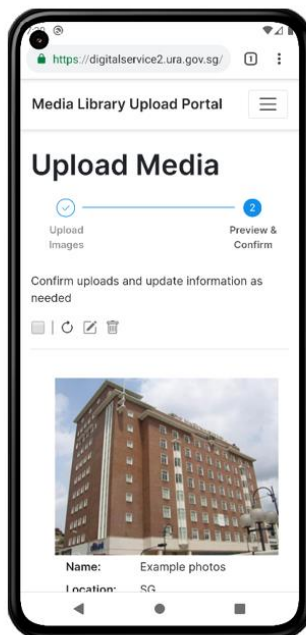
Uploading photos into Media Library 3/6

types: png, jpg, jpeg, gif, bmp, heic

Drag images here or browse

mcdonald house.jpg
178 KB

golden mile.jpg
141 KB

wild wild wet.jpg
143 KB

5.
A preview of the selected images will be displayed.

Media Library Upload Portal

Provide more information to make your images easier to find

Name *

Give a brief title for the images, e.g., project or event name

Location *

Describe the landmark or road where the images were taken, e.g., Gardens By The Bay, Kampong Glam, Stamford Road

Copyright Owner

URA

Enter the copyright owner's name (Works you create in the course of employment are automatically owned by your employer)

Next

6.
Fill up the **Name**, **Location** (mandatory fields) and Copyright owner for the selected photos; then press on the **Next** button.

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Media Library Upload Portal

Upload Media

Upload Images — Preview & Confirm 2

Confirm uploads and update information as needed
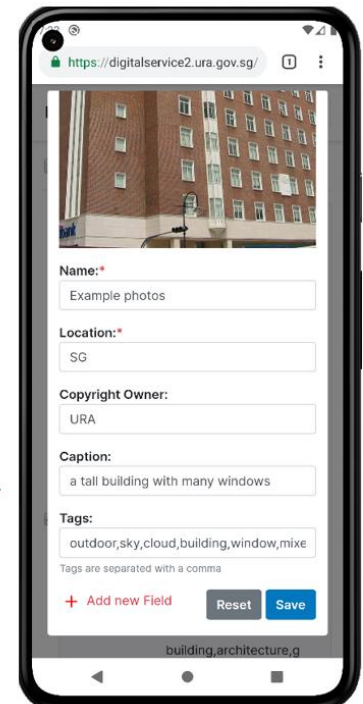
Name: Example photos
Location: SG

7.
This landing page is a confirmation page where you can make final edits to the photos before confirming the uploads into the Media Library search portal.

(Abandoning this step means that the photos would not be deposited inside)

Name: *
Example photos

Location: *
SG

Copyright Owner:
URA

Caption:
a tall building with many windows

Tags:
outdoor,sky,cloud,building,window,mixe

Tags are separated with a comma

+ Add new Field   Reset   Save

building,architecture,g

8.
You can edit additional fields such as caption and tags (there will be auto-generation of them by MS Cognitive AI but you could add on/remove when necessary)

About [Add new fields] at next page >

9.

The add new Field is a function that allows you to input extra labels to the photos if needed.

In this example, I put 2 more labels, [Team] and [Remarks].

10.

Press save to confirm the changes made to the photo.

(Not yet done, still must do another save after this for the upload)

11.

Once you've finished previewing/editing your photos, scroll all the way to the bottom of your phone screen and press the blue **Confirm** button.

12.

You will see a green alert box notifying you that your uploads are successful.

You have completed the upload process.

To view the photos, view at **intranet** at
https://medialibrary.uraaz.gov.sg

FAQs (Frequently asked questions)

Q: Why does my geo location not show for my photos that I have uploaded?

A: One reason could be that geolocation information was not enabled for your phones.

Enabling Location information for Android

https://support.google.com/photos/answer/9921876?hl=en

Change your camera
location settings - Go

Covers the following:

- Fujitsu/FCNT devices
- Google devices
- HTC devices
- iOS devices
- Kyocera devices
- LG devices
- Motorola devices
- Nokia devices
- OnePlus devices
- OPPO devices
- Samsung devices
- Sharp devices
- Sony devices
- Vivo devices
- Xiaomi devices
- ZTE devices

Enabling Location information for Apple

Q: I have geo location enabled, yet the location still is not displayed. I have double checked the photos and they do have geo location information in it.

A: For Apple/Android devices, the reason can be either file compression deleting such metadata off, or scoped storage privacy privileges that block certain metadata information to be revealed.

Apple devices

iOS/iPadOS devices have a setting that controls the file format that camera photos are saved.

The (default) High Efficiency option saves photos in HEIC file format, while Most Compatible saves them in JPEG format.

When choosing photos to upload into Media Library via mobile browser, if a HEIC image is selected from the Photo Library, the original image is never uploaded. Instead, iOS/iPadOS converts the photo from HEIC to JPEG format on the fly before uploading. This conversion to JPEG removes all image metadata, including date/time and geotagging. As such, the uploaded photo is seen as not geotagged in URA Media Library even though the original photo may be so.

There are two solutions to this problem:

Solution 1: Capture camera photos in JPEG format

Original photos in JPEG can be uploaded to URA Media Library from iOS/iPadOS devices with no loss of metadata information. As such, before capturing photos, make sure that the camera is set to save photos in JPEG format.

1. Go to the Settings app > Camera > Formats, then under Camera Capture, select Most Compatible.
   - You may switch the Camera Capture setting back to High Efficiency for non-work-related photos, such as personal photos.
2. Take photos using the Camera app, which will be captured in JPEG format.
3. In your mobile browser, log in to URA Media Library.
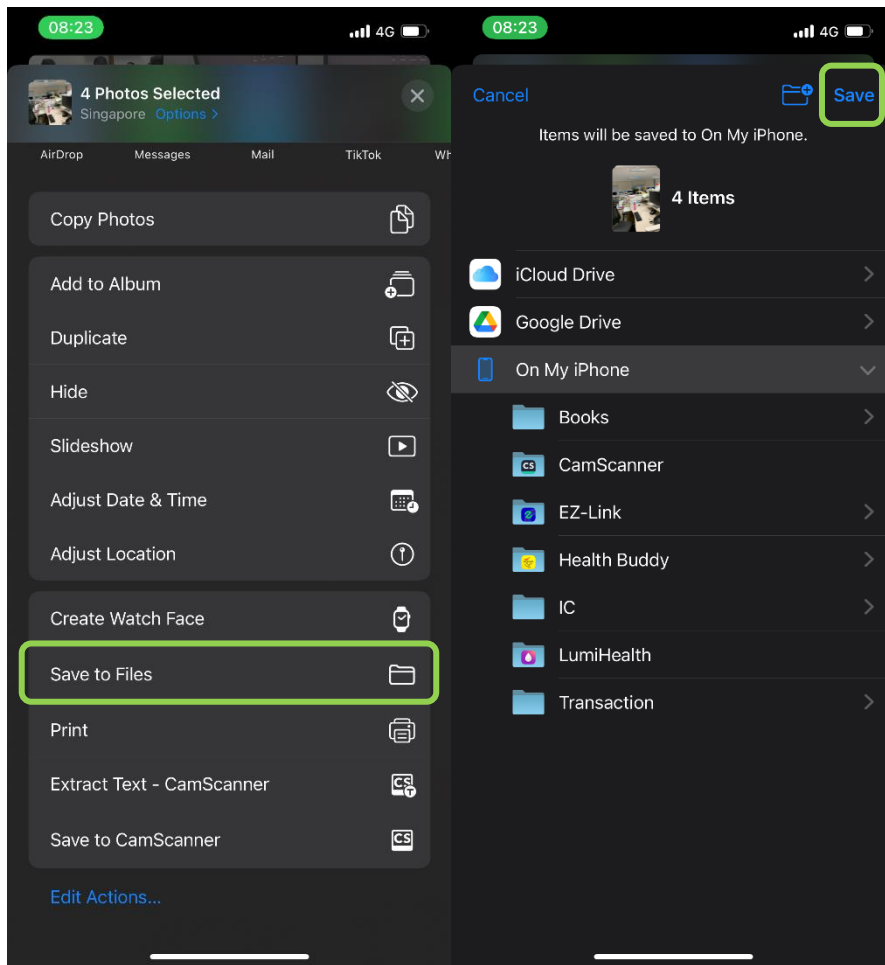4. At the file input, tap Photo Library and select only the JPEG photos to upload.
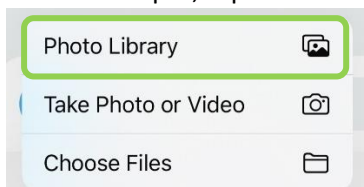
Solution 2: Copy HEIC photos to Files app before uploading

This solution may be used to upload original HEIC format photos to URA Media Library from iOS/iPadOS devices. To prevent iOS/iPadOS from converting the HEIC photos to JPEG, the photos must first be copied to Files app:
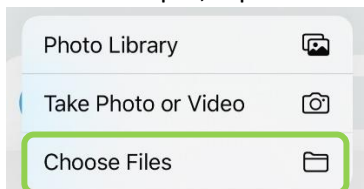
1. Open the Photos app 🌈 and select one or more photos to be upload.
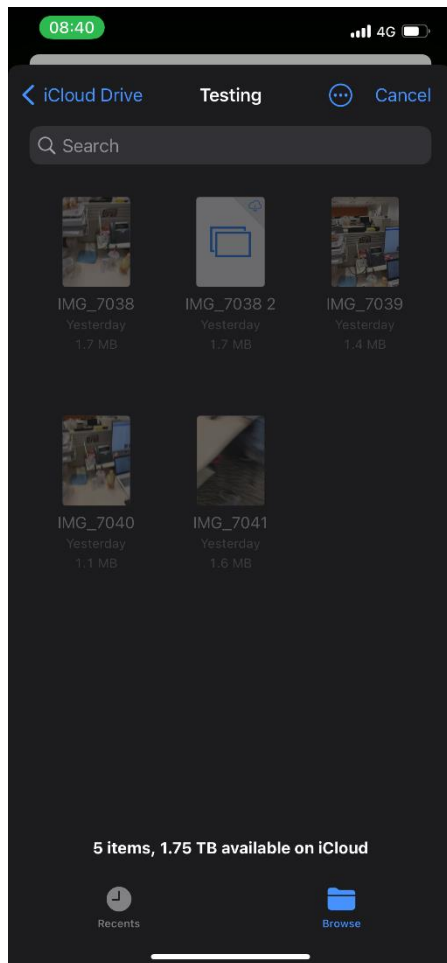2. Tap ⬆️, and select Save to Files.
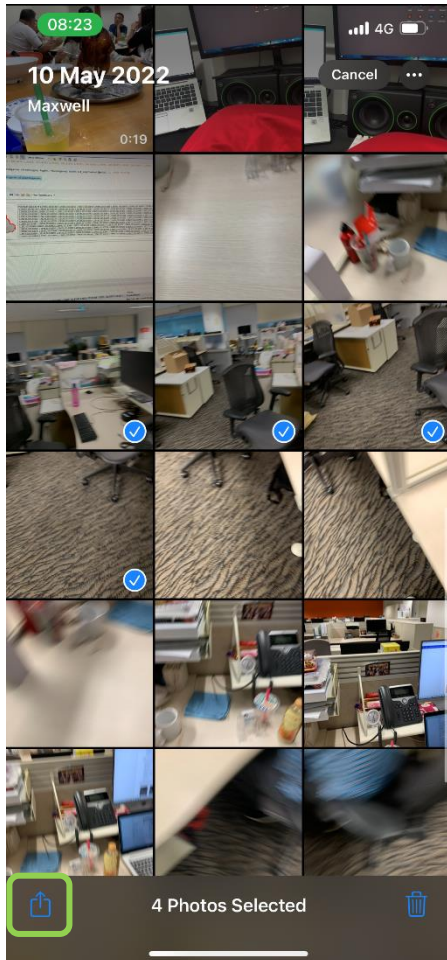
3. Select a specific location to save the photos to (such as the Downloads folder), then tap on Save.

4. In your mobile browser, log in to Media Library.
5. On the file input, tap Choose Files (instead of Photo Library) to select files.

6. Browse to the location where the photos had been copied, select the photos, and tap on Select.

Extra: How to find out the file format of an existing photo

The file format of an existing photo can be checked in the Photos app by tapping on a photo in the library, and then tapping on ⓘ or swiping up. The file format is displayed on the top right corner of the section showing camera details.
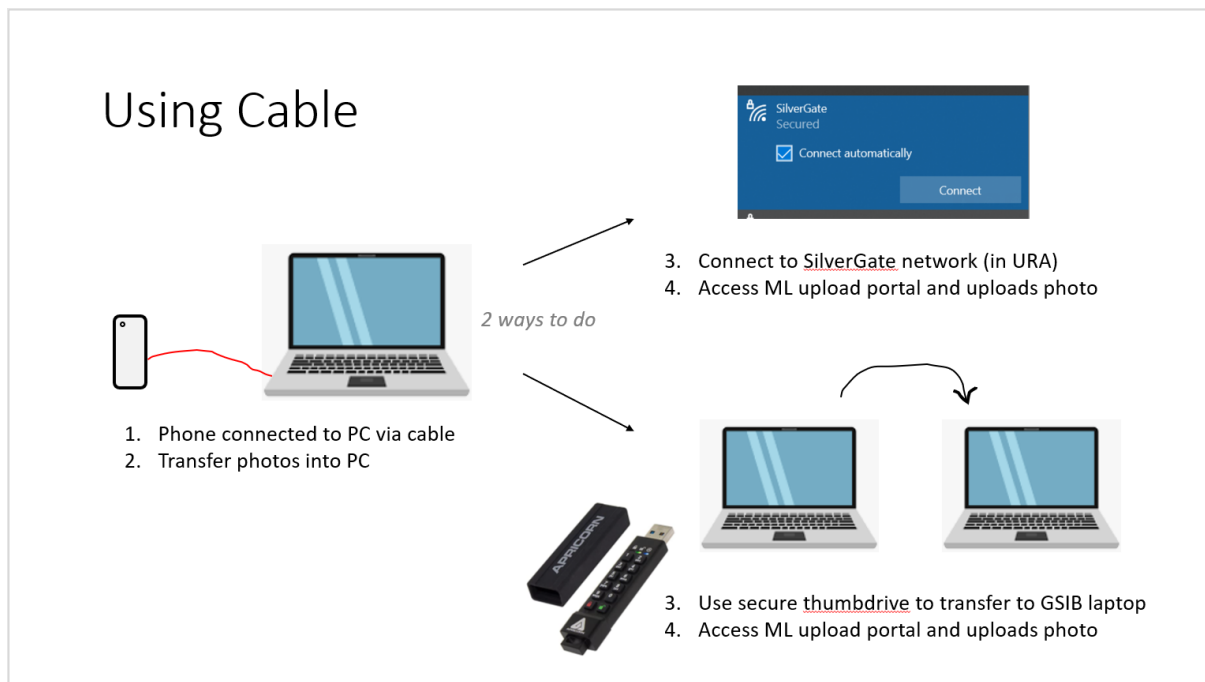
<u>For Android devices</u>

You can either upload via a different device (PC) or use file picker when uploading (not image picker, which compresses metadata)

1. Uploading Via PC

- Using any Internet Wi-Fi
- Using secure thumb drive to transfer then upload

2. Uploading Via Email

You can send photos via email as well – but make sure you attach the photo as a [File] attachment and not a [copy-pasted] image src as this will usually strip off metadata due to compression

Attaching an image into email using native Gallery apps (from e.g., share option) would usually also cause compression to happen as well