

# Workflow for New Images

The workflow for adding new images to Portfolio is still a work in progress.

If a new shoot is done, please weed through unusable images. Give Rachel Appel the images on a DVD, drive, or through the network. She can upload them to the server and add them to Portfolio.

Create a folder under the year the assets were created with the name of the event or reason for the shoot and upload the images to that folder.

To ingest them into Portfolio, please see [Upload Process](#).

Feel free to add metadata. See how via [Cataloging](#).