

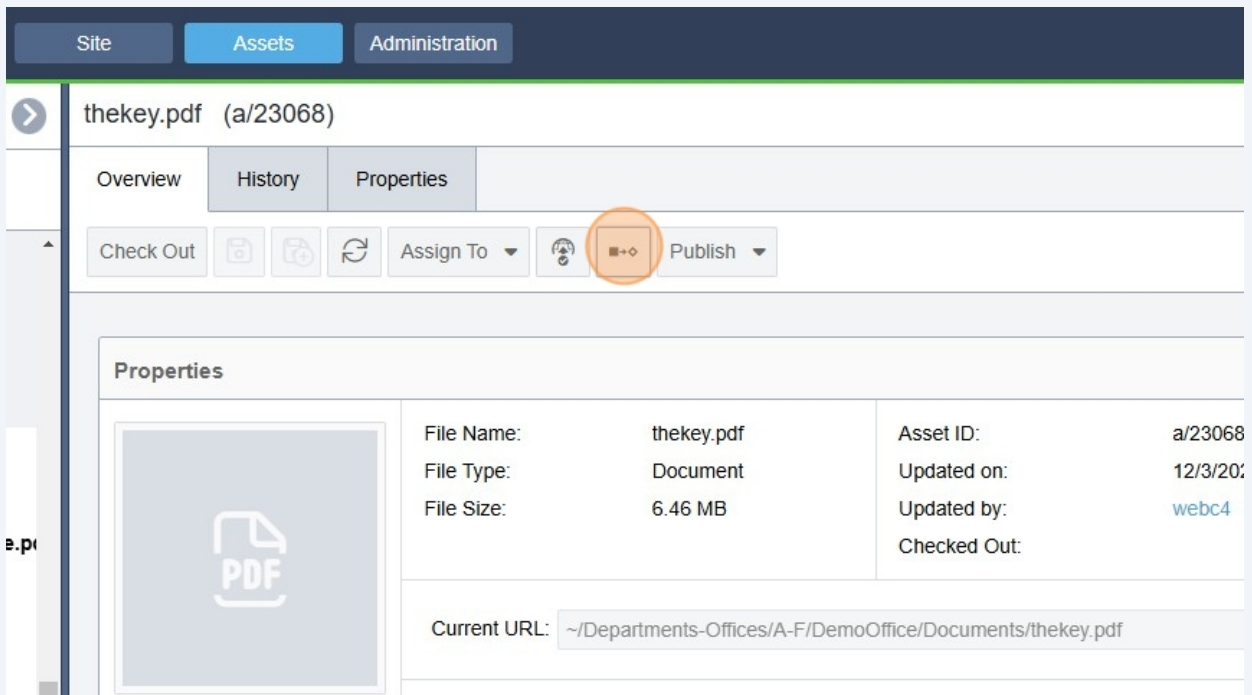
Updating a Previously Published Asset

1

Select the asset you want to update in the asset tree. In order to edit it, you need to begin the workflow steps.

The screenshot displays a content management system interface. On the left is a dark sidebar with navigation icons. The main area shows an asset tree with folders like 'CounselingStudentAffairs', 'CreditEval', 'CriminalJustice', 'DeanStudents', and 'DemoOffice'. Under 'DemoOffice', the 'Documents' folder is expanded, showing 'Masthead IMG Template Guide.pdf' and 'thekey.pdf', with 'thekey.pdf' highlighted in green and circled in orange. Below the tree are folders 'icons', 'Images', and 'Test', and files 'eight.jpg', 'FacultyStaffMasthead.jpg', 'Fireworks.jpg', and 'five.jpg'. On the right, a 'Properties' panel shows a PDF icon, 'Upload New' and 'Download' buttons, and fields for 'File Name', 'File Type', 'File Size', 'Current URL', 'Restrict Asset Publication', 'Start Date', 'End Date', and 'Notes'.

2 Click the **Advance in Workflow** icon.



Site Assets Administration

thekey.pdf (a/23068)

Overview History Properties

Check Out Assign To Publish

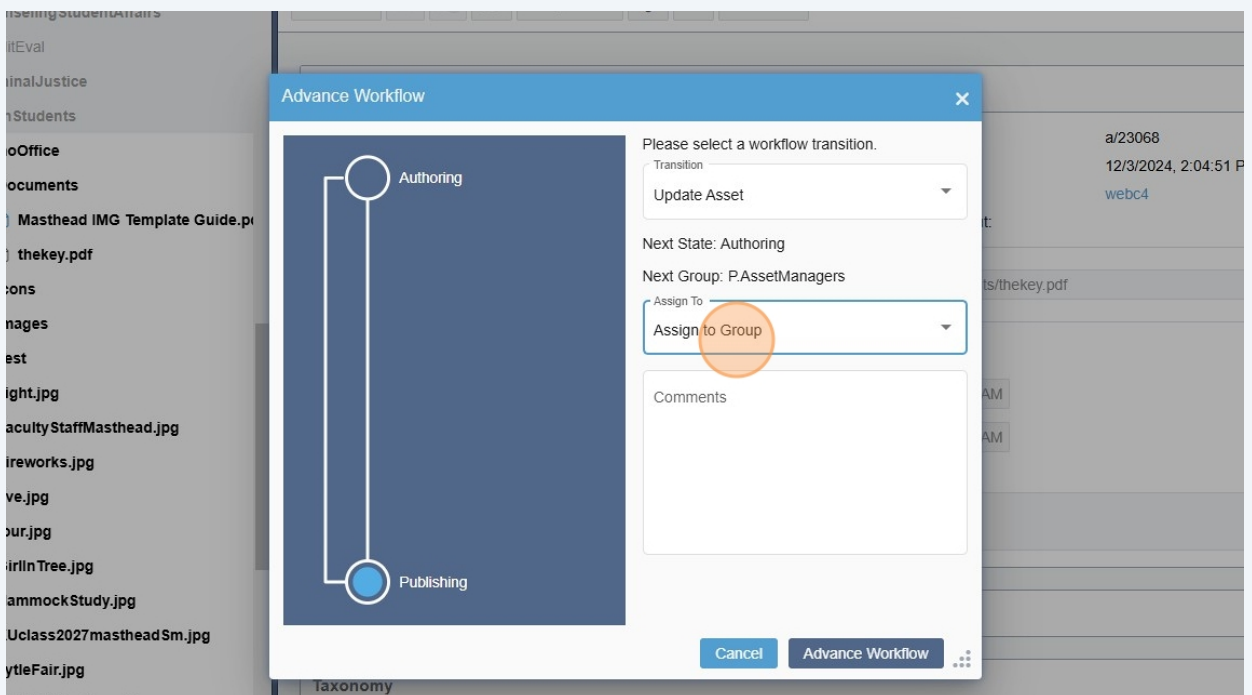
Properties

File Name:	thekey.pdf	Asset ID:	a/23068
File Type:	Document	Updated on:	12/3/2024
File Size:	6.46 MB	Updated by:	webc4
Checked Out:			

Current URL: ~/Departments-Offices/A-F/DemoOffice/Documents/thekey.pdf

3 In the Advance Workflow window, **Update Asset** is the only option.

Click the **Assign To** box.



Advance Workflow

Please select a workflow transition.

Transition: Update Asset

Next State: Authoring

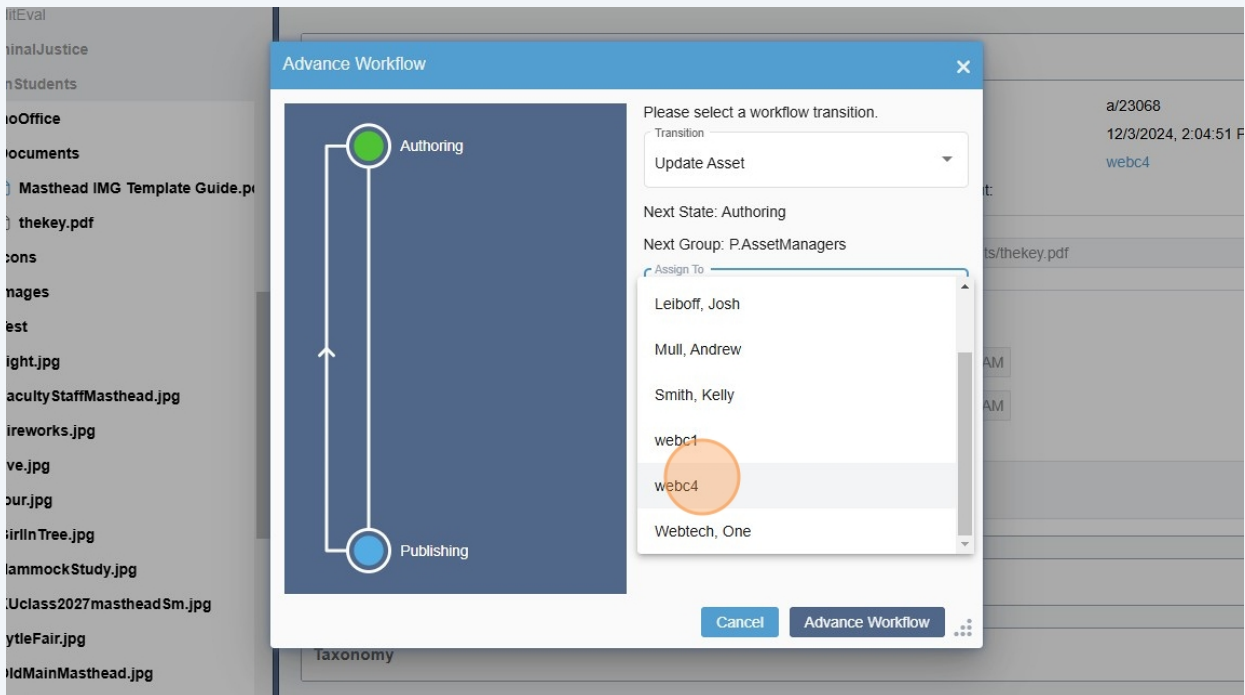
Next Group: P.AssetManagers

Assign To: Assign to Group

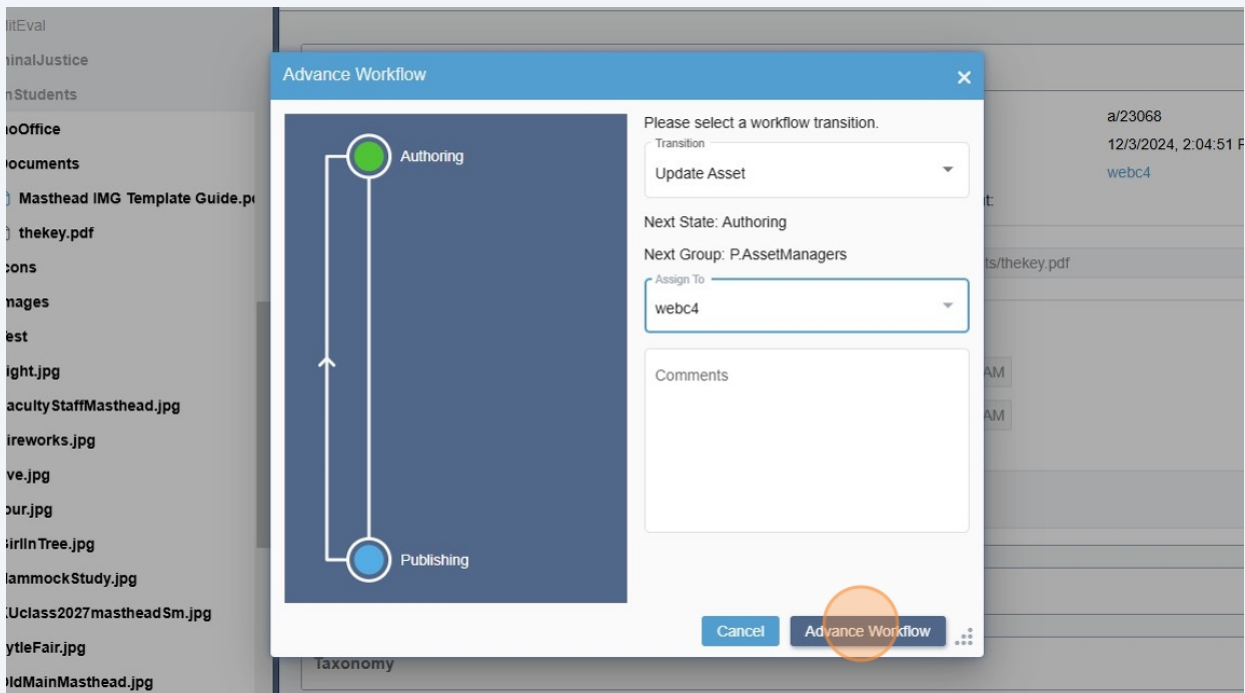
Comments

Cancel Advance Workflow

4 Select yourself in the list of users.

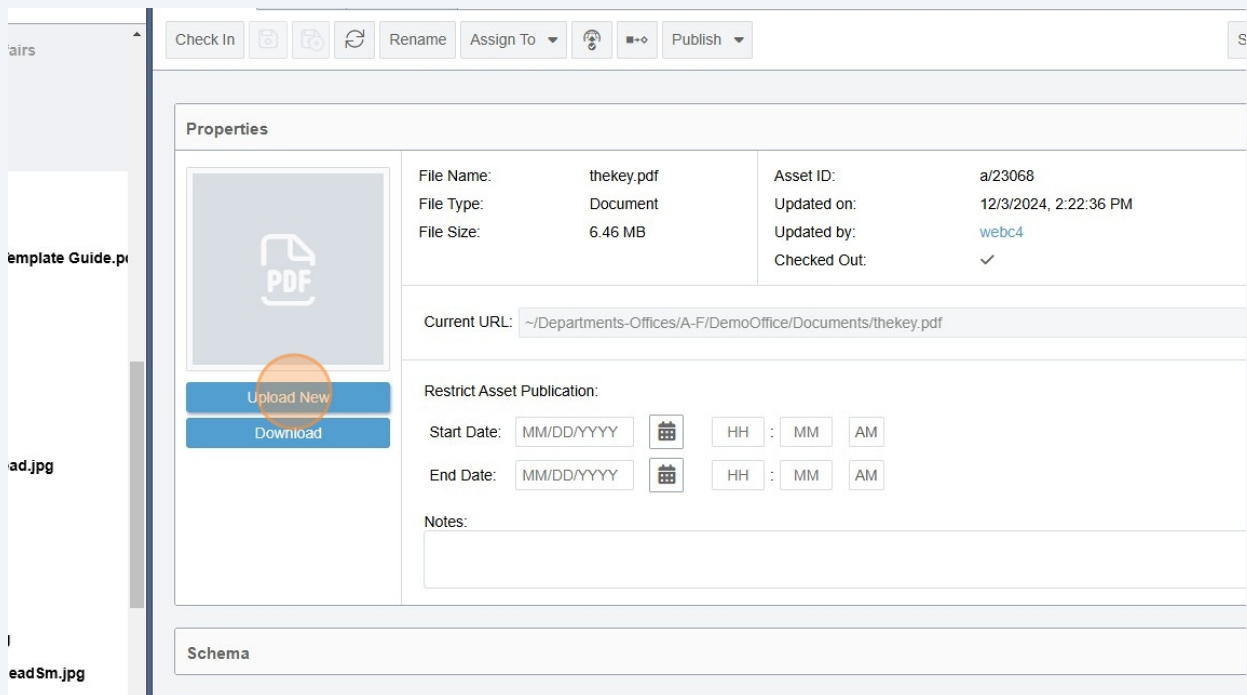


5 Click "Advance Workflow" button.

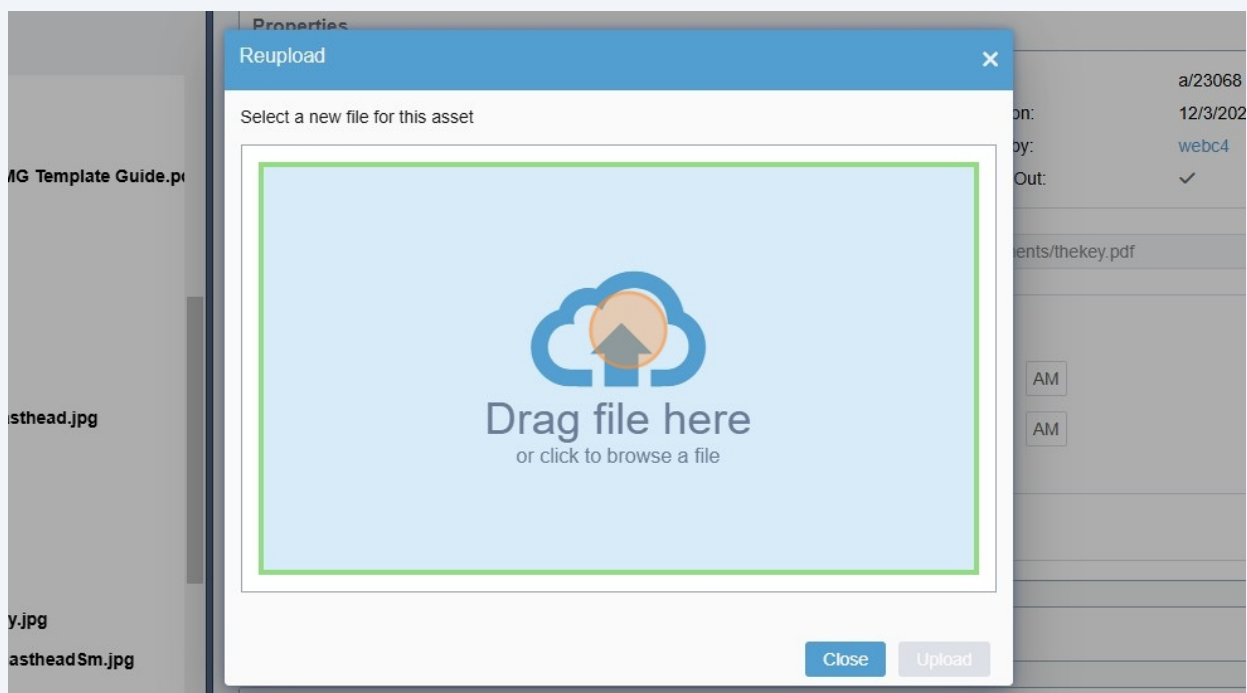


6 You can now edit the asset.

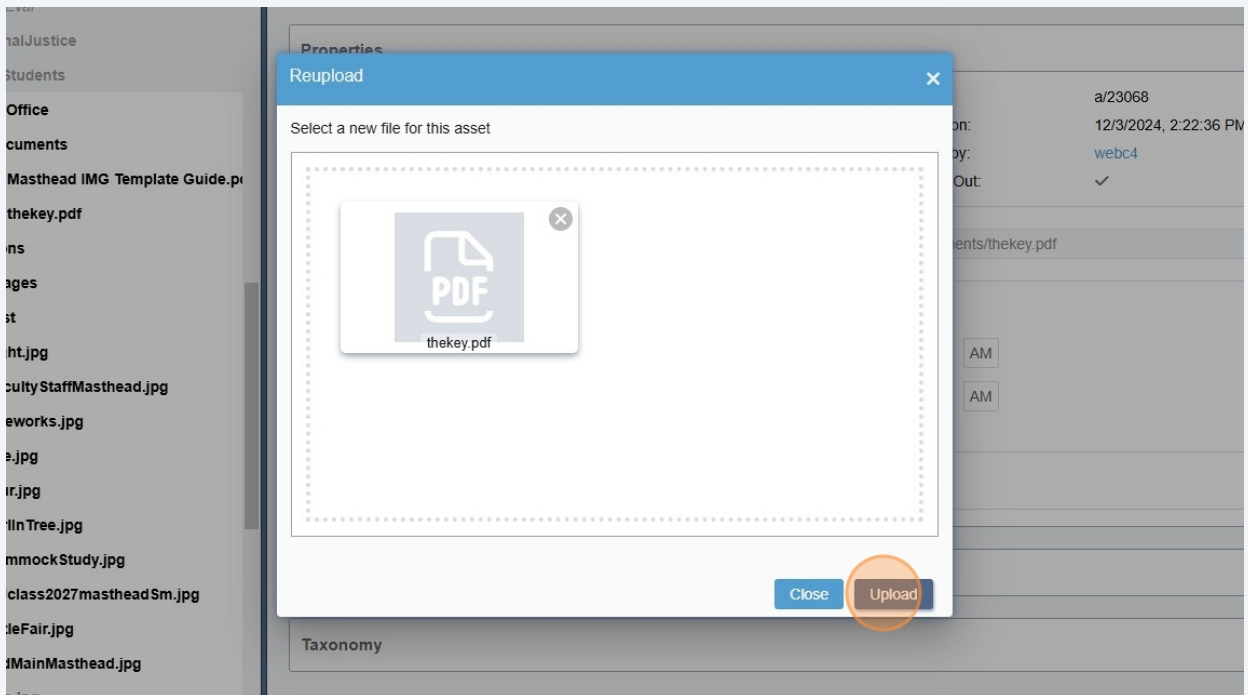
In the Properties window, select **Upload New** button.



7 In the Reupload button, a window to your computer opens (not pictured). Find the asset you want to load. Click Open.

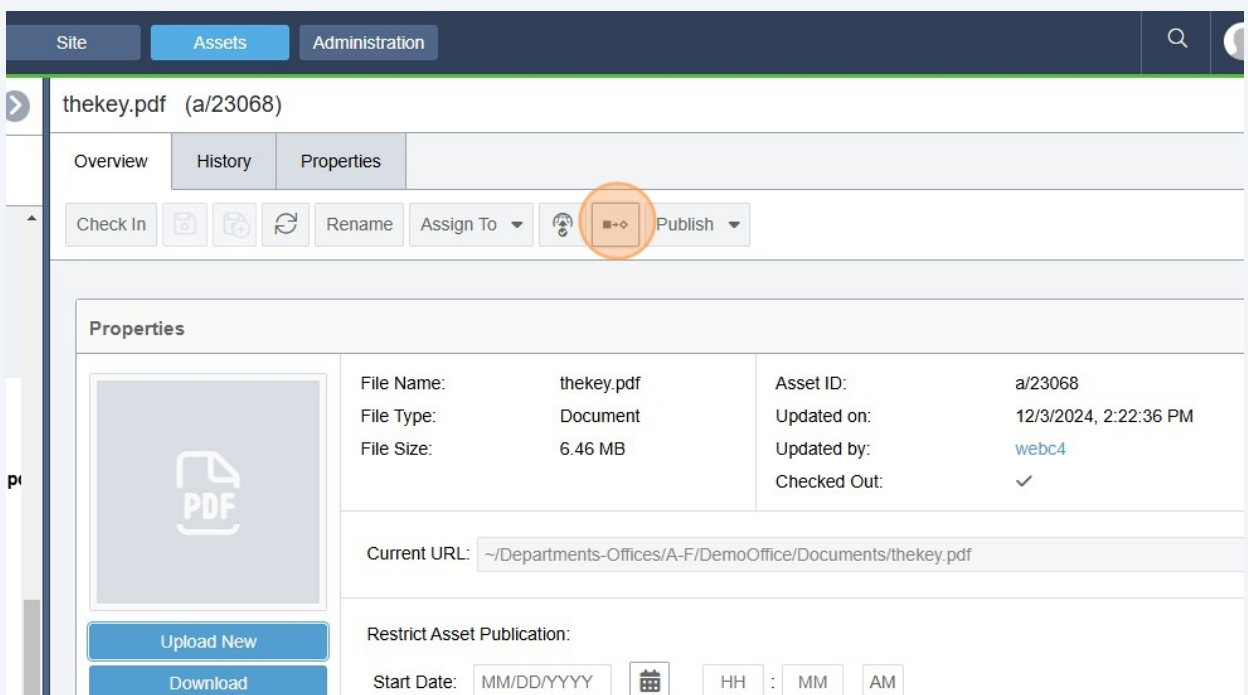


8 Click "Upload"



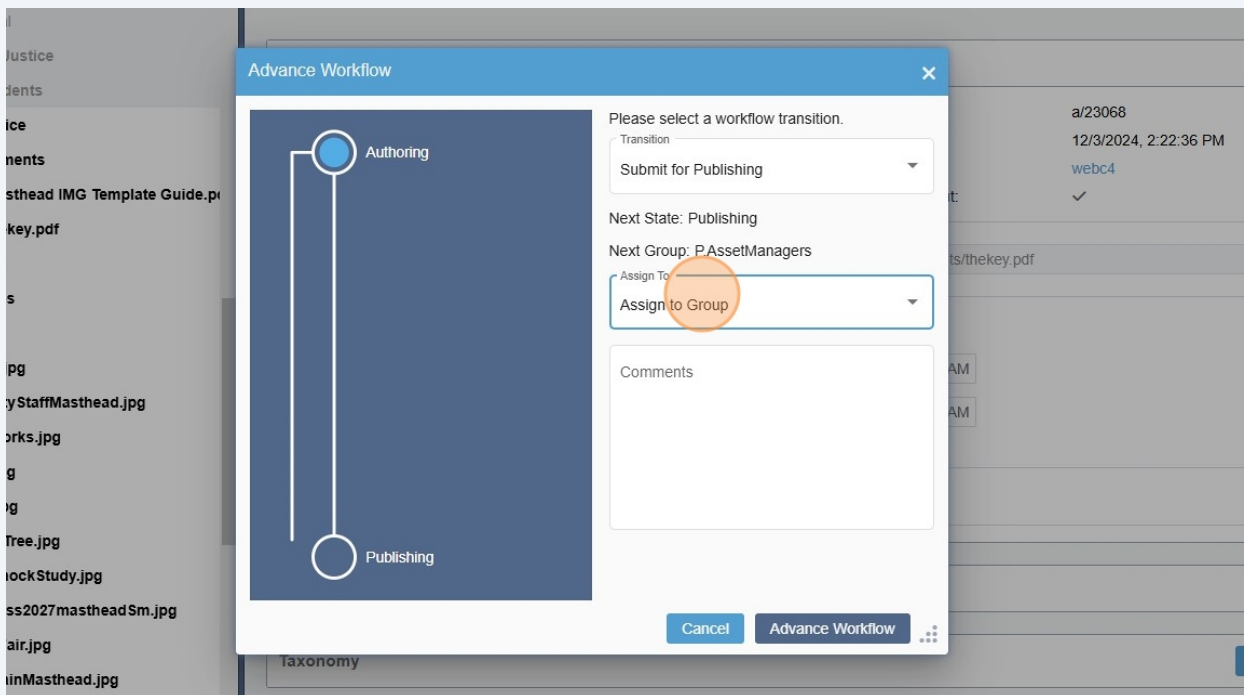
9 You now need to finish the workflow.

Click the **Advance in Workflow** icon.

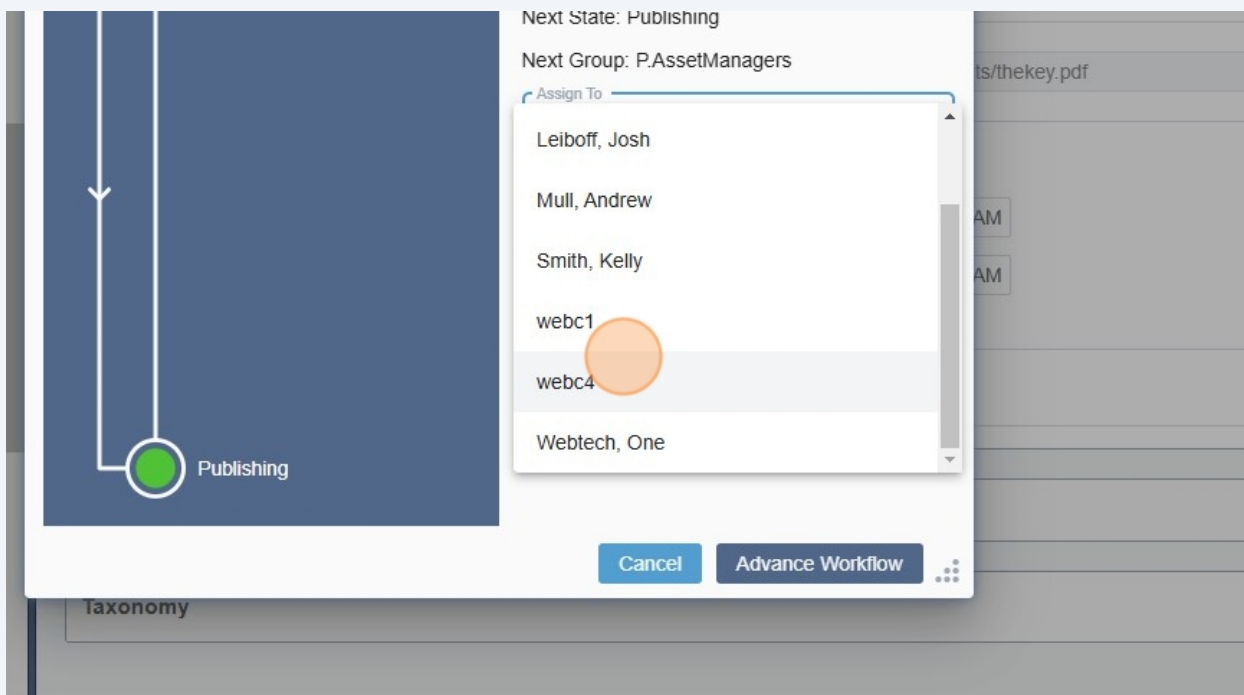


10 In the Advance Workflow window, **Submit for Publishing** is the only option.

Click the **Assign To** box.



11 Click "webc4"



12 Click "Advance Workflow"

