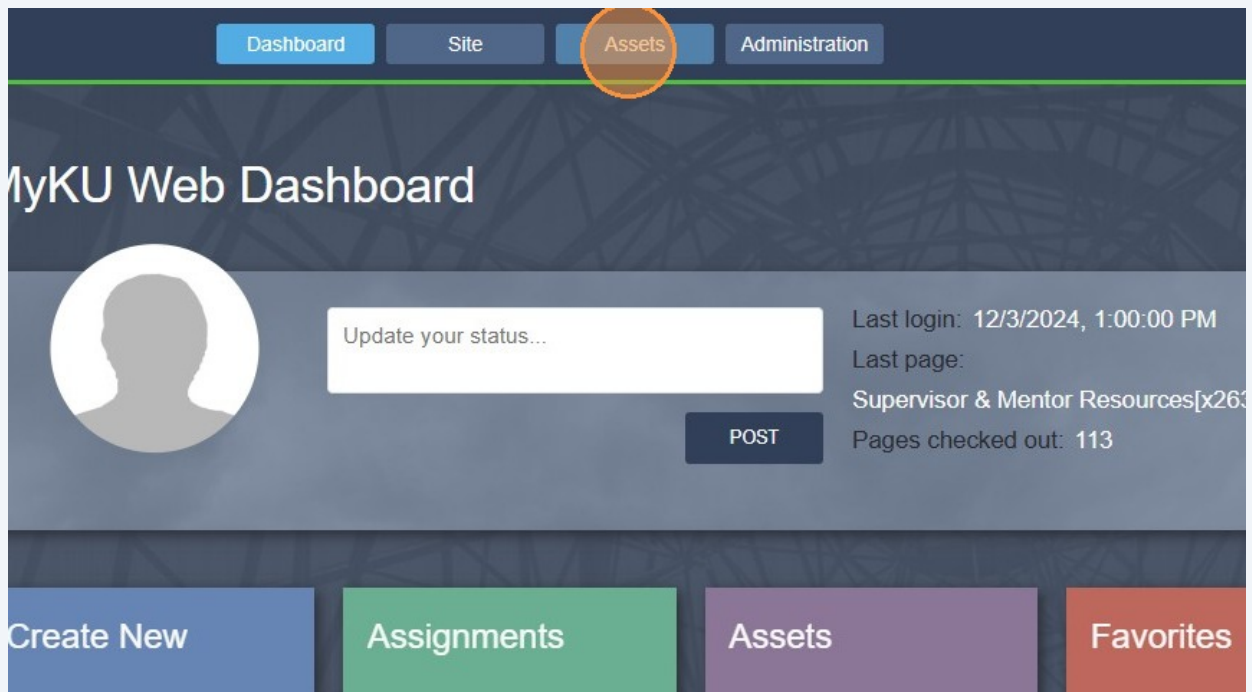


# How to Manage Assets: Documents (PDFs) Scribe<sup>®</sup>

Assets are images (e.g., pictures, jpg files) and documents (e.g. PDFs). This guide deals with documents (PDFs).












Load PDFs from your local computer to the assets folders in Ingeniux. All documents must meet accessibility standards as detailed here: [www.kutztown.edu/about-ku/administrative-office...](http://www.kutztown.edu/about-ku/administrative-office...)

1 On the top menu, select "**Assets**"

















2 On the Assets screen, select the **Asset Tree Navigation** icon

The screenshot shows the 'MyKU Web' interface with the 'Assets' tab selected. The 'Asset Tree Navigation' icon, located in the left sidebar, is circled in orange. The main content area displays a table of asset folders.

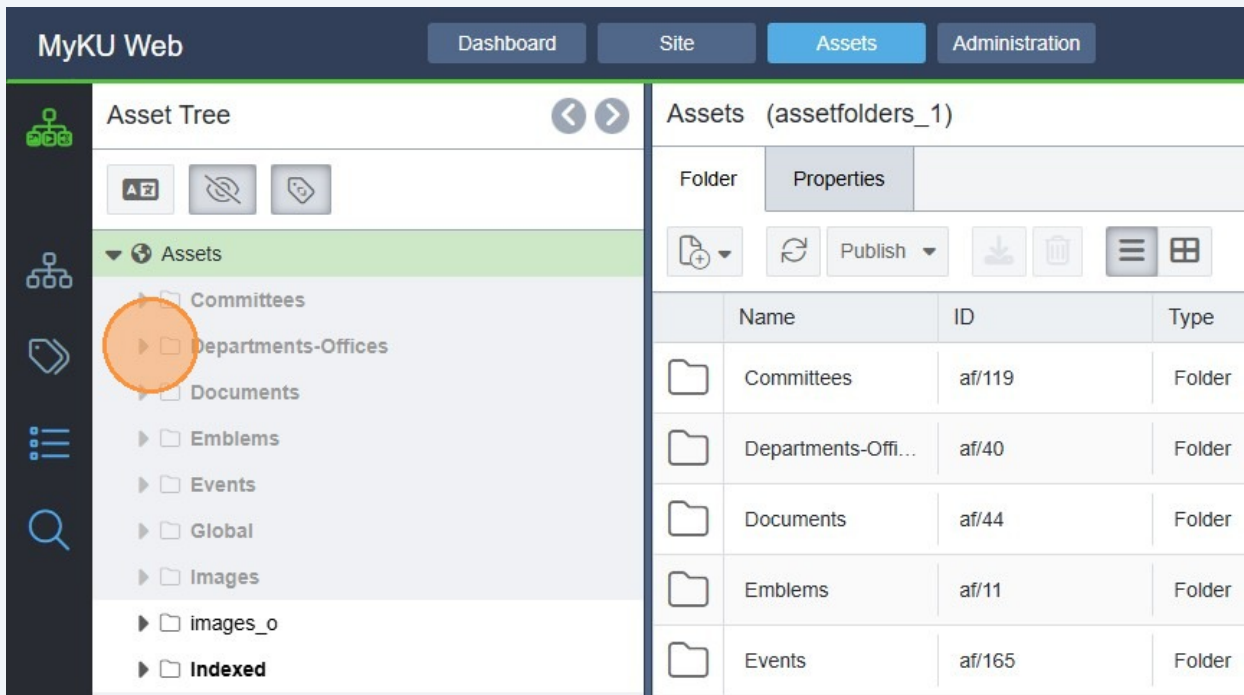
Folder	Properties		
  Publish    			
Name	ID	Type	File Size
 Committees	af/119	Folder	
 Departments-Offices	af/40	Folder	
 Documents	af/44	Folder	
 Emblems	af/11	Folder	
 Events	af/165	Folder	

3 In the Asset Tree, expand **Assets**

The screenshot shows the 'MyKU Web' interface with the 'Assets' tab selected. The 'Asset Tree' is visible on the left, and the 'Assets' folder is expanded, highlighted in green, and circled in orange. The main content area displays a table of asset folders.

Folder	Properties	
  		
  Publish    		
Name	ID	Type
 Committees	af/119	Folder
 Departments-Offi...	af/40	Folder
 Documents	af/44	Folder
 Emblems	af/11	Folder
 Events	af/165	Folder

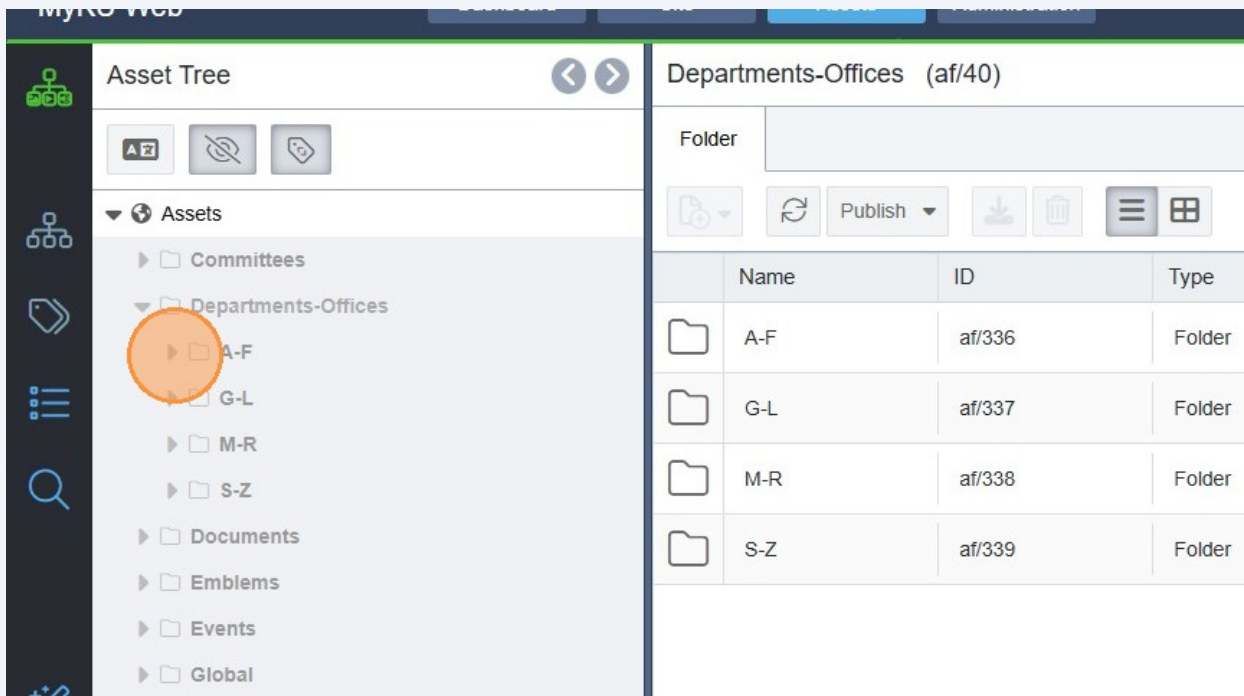
#### 4 Expand **Departments-Offices**



The screenshot shows the MyKU Web interface with the 'Assets' tab selected. The 'Asset Tree' on the left shows a hierarchy where 'Departments-Offices' is highlighted with an orange circle. The main 'Assets' panel displays a table of folders under the heading 'Assets (assetfolders\_1)'. The table has columns for Name, ID, and Type.

Name	ID	Type
Committees	af/119	Folder
Departments-Offi...	af/40	Folder
Documents	af/44	Folder
Emblems	af/11	Folder
Events	af/165	Folder

#### 5 Expand the appropriate alphabetized group (A-F, G-L, M-R, S-Z) depending on your office name.

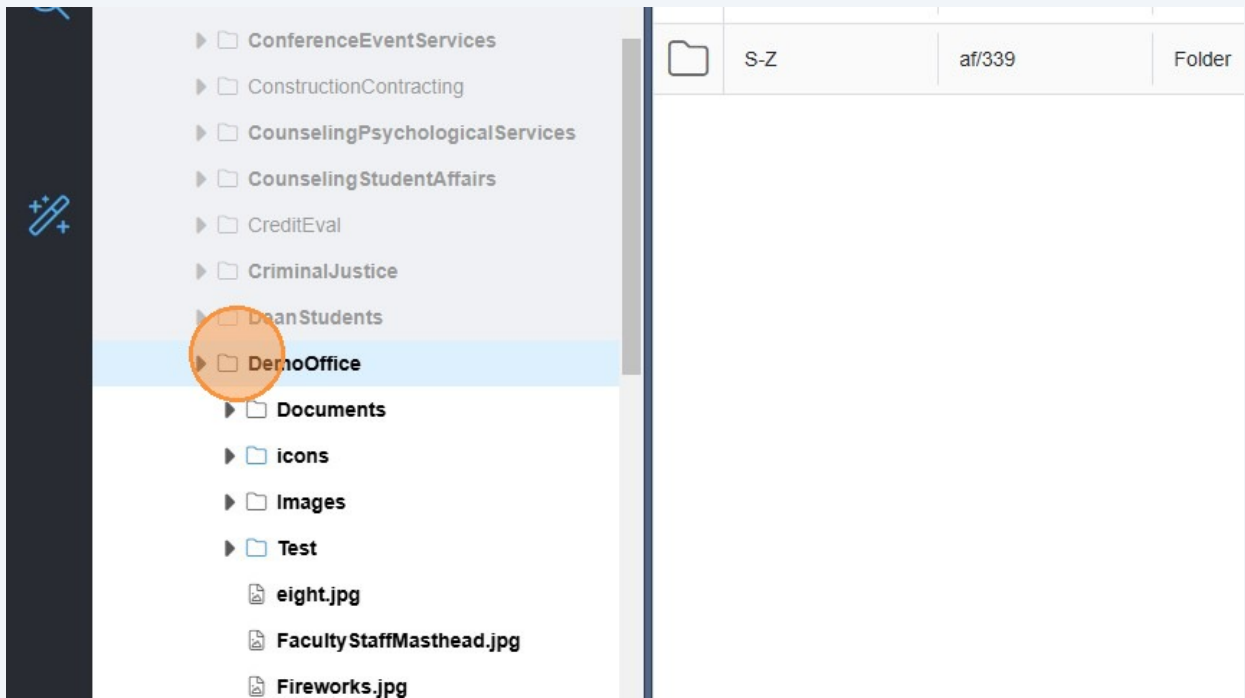


The screenshot shows the MyKU Web interface with the 'Assets' tab selected. The 'Asset Tree' on the left shows 'Departments-Offices' expanded, with the 'A-F' sub-folder highlighted by an orange circle. The main 'Assets' panel displays a table of folders under the heading 'Departments-Offices (af/40)'. The table has columns for Name, ID, and Type.

Name	ID	Type
A-F	af/336	Folder
G-L	af/337	Folder
M-R	af/338	Folder
S-Z	af/339	Folder

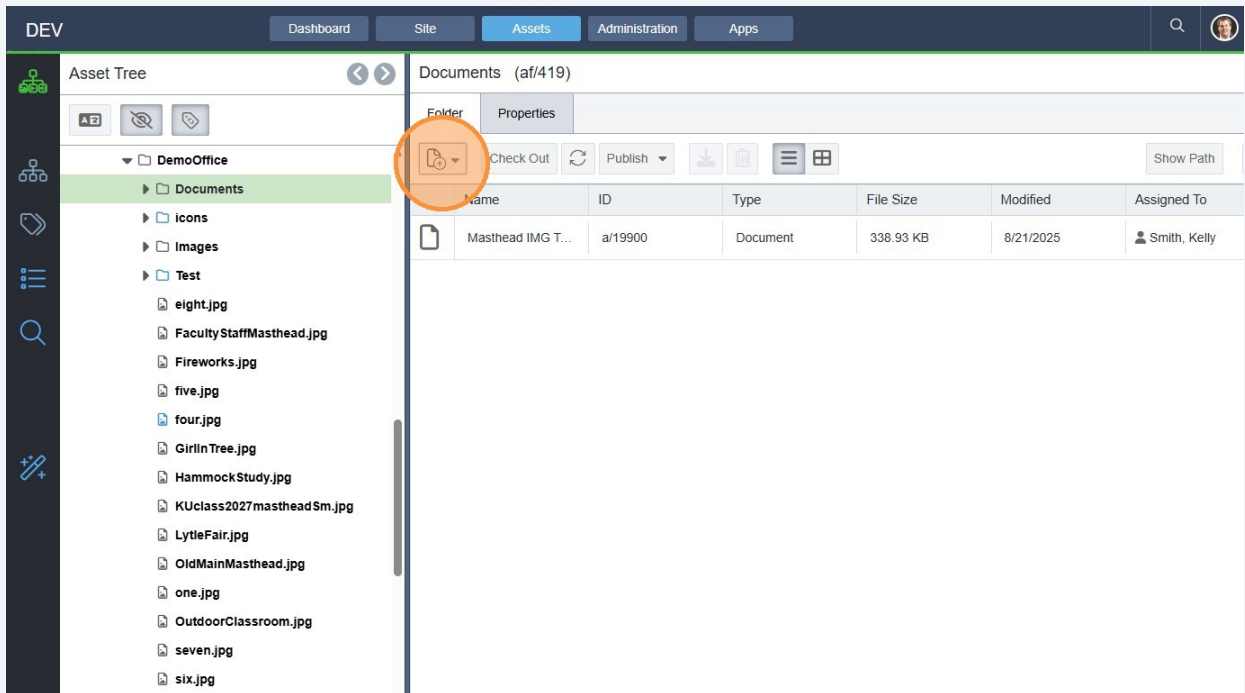
6

Find your area's folder. it will appear white, while the other offices are grey. Select the Documents sub-folder.

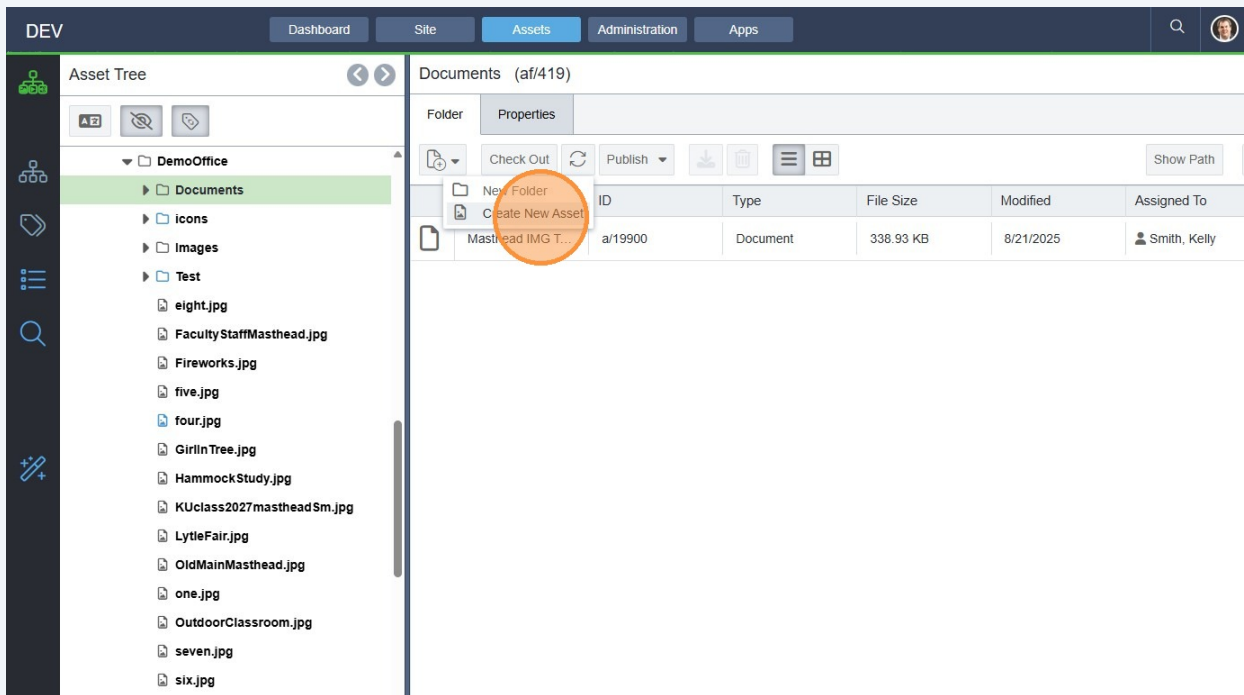


7

Click on create new icon



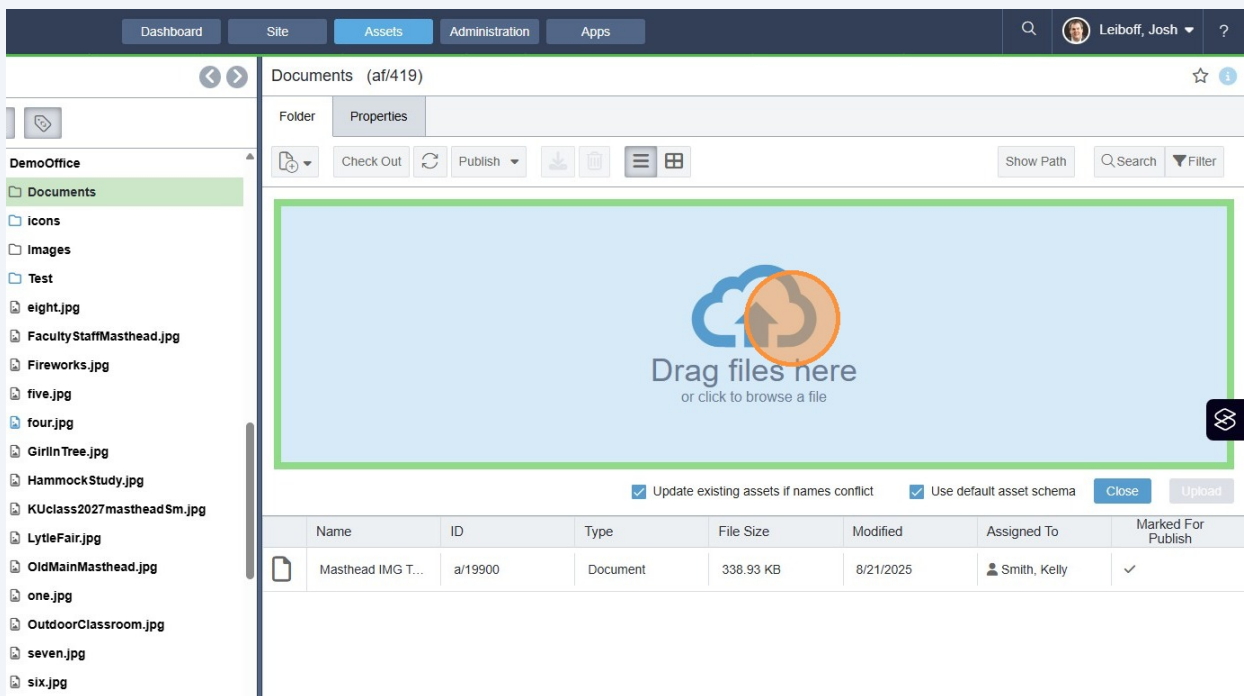
## 8 Click "Create New Asset"



The screenshot shows the 'Assets' page in a system. The 'Asset Tree' on the left shows the 'Documents' folder selected under 'DemoOffice'. The main area displays the 'Documents (af/419)' folder with a table of assets. The 'Create New Asset' button is highlighted with an orange circle.

Folder	Properties	ID	Type	File Size	Modified	Assigned To
		a/19900	Document	338.93 KB	8/21/2025	Smith, Kelly

## 9 Click here.



The screenshot shows the 'Assets' page in a system. The 'Asset Tree' on the left shows the 'Documents' folder selected under 'DemoOffice'. The main area displays the 'Documents (af/419)' folder with a table of assets. A large blue area with a cloud icon and the text 'Drag files here' is visible, indicating a file upload area.

Name	ID	Type	File Size	Modified	Assigned To	Marked For Publish
Masthead IMG T...	a/19900	Document	338.93 KB	8/21/2025	Smith, Kelly	✓

10

## Click "Upload"

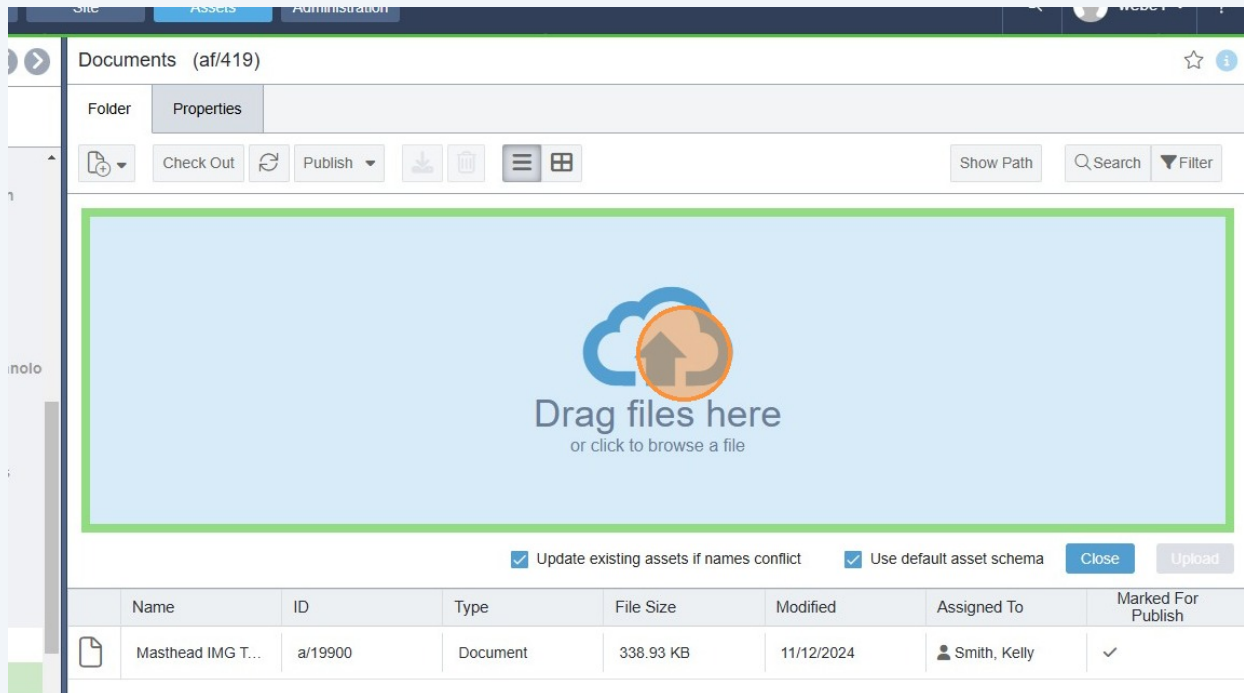
The screenshot shows a content management system interface. On the left is a navigation pane with a tree view under 'DemoOffice'. The main area displays a file upload dialog. A PDF icon labeled 'PDF Example.pdf' is shown in a dashed box. Below the box are two checked options: 'Update existing assets if names conflict' and 'Use default asset schema'. There are 'Close' and 'Upload' buttons. The 'Upload' button is circled in orange. Below the dialog is a table with the following data:

Name	ID	Type	File Size	Modified	Assigned To	Marked For Publish
Masthead IMG T...	a/19900	Document	338.93 KB	8/21/2025	Smith, Kelly	✓

**11** A window opens that says "**Drag Files Here or click to browse a file.**"

You can open a window on your computer to drag files over, or click to open a window and select the files you want to load.

In the open window (not pictured), select the file(s) you want to load from your computer or network drive. You can select more than one file by CTRL+click the files. Click **Open**.

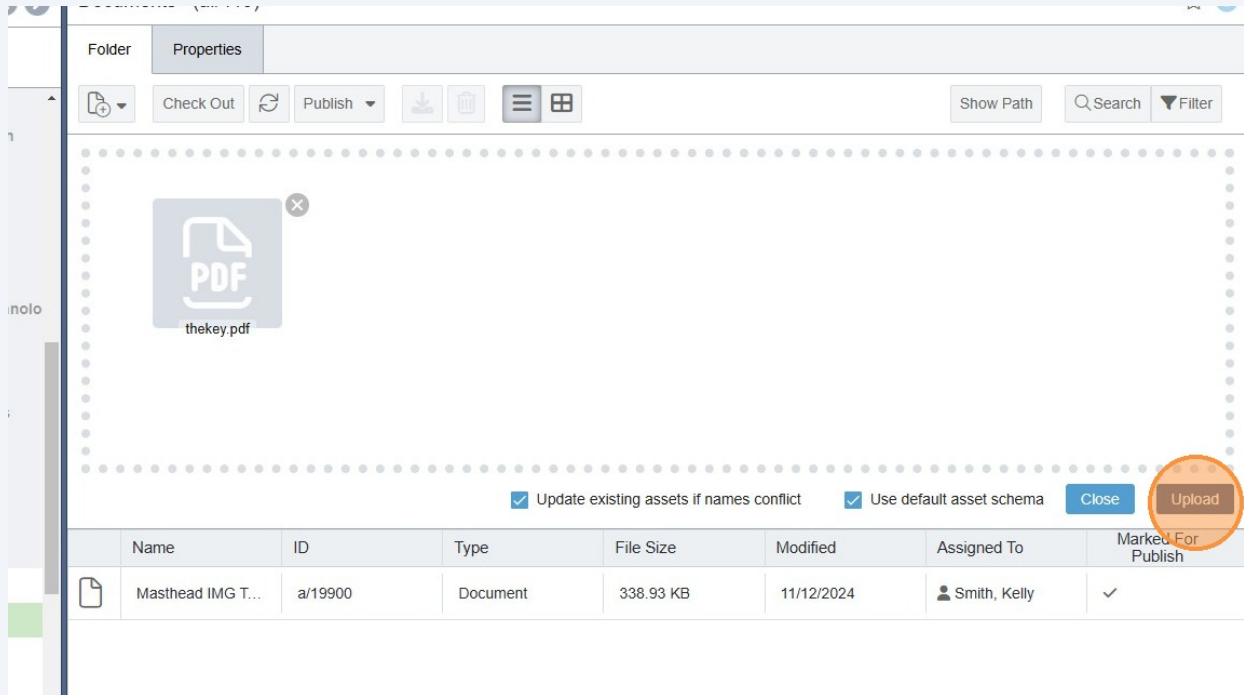


12

Back in the **Upload File** window, take note that the “update existing assets for conflicting names” box is autochecked. This is standard. If you have a file of the same name as what you are loading, it will be replaced by this new file.

Click "**Upload**" then "**Close.**"

Once uploaded, the document will automatically be added to the document workflow. You no longer need to add it to workflow. The document will be publish once reviewed by the Web Team.



13

### Updating a Previously Loaded Document (one-time update from old Asset Workflow)

The first time updating a document, that was loaded prior to May 21, 2026, it will need to be updated to the new document workflow.

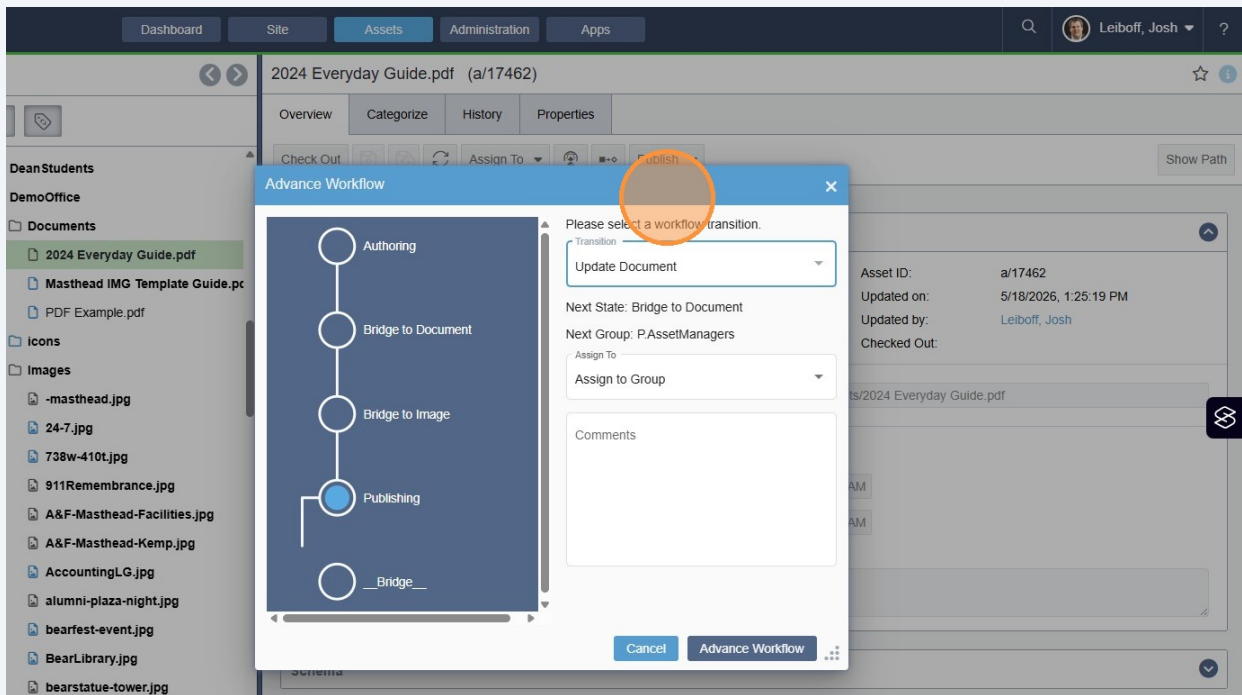
14 Click the **Advance in Workflow** icon

The screenshot shows the 'Assets' management interface for a file named '24-7.jpg (a/14254)'. The interface includes a navigation menu on the left with folders like 'DeanStudents', 'DemoOffice', 'Documents', 'icons', and 'Images'. The main area displays the file's properties, including File Name, File Type, File Size, Dimensions, and Asset ID. A toolbar at the top of the main area contains icons for 'Check Out', 'Assign To', and 'Publish'. The 'Advance in Workflow' icon, represented by a circular arrow, is circled in orange.

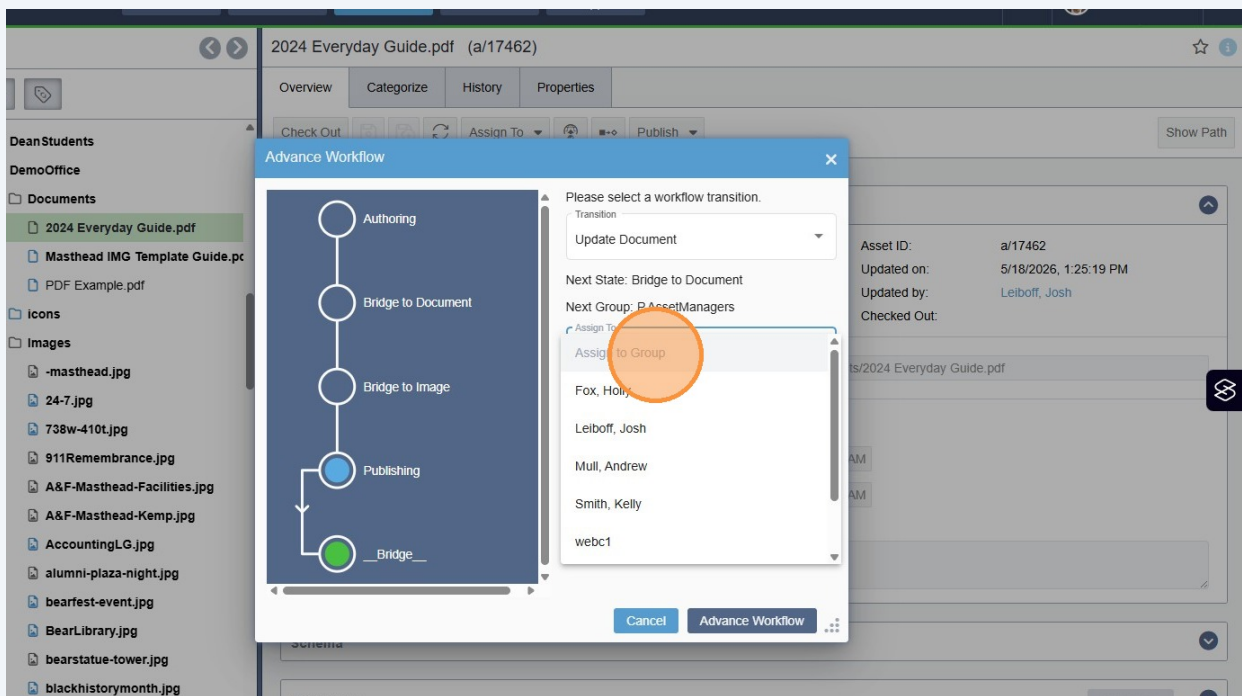
15 In the **Advance Workflow** window, click "(Choose a different workflow)"

The screenshot shows the 'Advance Workflow' dialog box overlaid on the Assets management interface. The dialog box contains a workflow diagram on the left with steps: 'Authoring', 'Bridge to Document', 'Bridge to Image', 'Publishing', and 'Bridge'. On the right, there is a form with fields for 'Transition', 'Next State', 'Next Group', and 'Assign To'. The 'Transition' dropdown menu is set to '(Choose a different workflow)', which is circled in orange. There is also a 'Comments' text area and 'Cancel' and 'Advance Workflow' buttons at the bottom.

16 Choose "Update Document" option.



17 In the "Assign to Group" window, select yourself then click advance workflow button.



## 18 Submitting Document for Review and Publish

## 19 Select Upload New

The screenshot displays a document management system interface. On the left is a navigation sidebar with icons for home, search, and other functions. The main area shows a file tree with folders like 'CounselingStudentAffairs', 'CreditEval', 'CriminalJustice', 'DeanStudents', and 'DemoOffice'. Under 'DemoOffice', the 'Documents' folder is expanded, showing a list of files including '2024 Everyday Guide.pdf', 'Masthead IMG Template Guide.pc', 'Icons', 'Images', 'Test', and several image files (eight.jpg, FacultyStaffMasthead.jpg, Fireworks.jpg, five.jpg, four.jpg, GirlInTree.jpg, HammockStudy.jpg, KUclass2027mastheadSm.jpg, LytleFair.jpg, OldMainMasthead.jpg, one.jpg). The '2024 Everyday Guide.pdf' file is selected and highlighted in green. Below the file list, there are 'Upload New' and 'Download' buttons. On the right, the 'Properties' panel is open, showing details for the selected file: File Name: 2024 Everyday Guide.pdf, File Type: Document, File Size: 12.4 MB, Asset ID: a/17462, Updated on: 5/18/2026, 2:36:30, Updated by: Leiboff, Josh, and Checked Out: ✓. The 'Current URL' is shown as ~/Departments-Offices/A-F/DemoOffice/Documents/2024 Everyday Guide.pdf. There are also fields for 'Restrict Asset Publication' with 'Start Date' and 'End Date' pickers, and a 'Notes' text area. Below the properties panel, there are sections for 'Schema' and 'Taxonomy'.

Overview Categorize History Properties

Check In [Icons] [Refresh] Rename Assign To [Share] [More]

Properties

File Name: 2024 Everyday Guide.pdf Asset ID: a/17462  
File Type: Document Updated on: 5/18/2026, 2:36:30  
File Size: 12.4 MB Updated by: Leiboff, Josh  
Checked Out: ✓

Current URL: ~/Departments-Offices/A-F/DemoOffice/Documents/2024 Everyday Guide.pdf

Restrict Asset Publication:

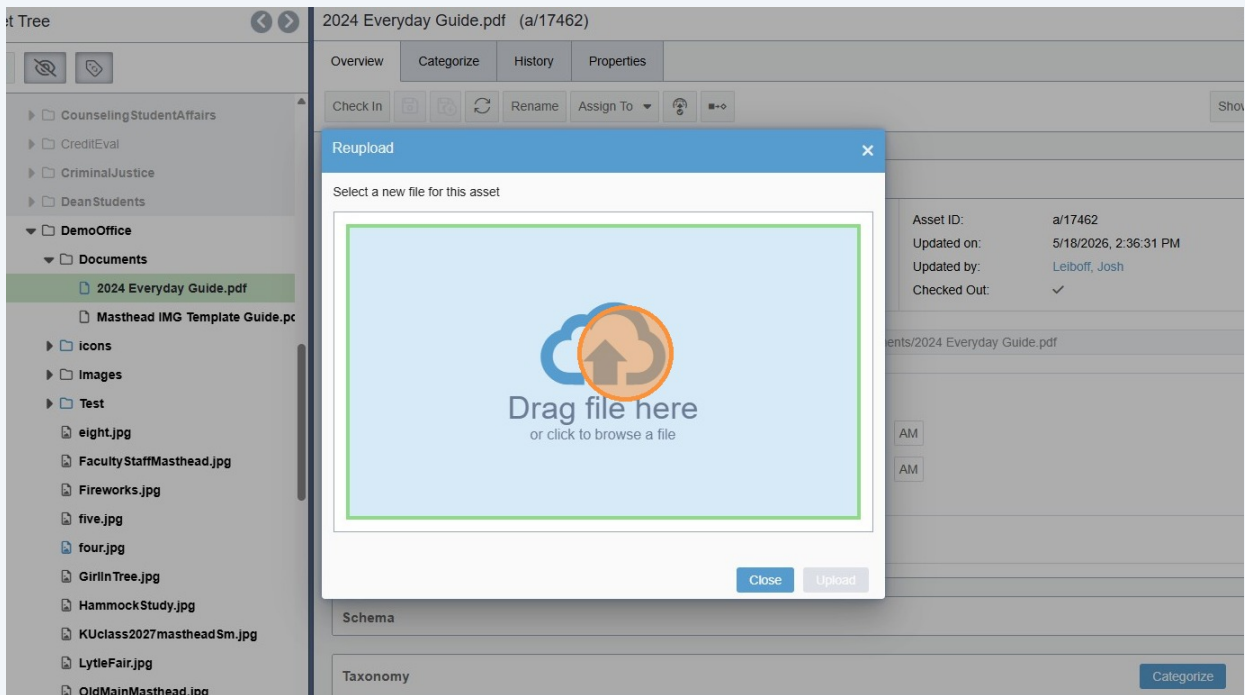
Start Date: MM/DD/YYYY [Calendar] HH : MM AM  
End Date: MM/DD/YYYY [Calendar] HH : MM AM

Notes:

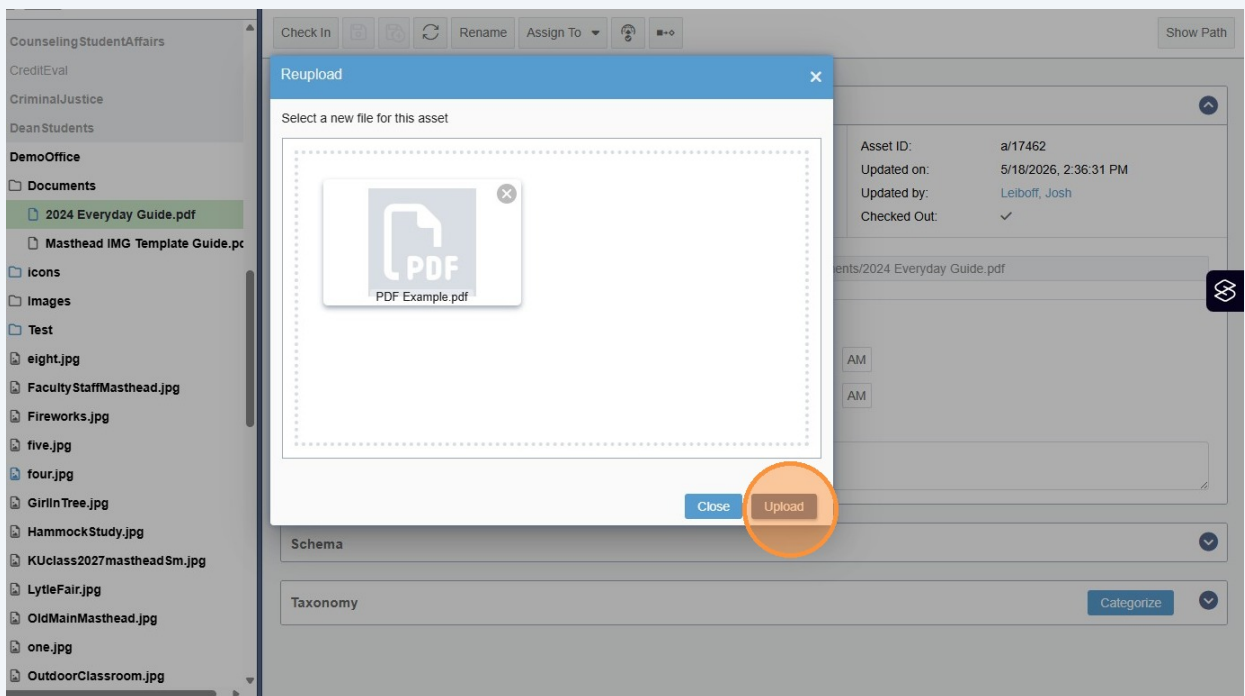
Schema

Taxonomy

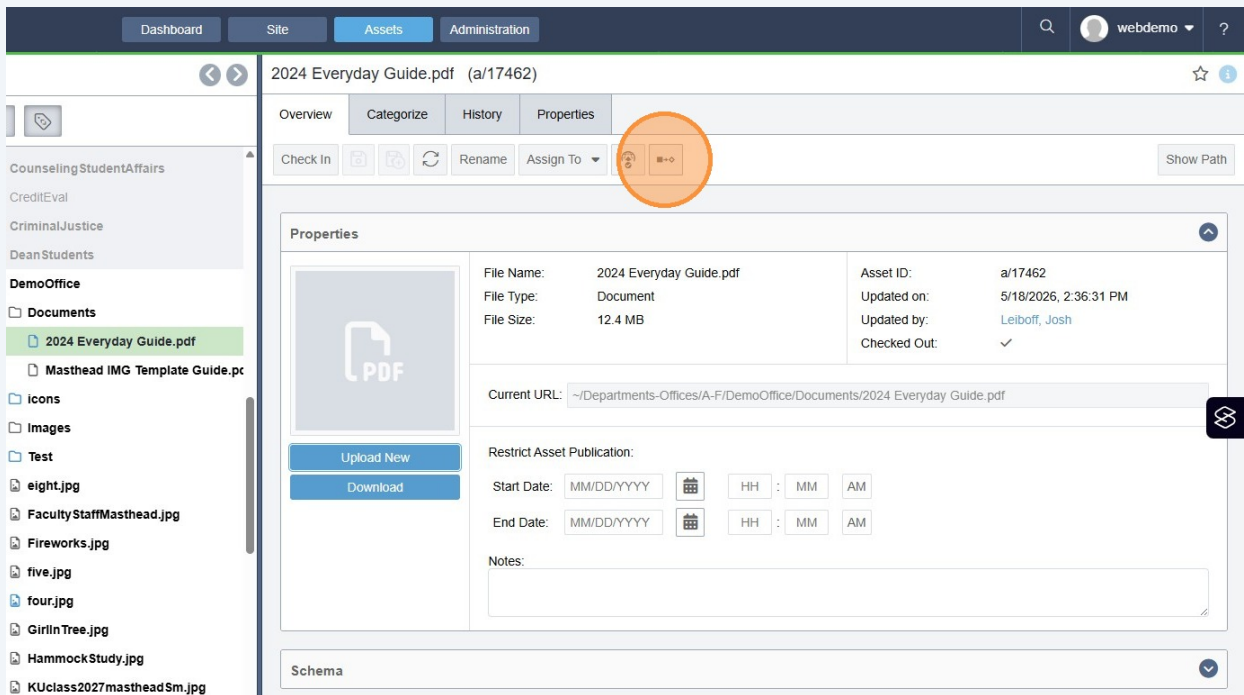
20 In the **Reupload** window, click draft file here or drag a file from your computer.



21 Click "Upload"



## 22 Advance in Workflow



Dashboard Site Assets Administration

2024 Everyday Guide.pdf (a/17462)

Overview Categorize History Properties

Check In Check Out Recycle Rename Assign To **Advance in Workflow** Show Path

**Properties**

File Name: 2024 Everyday Guide.pdf  
File Type: Document  
File Size: 12.4 MB

Asset ID: a/17462  
Updated on: 5/18/2026, 2:36:31 PM  
Updated by: Leiboff, Josh  
Checked Out: ✓

Current URL: ~/Departments-Offices/A-F/DemoOffice/Documents/2024 Everyday Guide.pdf

Upload New  
Download

Restrict Asset Publication:  
Start Date: MM/DD/YYYY HH : MM AM  
End Date: MM/DD/YYYY HH : MM AM

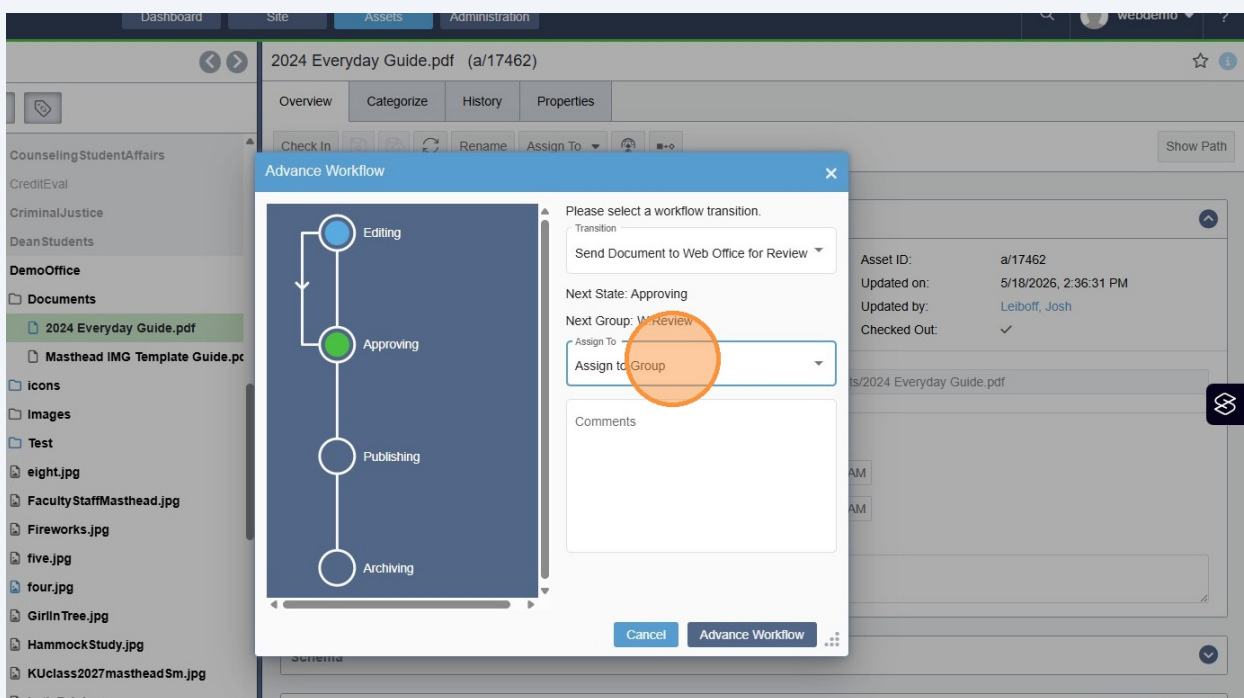
Notes:

Schema

## 23 Send Document to Web Office for Review

This is a required step. All documents must be reviewed for accessibility by the Web Office Review Team.

You **do not need to select a user** from the **Assign to Group** window.



Dashboard Site Assets Administration

2024 Everyday Guide.pdf (a/17462)

Overview Categorize History Properties

Check In Check Out Recycle Rename Assign To **Advance in Workflow** Show Path

**Advance Workflow**

Please select a workflow transition.

Transition: Send Document to Web Office for Review

Next State: Approving  
Next Group: Web Review

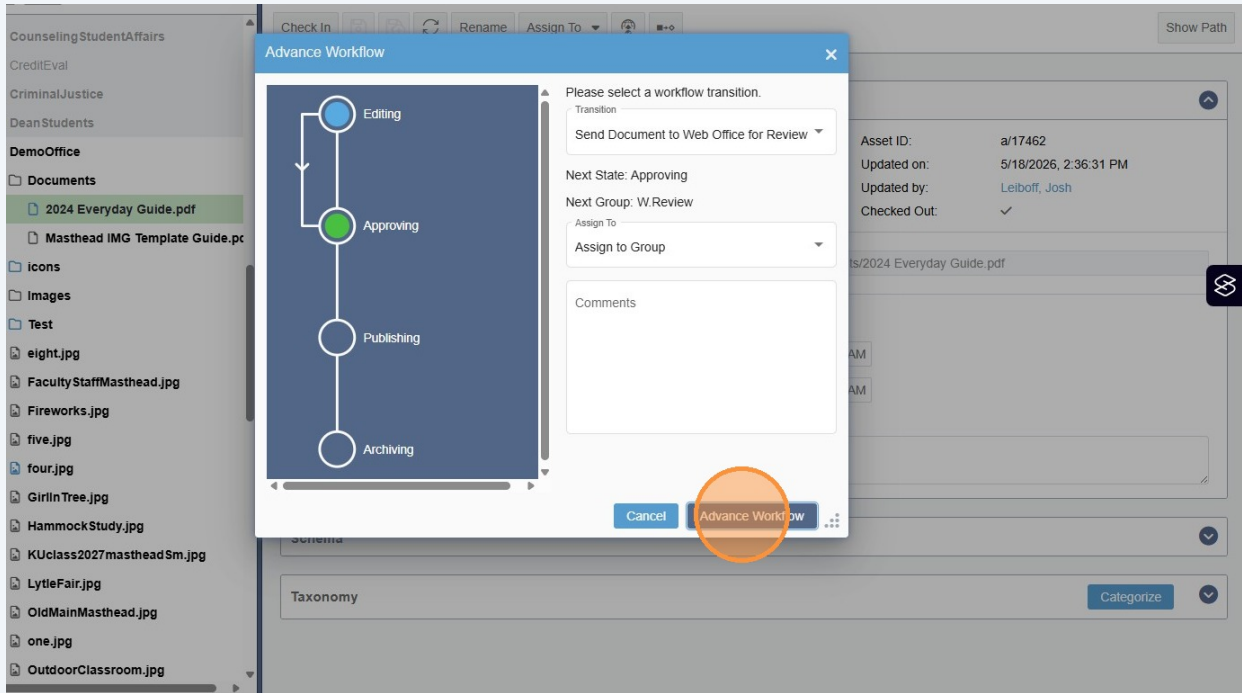
Assign To: **Assign to Group**

Comments

Cancel Advance Workflow

Asset ID: a/17462  
Updated on: 5/18/2026, 2:36:31 PM  
Updated by: Leiboff, Josh  
Checked Out: ✓

**24** Click "Advance Workflow"



**25** Updating a Document (in Document Workflow) that has already been published.

## 26 Advance in Workflow

Dashboard Site Assets Administration

Masthead IMG Template Guide.pdf (a/19900)

Overview Categorize History Properties

Check Out Assign To

Properties

File Name: Masthead IMG Template Guide.pdf  
File Type: Document  
File Size: 338.93 KB

Asset ID: a/19900  
Updated on: 5/18/2026, 2:45:19 PM  
Updated by: Leiboff, Josh  
Checked Out:

Current URL: ~/Departments-Offices/A-F/DemoOffice/Documents/Masthead IMG Template Guide.pdf

Restrict Asset Publication:  
Start Date: MM/DD/YYYY HH : MM AM  
End Date: MM/DD/YYYY HH : MM AM

Notes:

Schema

## 27 Update Document is the only option. Click "Assign to Group"

Dashboard Site Assets Administration

Masthead IMG Template Guide.pdf (a/19900)

Overview Categorize History Properties

Check Out Assign To

Advance Workflow

Please select a workflow transition.

Transition: Update Document

Next State: Editing

Next Group: AssetManagers

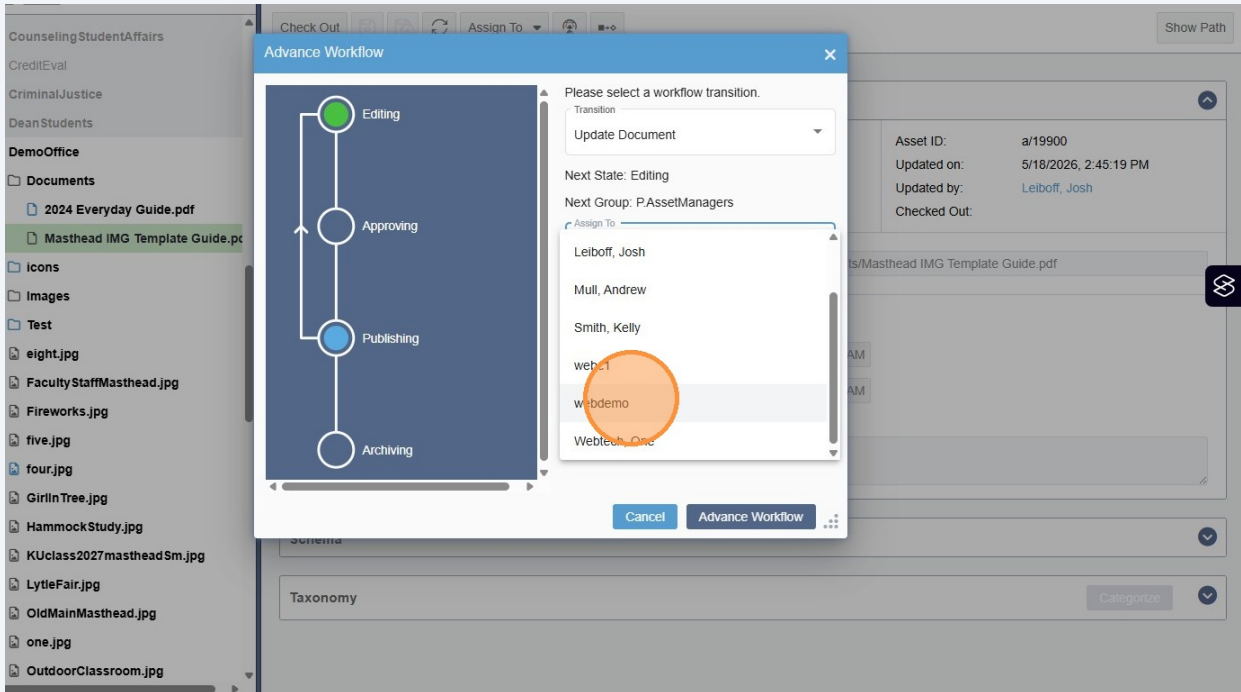
Assign To: AssetManagers

Assign to Group

Comments

Cancel Advance Workflow

28 Select yourself from the list of users.



29 Click "Advance Workflow"

follow "Submitting Document for Review and Publish," steps 18-24, above.

