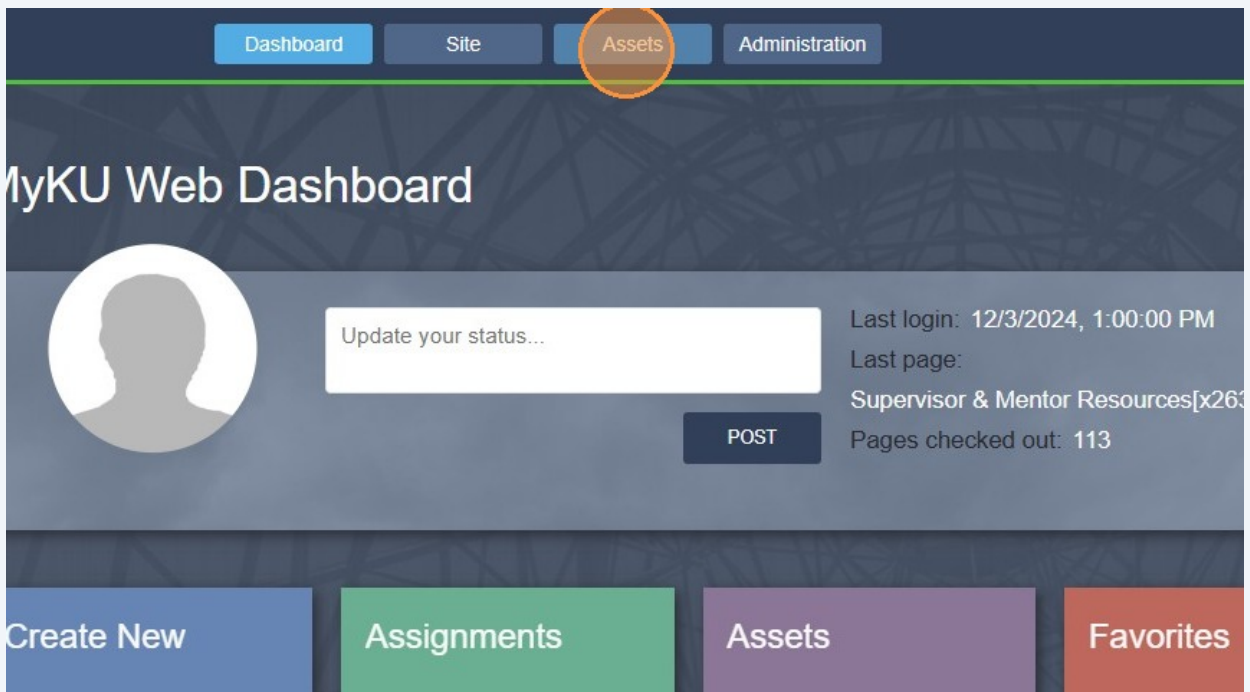


How to Manage Assets: Images

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

Load images from your local computer to the assets folders in Ingeniux. Images must be sized correctly for the web (refer to Website Style Guide Resources section at www.kutztown.edu/webtraining for information)

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 top navigation bar includes 'Dashboard', 'Site', 'Assets', and 'Administration'. The main content area is titled 'Assets (assetfolders_1)' and features a 'Folder' and 'Properties' tab. Below the tabs are several icons: a folder with a plus sign, a refresh icon, a 'Publish' dropdown, a download icon, a trash icon, and a menu icon. A table lists the following folders:

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, showing a tree structure with 'Assets' highlighted in green and circled in orange. The main content area is titled 'Assets (assetfolders_1)' and features a 'Folder' and 'Properties' tab. Below the tabs are several icons: a folder with a plus sign, a refresh icon, a 'Publish' dropdown, a download icon, a trash icon, and a menu icon. A table lists the following folders:

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. The top navigation bar includes 'Dashboard', 'Site', 'Assets', and 'Administration'. The 'Assets' tab is active. On the left, the 'Asset Tree' shows a hierarchy of folders: 'Assets', 'Committees', 'Departments-Offices', 'Documents', 'Emblems', 'Events', 'Global', 'Images', 'images_o', and 'Indexed'. The 'Departments-Offices' folder is highlighted with an orange circle. On the right, the 'Assets (assetfolders_1)' list displays the contents of the selected folder:

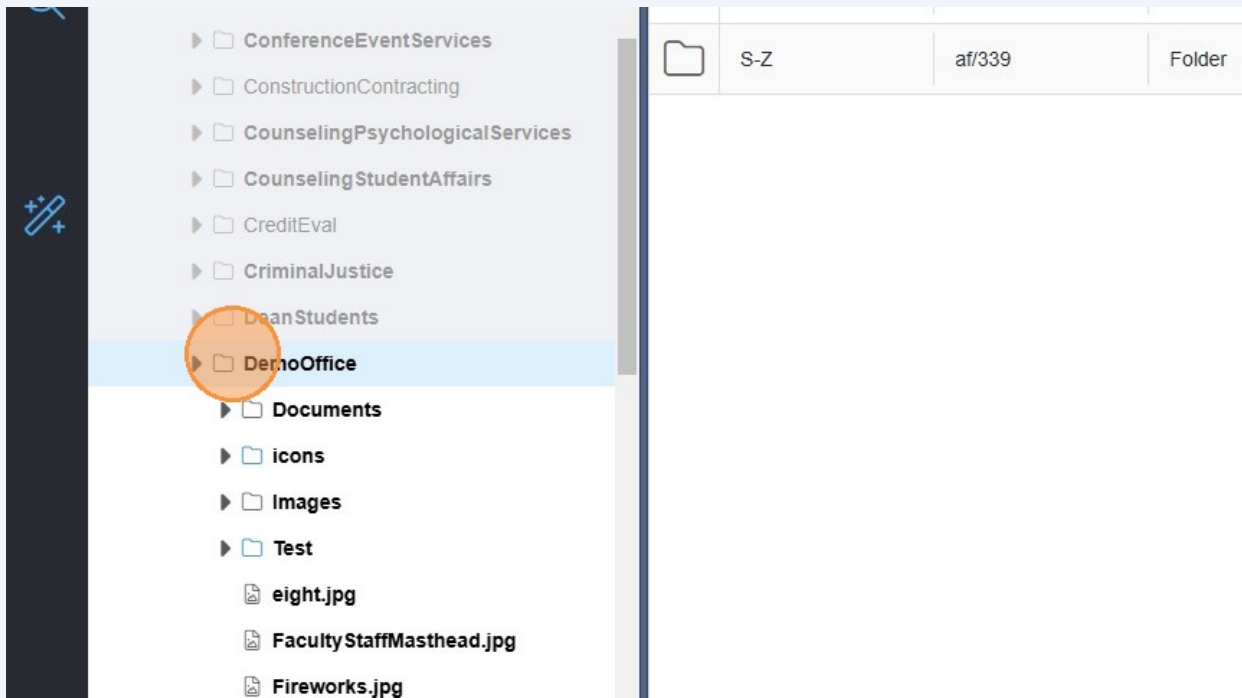
Folder	Name	ID	Type
	Committees	af/119	Folder
	Departments-Offi...	af/40	Folder
	Documents	af/44	Folder
	Emblems	af/11	Folder
	Events	af/165	Folder

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

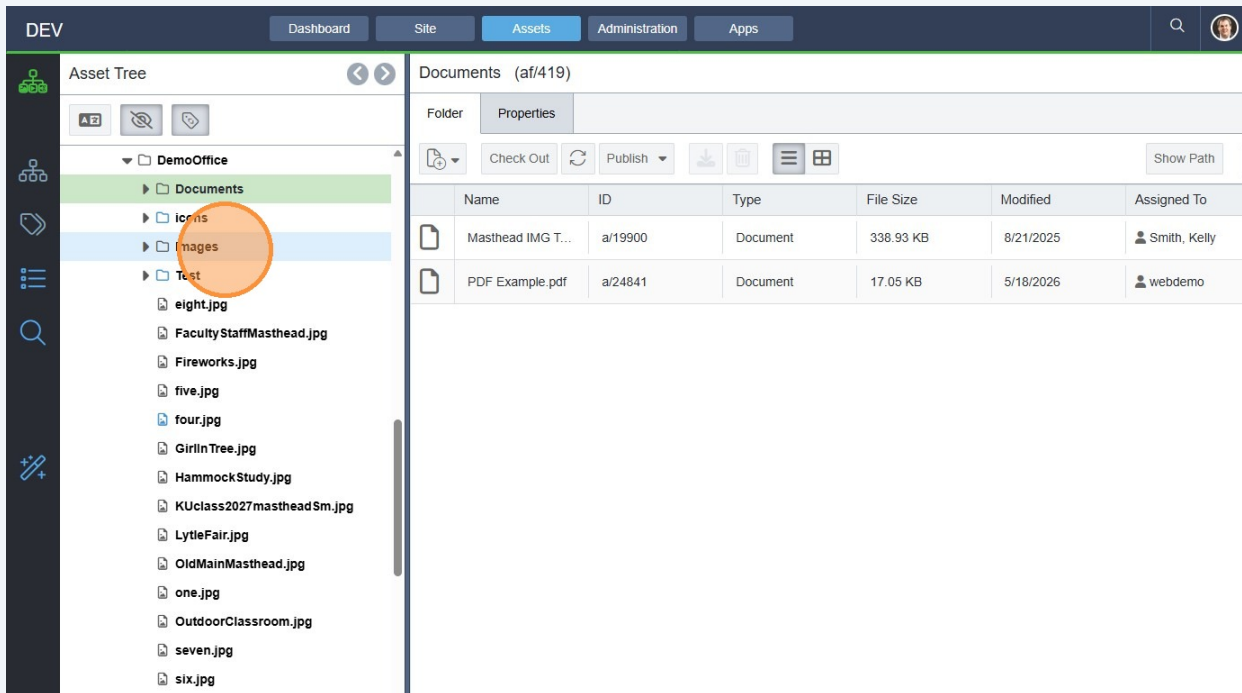
The screenshot shows the MyKU Web interface. The top navigation bar includes 'Dashboard', 'Site', 'Assets', and 'Administration'. The 'Assets' tab is active. On the left, the 'Asset Tree' shows a hierarchy of folders: 'Assets', 'Committees', 'Departments-Offices', 'Documents', 'Emblems', 'Events', 'Global', 'images_o', and 'Indexed'. The 'Departments-Offices' folder is expanded, and the 'A-F' sub-folder is highlighted with an orange circle. On the right, the 'Departments-Offices (af/40)' list displays the contents of the selected sub-folder:

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

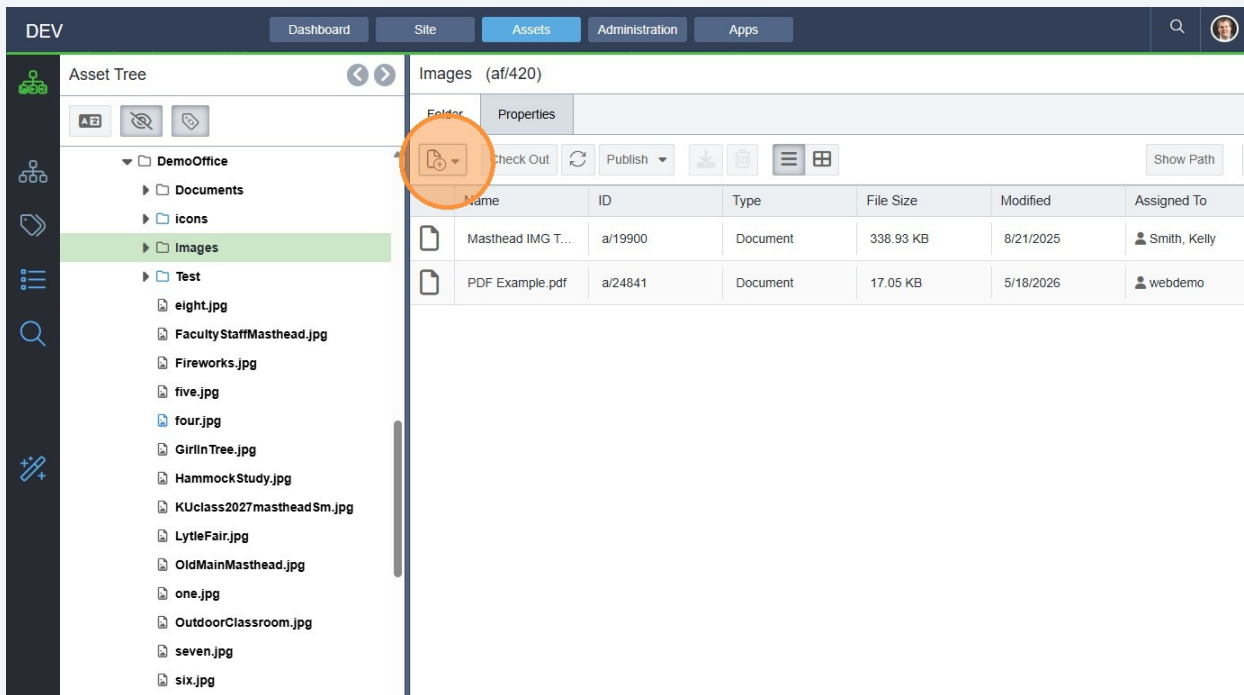
6 Find your area's folder. it will appear white, while the other offices are grey.



7 Click "Images"



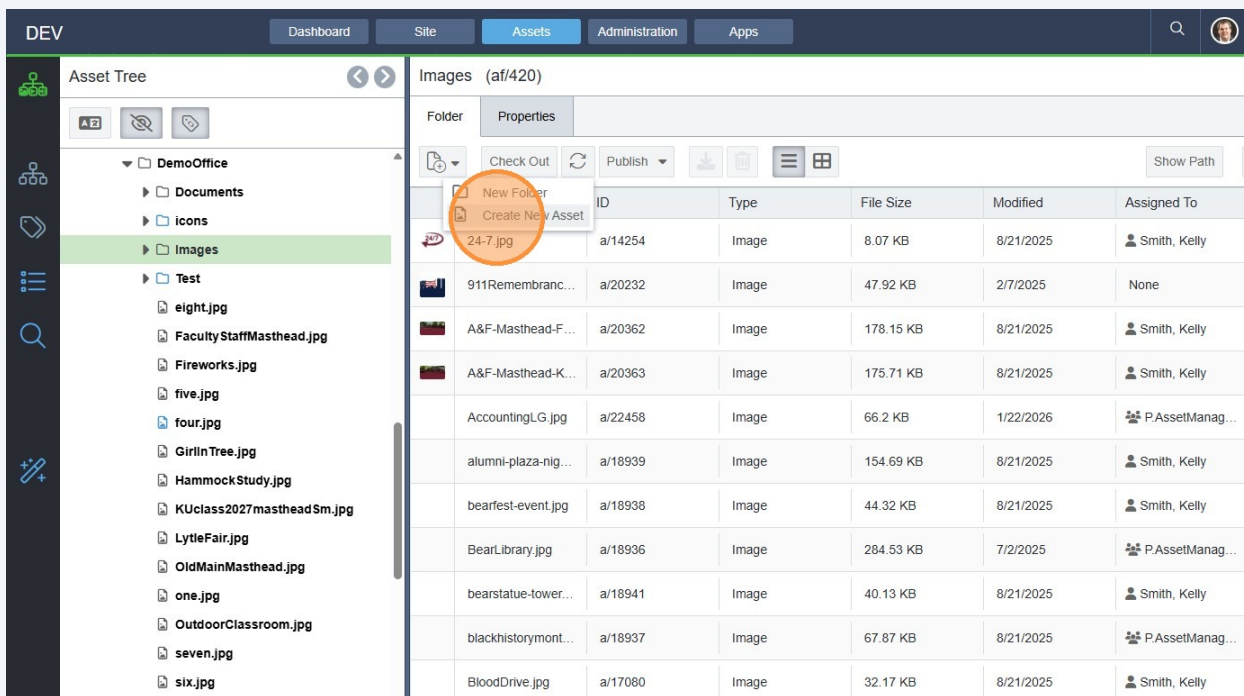
8 Click the **new** icon.



The screenshot shows the DEV interface with the 'Assets' tab selected. The 'Asset Tree' on the left shows a folder structure under 'DemoOffice', with 'Images' selected. The main panel displays the 'Images (af/420)' folder. A toolbar at the top of the main panel contains several icons, with the 'new' icon (a folder with a plus sign) circled in orange. Below the toolbar is a table listing assets.

Name	ID	Type	File Size	Modified	Assigned To
Masthead IMG T...	a/19900	Document	338.93 KB	8/21/2025	Smith, Kelly
PDF Example.pdf	a/24841	Document	17.05 KB	5/18/2026	webdemo

9 Click "Create New Asset"



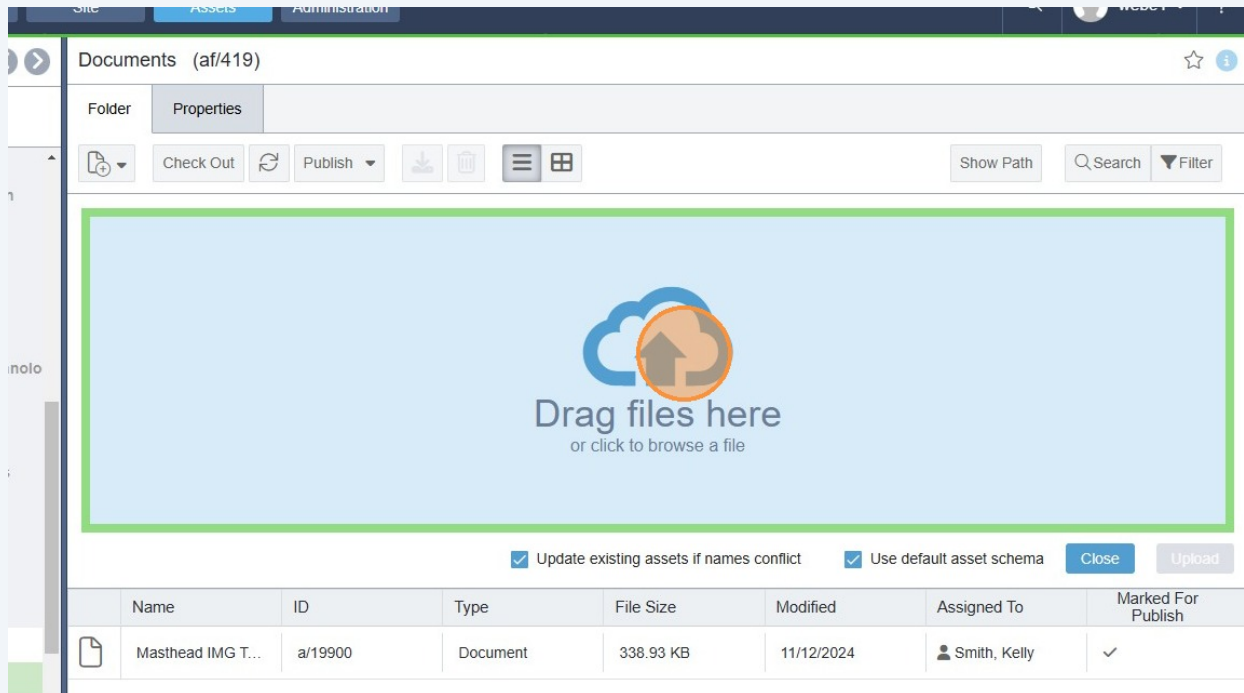
The screenshot shows the DEV interface with the 'Assets' tab selected. The 'Asset Tree' on the left shows a folder structure under 'DemoOffice', with 'Images' selected. The main panel displays the 'Images (af/420)' folder. A toolbar at the top of the main panel contains several icons, with the 'new' icon (a folder with a plus sign) circled in orange. A dropdown menu is open from this icon, showing options: 'New Folder' and 'Create New Asset'. Below the dropdown is a table listing assets.

ID	Type	File Size	Modified	Assigned To
a/14254	Image	8.07 KB	8/21/2025	Smith, Kelly
a/20232	Image	47.92 KB	2/7/2025	None
a/20362	Image	178.15 KB	8/21/2025	Smith, Kelly
a/20363	Image	175.71 KB	8/21/2025	Smith, Kelly
a/22458	Image	66.2 KB	1/22/2026	P.AssetManag...
a/18939	Image	154.69 KB	8/21/2025	Smith, Kelly
a/18938	Image	44.32 KB	8/21/2025	Smith, Kelly
a/18936	Image	284.53 KB	7/2/2025	P.AssetManag...
a/18941	Image	40.13 KB	8/21/2025	Smith, Kelly
a/18937	Image	67.87 KB	8/21/2025	P.AssetManag...
a/17080	Image	32.17 KB	8/21/2025	Smith, Kelly

10 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**.

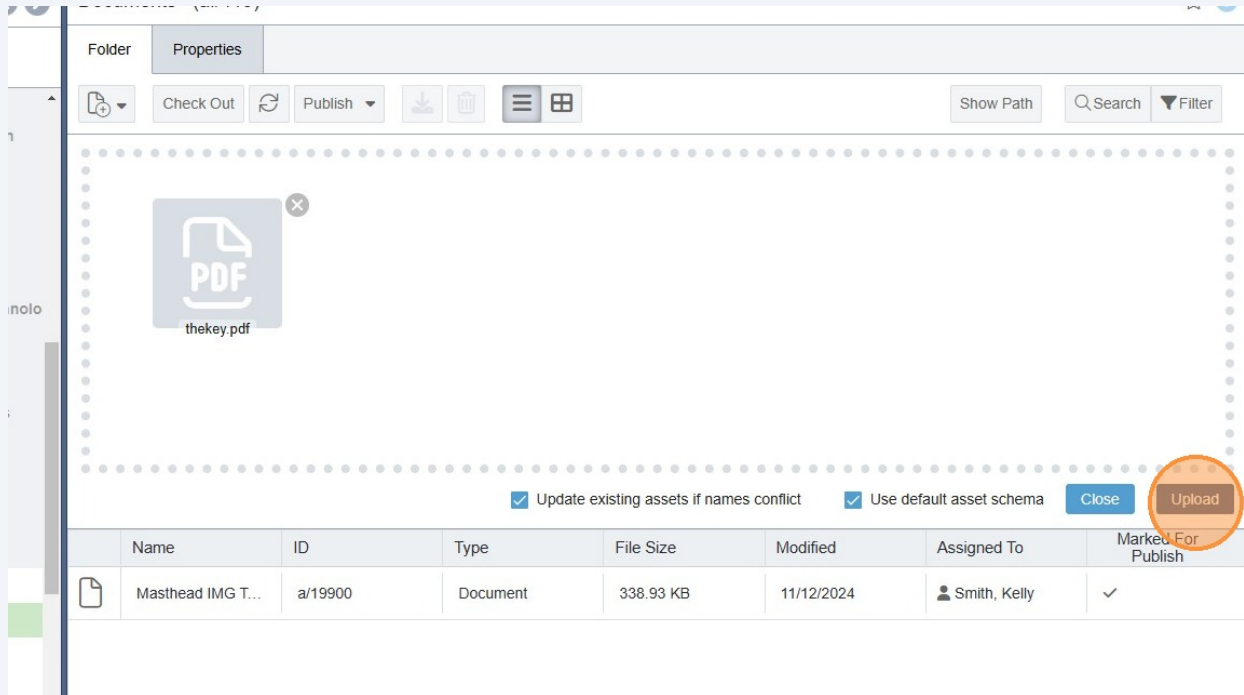


11

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 image will automatically be added to the image workflow. You no longer need to add it to workflow. The image will publish on the next system publish.



12

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

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

13 Click the Advance in Workflow icon

The screenshot shows the 'Assets' page for the file '24-7.jpg (a/14254)'. The 'Properties' tab is active, displaying file details such as File Name, File Type, File Size, Dimensions, and Asset ID. A red circular arrow icon with '24/7' inside is visible in the image preview area. In the top toolbar, the 'Advance in Workflow' icon (a blue square with a white arrow) is circled in orange. Other icons include 'Check Out', 'Assign To', and 'Publish'.

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

The screenshot shows the 'Advance Workflow' dialog box overlaid on the Assets page. The dialog box contains a workflow diagram with steps: Authoring, Bridge to Document, Bridge to Image, Publishing, and a Bridge step. The 'Publishing' step is highlighted in blue. To the right of the diagram, there is a dropdown menu labeled 'Please select a workflow transition.' with the option '(Choose a different workflow)' selected and circled in orange. Below the dropdown are fields for 'Next State: Authoring', 'Next Group: P.AssetManagers', 'Assign To', 'Assign to Group', and 'Comments'. At the bottom of the dialog are 'Cancel' and 'Advance Workflow' buttons.

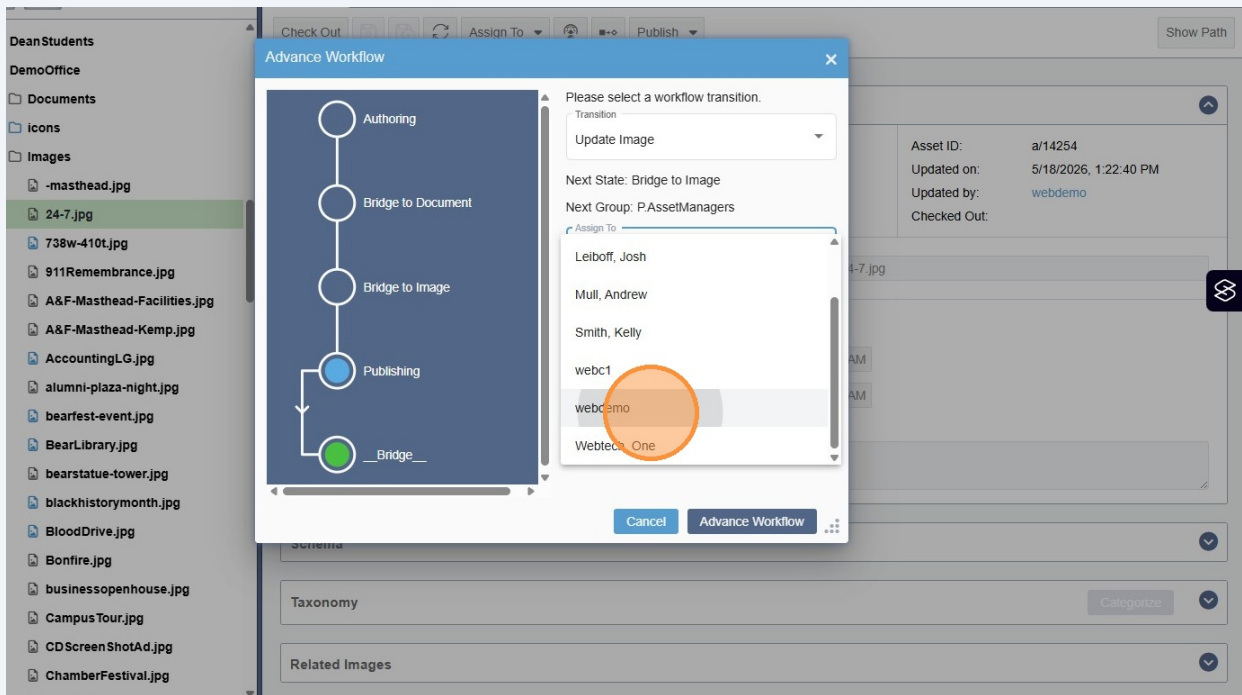
15 Click "Update Image"

The screenshot shows the 'Advance Workflow' dialog box for asset '24-7.jpg (a/14254)'. The dialog is divided into two main sections. On the left is a workflow diagram with five states: 'Authoring' (green), 'Bridge to Document', 'Bridge to Image', 'Publishing' (blue), and 'Bridge' (white). On the right, there is a list of transitions: 'Update Document', 'Update Image' (highlighted with an orange circle), and '(Choose a different workflow)'. Below the transitions, the 'Next State' is set to 'Authoring' and the 'Next Group' is 'P.AssetManagers'. There are dropdown menus for 'Assign To' and 'Assign to Group', and a 'Comments' text area. At the bottom are 'Cancel' and 'Advance Workflow' buttons.

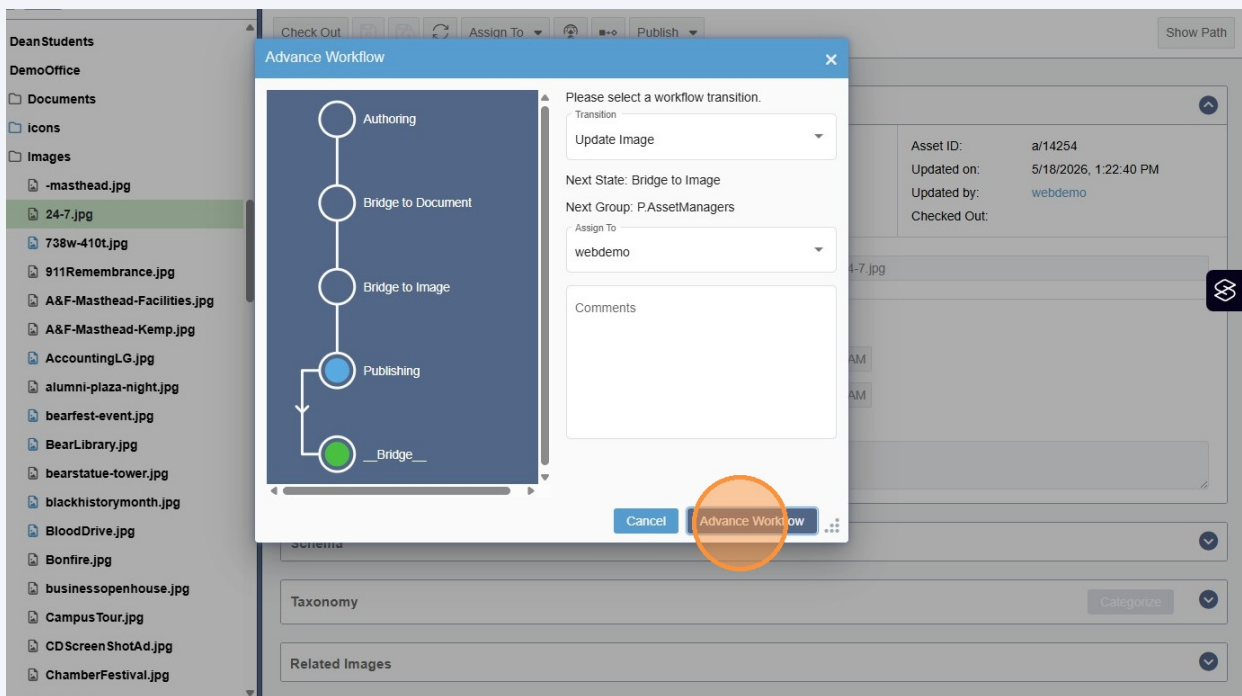
16 Click "Assign to Group"

The screenshot shows the 'Advance Workflow' dialog box for asset '24-7.jpg (a/14254)'. The workflow diagram on the left is the same as in the previous step. The transition list on the right now shows 'Update Image' selected in the dropdown, and 'Assign to Group' is highlighted with an orange circle. The 'Next State' is now 'Bridge to Image' and the 'Next Group' is 'P.AssetManagers'. The 'Assign to Group' dropdown menu is open, showing a list of groups. The 'Comments' text area and 'Cancel'/'Advance Workflow' buttons are also visible.

17 Select yourself from the dropdown list



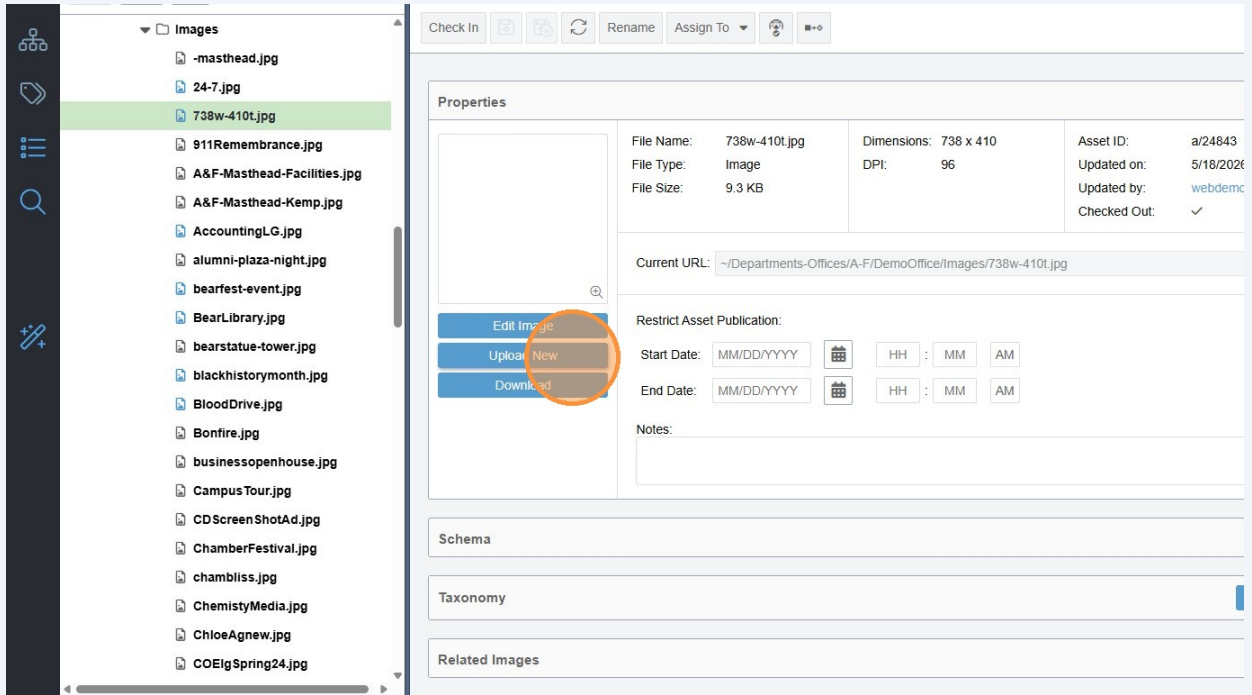
18 Click "Advance Workflow"



19 Back in the Image window,

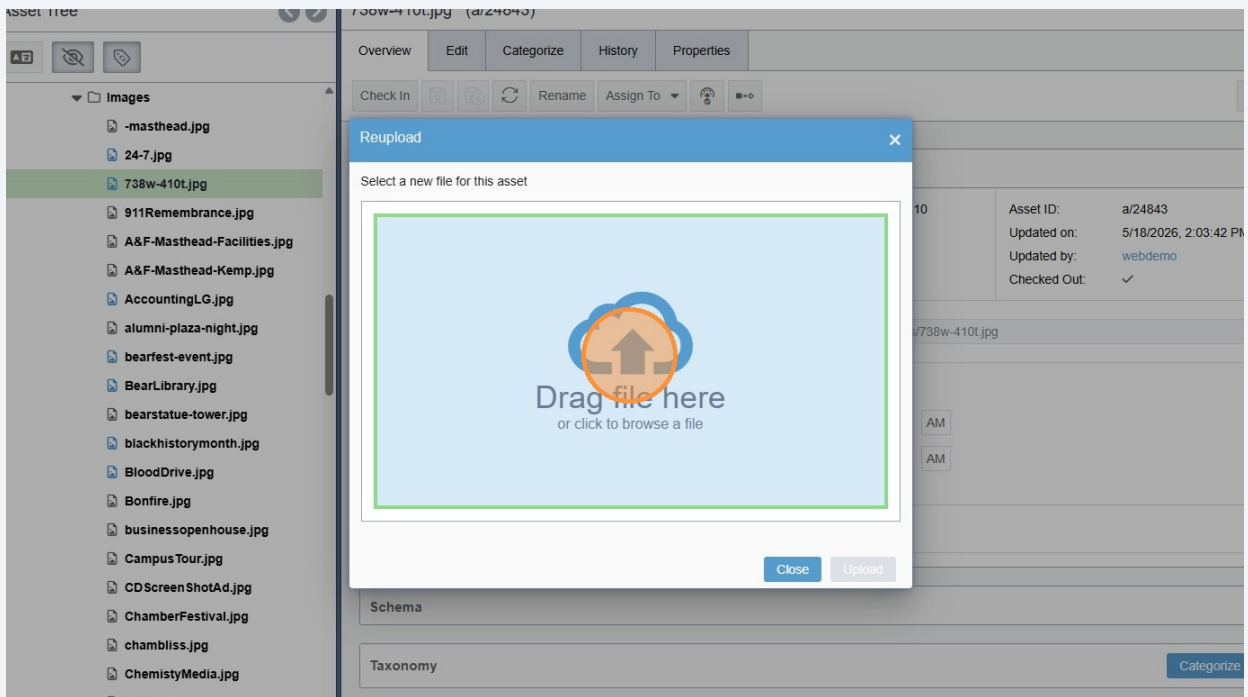
Click **Upload New** to select a new image from your computer.

Or, if you're simply editing the image (like size and dimensions), select the **edit image button** to complete your edits. If editing the image, after making edits, skip to **Submitting an Image for Publish**



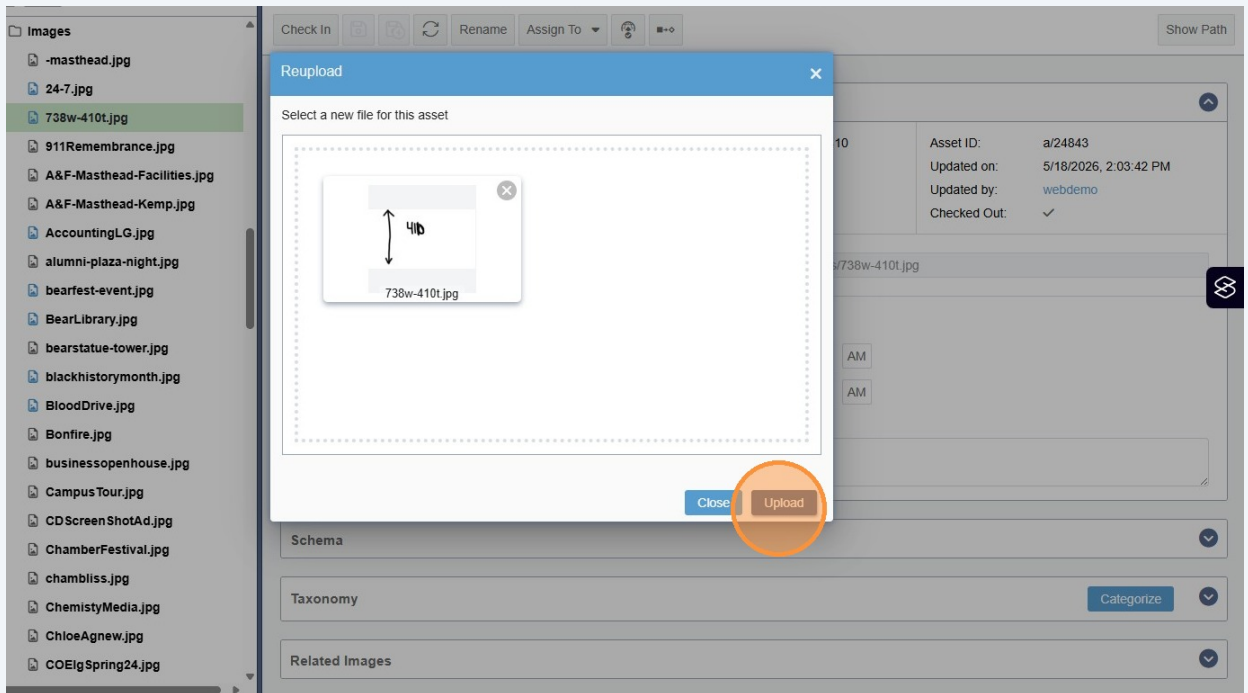
20

In the **Reupload** window, **Click Drag File Here** or drag the file from your computer.



21

Once you've selected the image, Click **"Upload"**



22 Submitting an Image for Publish

23 Click the **Advance in Workflow** icon

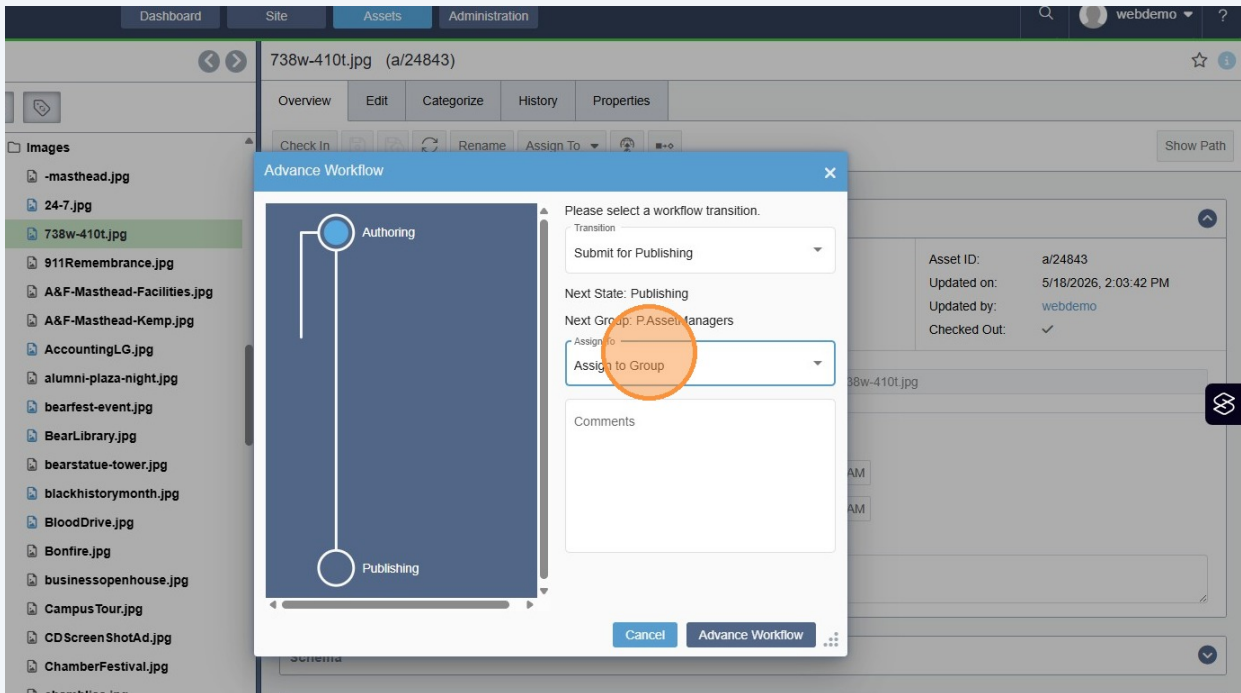
The screenshot displays a content management system interface. At the top, there are navigation tabs: Dashboard, Site, Assets, and Administration. The current page is titled "738w-410t.jpg (a/24843)". Below the title, there are tabs for Overview, Edit, Categorize, History, and Properties. The Properties tab is active, showing a toolbar with icons for Check In, Upload, Refresh, Rename, Assign To, and an "Advance in Workflow" icon (a square with a right-pointing arrow) which is circled in orange. Below the toolbar, there are buttons for Edit Image, Upload New, and Download. The Properties section contains a preview of the image with a vertical double-headed arrow and the number "410" next to it. To the right of the preview, there is a table of metadata:

File Name:	738w-410t.jpg	Dimensions:	738 x 410	Asset ID:	a/24843
File Type:	Image	DPI:	96	Updated on:	5/18/2026, 2:03:42 PM
File Size:	9.3 KB			Updated by:	webdemo
				Checked Out:	✓

Below the metadata table, there is a "Current URL" field with the value: ~/Departments-Offices/A-F/DemoOffice/Images/738w-410t.jpg. There is also a "Restrict Asset Publication" section with "Start Date" and "End Date" fields, each with a calendar icon and time selection (HH : MM AM). A "Notes" field is also present. At the bottom, there is a "Schema" dropdown menu.

24 **Submit for Publishing** should be the only transition.

Click "**Assign to Group**" and select yourself from the list of users



25 Click "**Advance Workflow**"

The image will be placed in queue to be published.

