

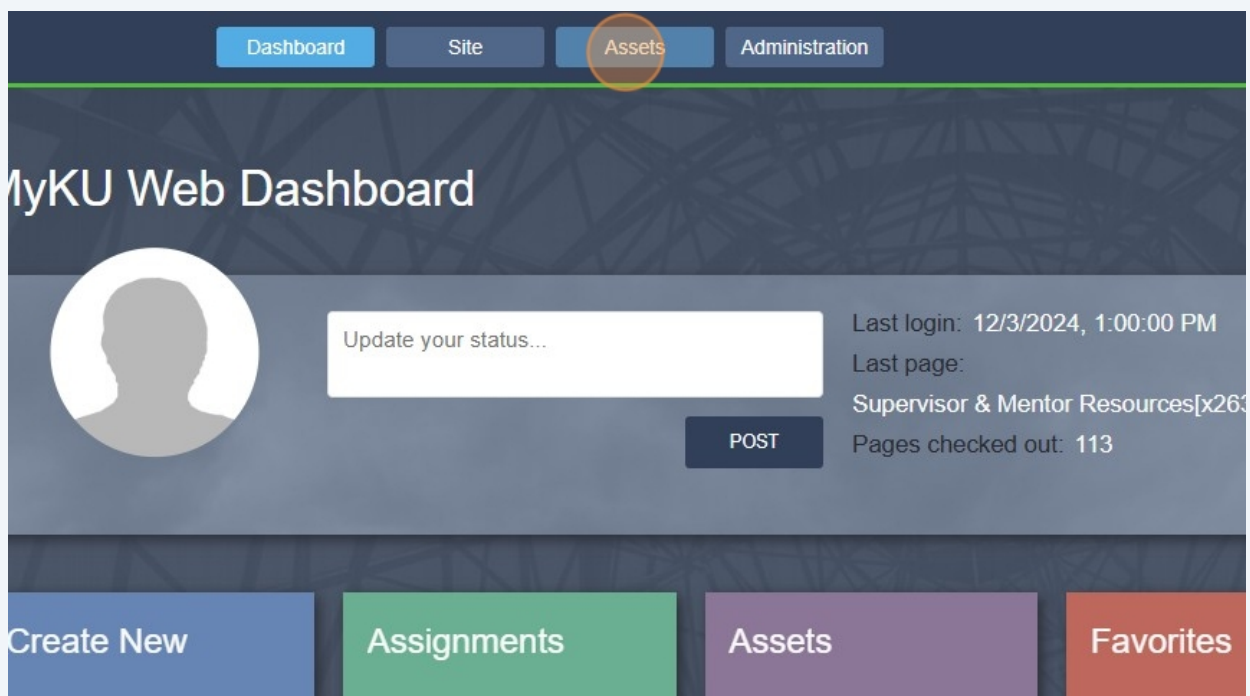
How to Upload an Asset and add Asset to Asset Workflow

Assets are images (e.g., pictures, jpg files) and documents (e.g. PDFs). You must upload the files from your local computer or drives to the assets folders in Ingeniux.

Be sure to note where on your computer or network drive you have saved the files you are uploading.

Important: if you are uploading images, you **MUST** size the image correctly for the web (Refer to Website Style Guide Resources section at www.kutztown.edu/webtraining for information on sizing of images)

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



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

MyKU Web Dashboard Site **Assets** Administration

Assets (assetfolders_1)

Folder Properties

Icons: Add, Refresh, Publish, Download, Delete, List, Grid

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

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

MyKU Web Dashboard Site **Assets** Administration

Asset Tree Assets (assetfolders_1)

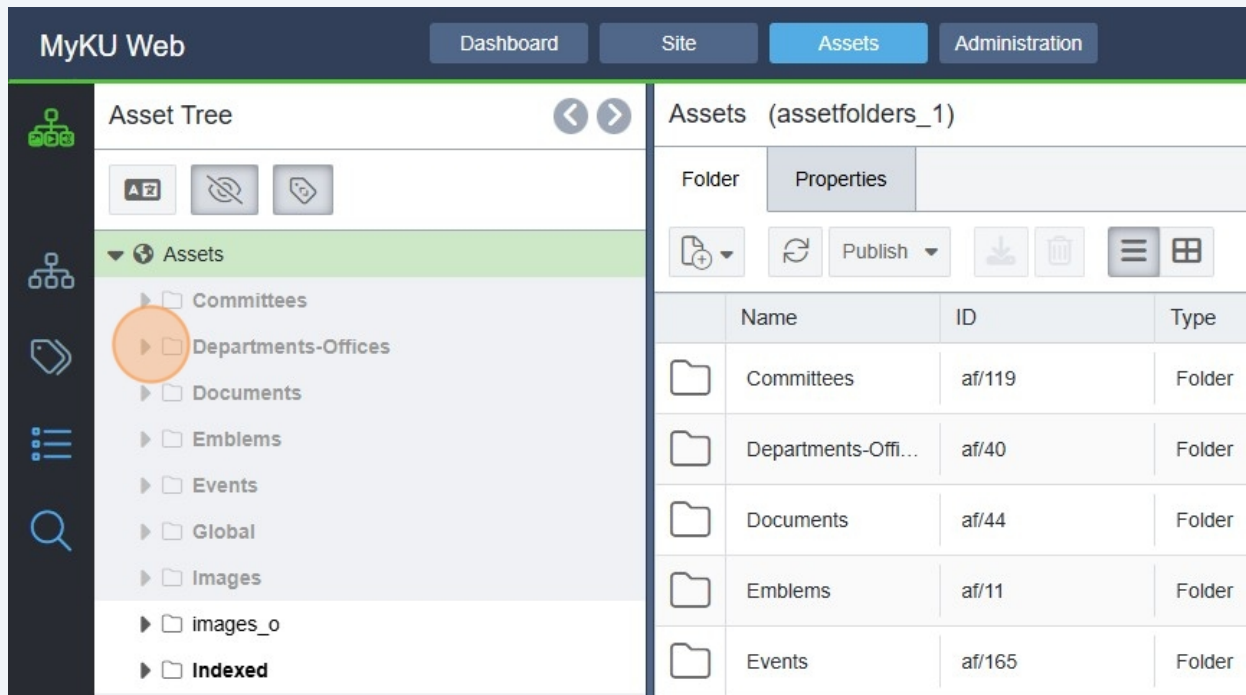
Asset Tree Icons: A-Z, Hide, Lock

Asset Tree: Assets (highlighted), Recycle Folder

Assets (assetfolders_1) Icons: Add, Refresh, Publish, Download, Delete, List, Grid

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

4 Expand **Departments-Offices**



MyKU Web

Dashboard Site Assets Administration

Asset Tree

Assets (assetfolders_1)

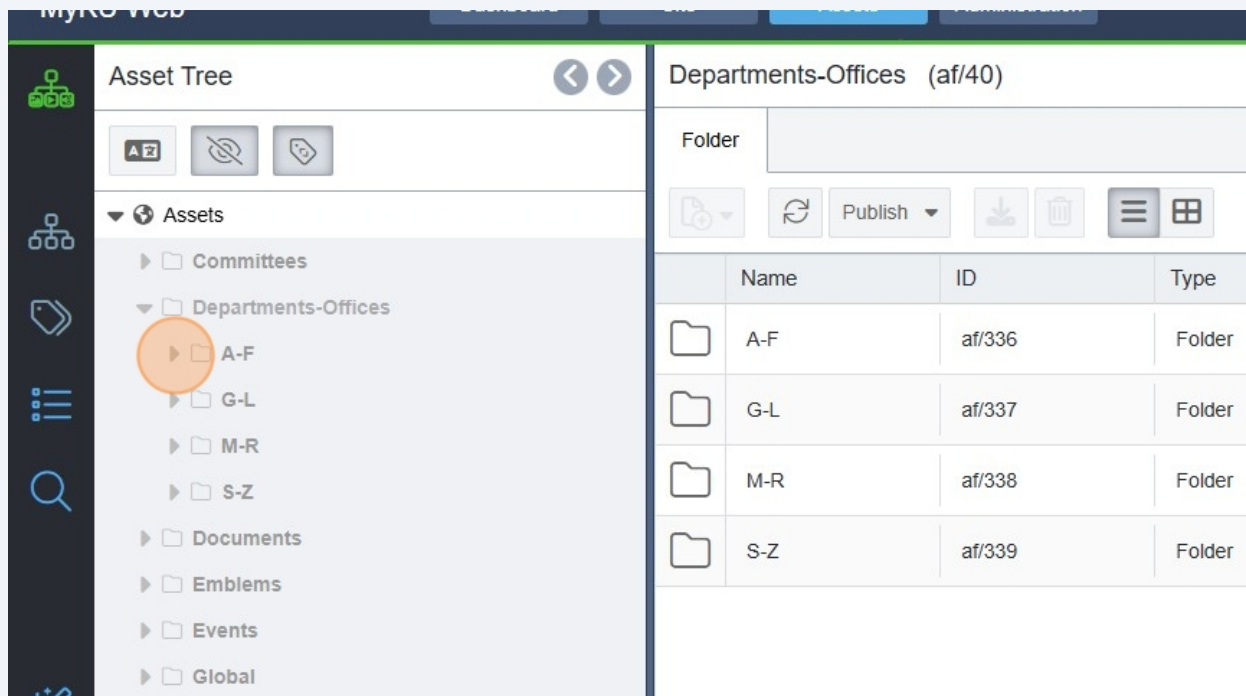
Folder Properties

Assets

- Committees
- Departments-Offices
- Documents
- Emblems
- Events
- Global
- Images
- images_o
- Indexed

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.



MyKU Web

Dashboard Site Assets Administration

Asset Tree

Departments-Offices (af/40)

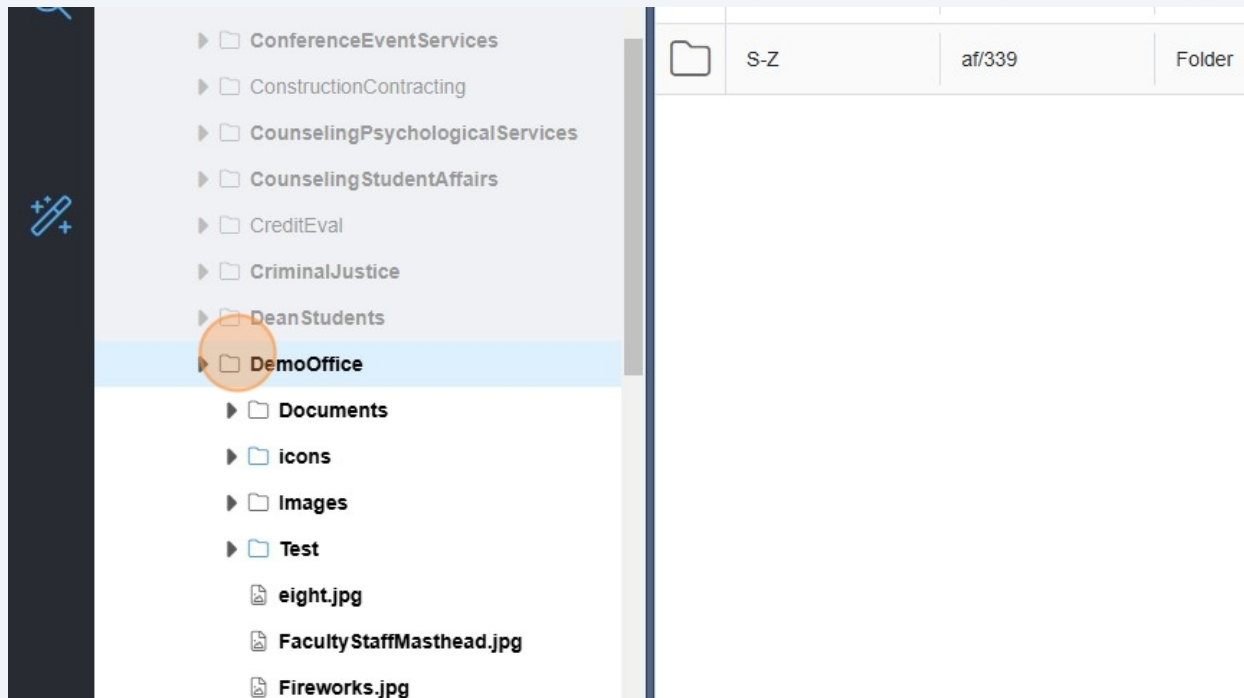
Folder

Assets

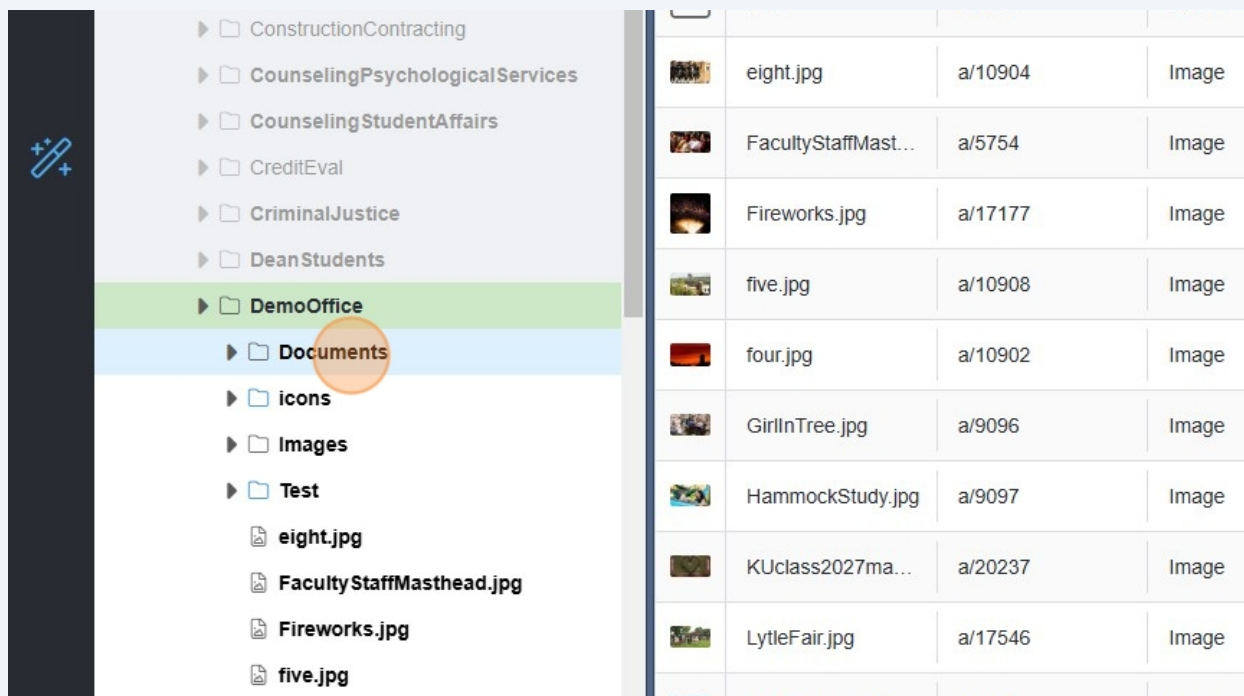
- Committees
- Departments-Offices
 - A-F
 - G-L
 - M-R
 - S-Z
- Documents
- Emblems
- Events
- Global

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

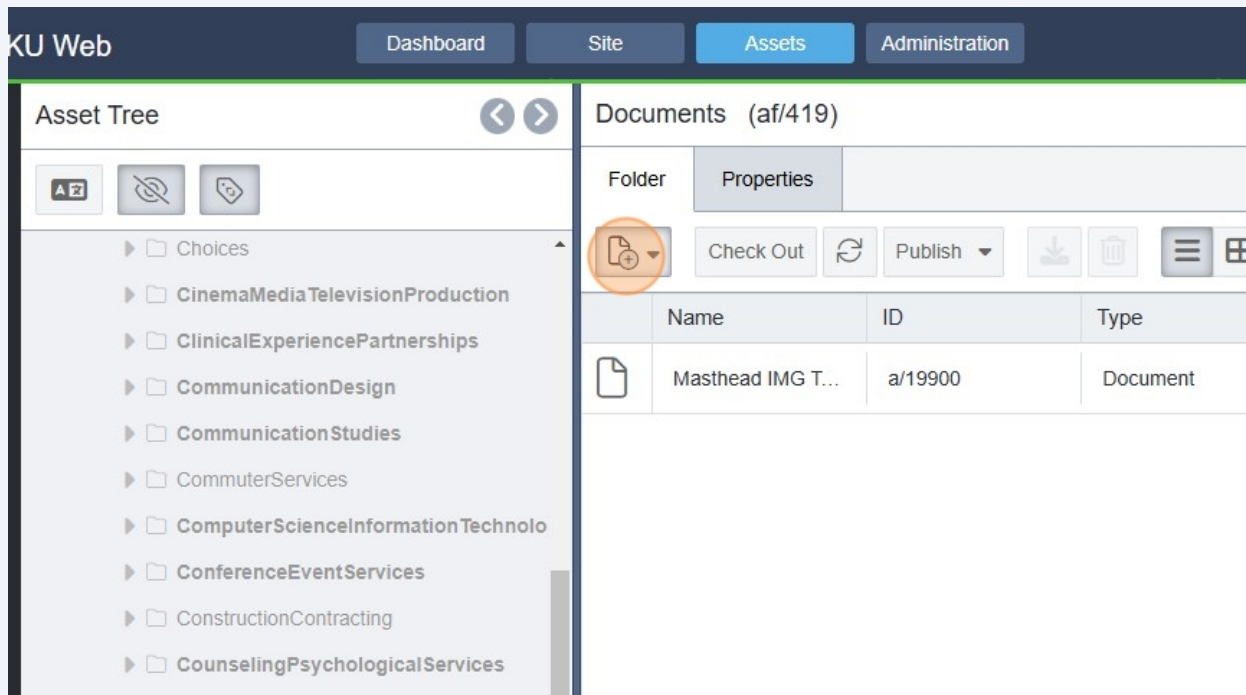
6 Find our area's folder. it will appear white, while the other offices are grey.



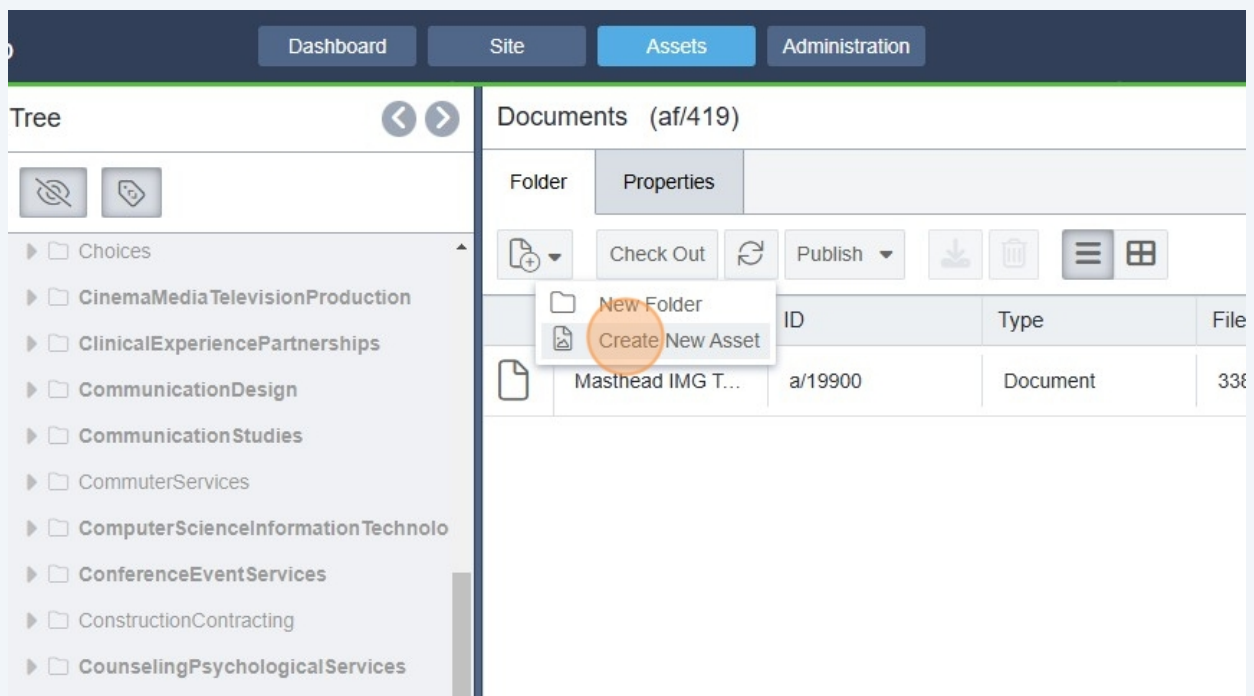
7 Select either **Documents** (if loading a PDF) or **Images** (if loading a picture).



8 Click the **new** icon to create a new asset.



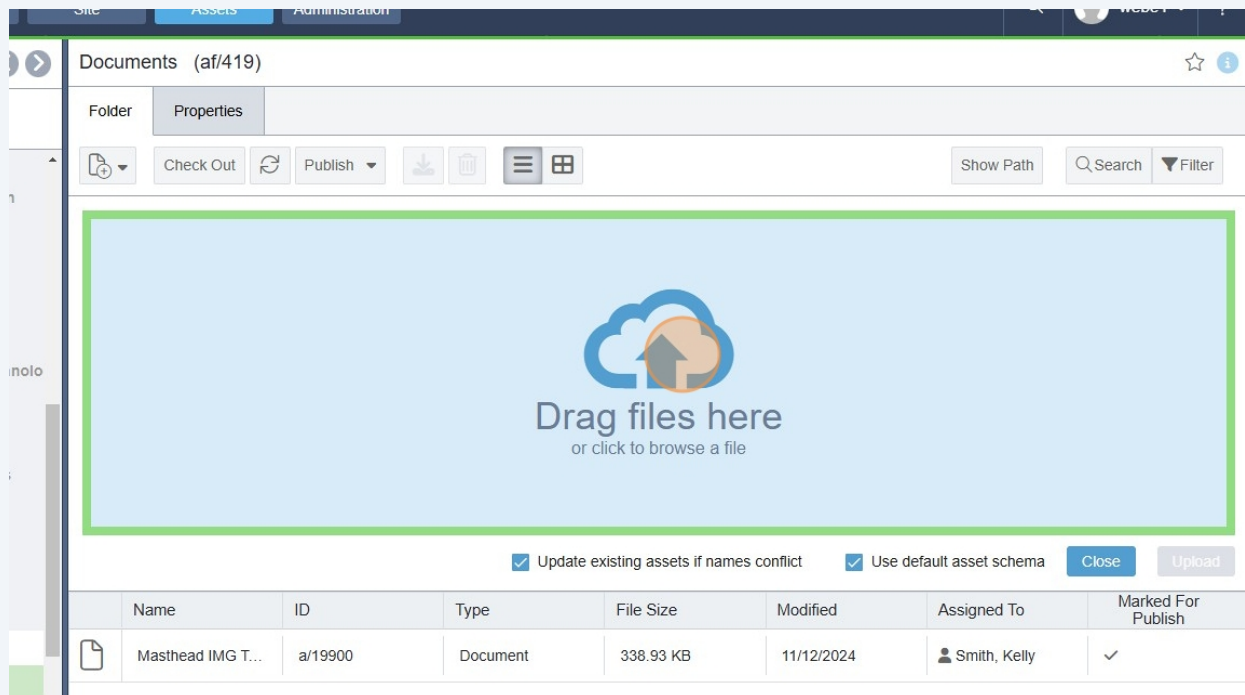
9 Click **"Create New Asset"**



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.

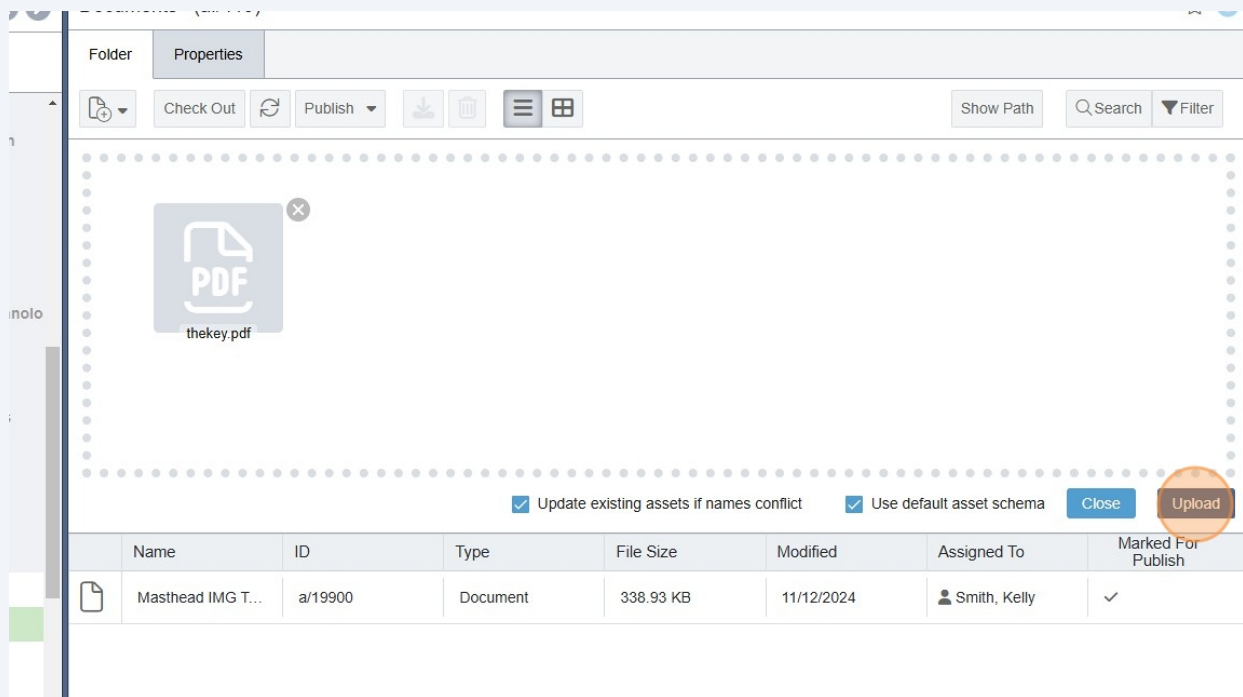
In the open window (not pictured), select the file(s) you want to load from your computer or network drive. You can select more than one file by CTRL+click the files. Click **Open**.



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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.

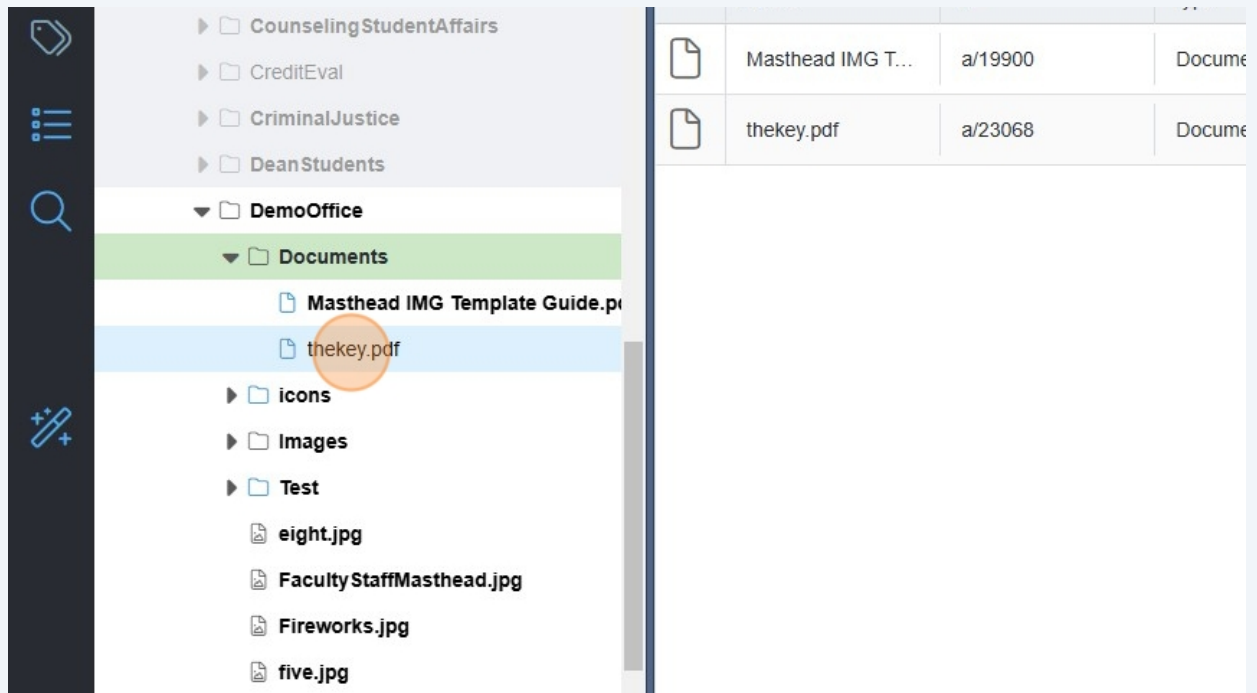
Click "**Upload**" the "**Close**."



12 Adding the Asset to Workflow

Important: The asset will not be published to the website unless you add it to asset workflow.

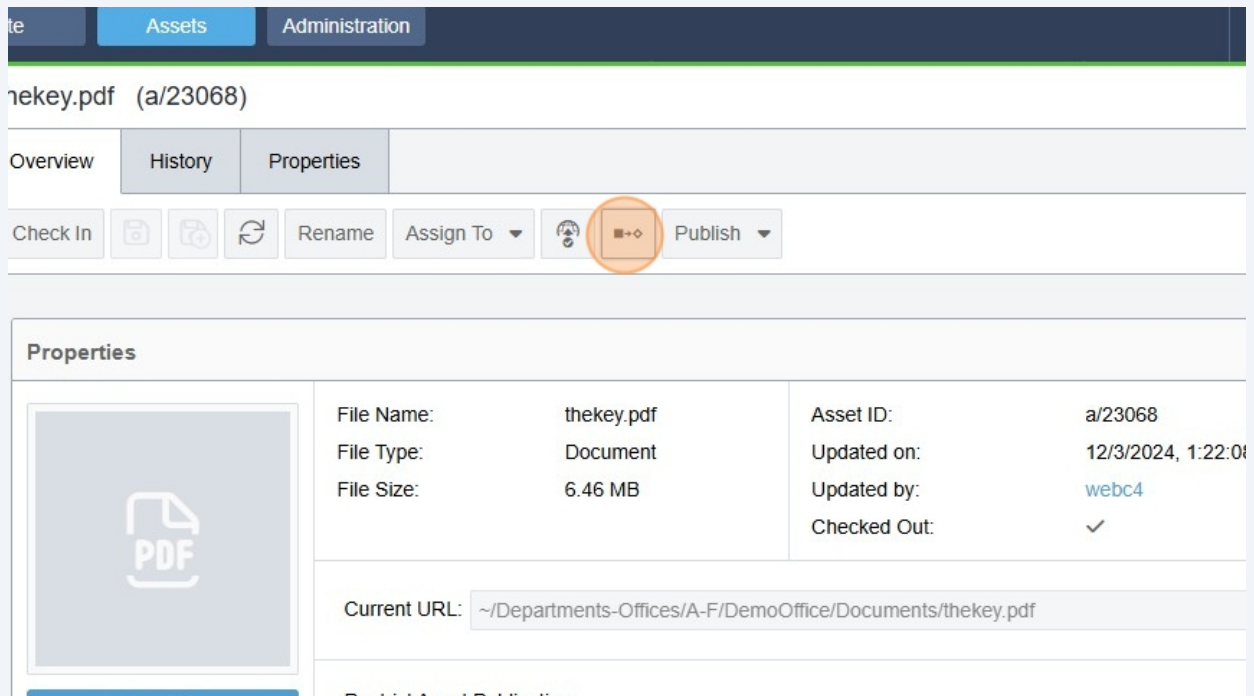
On the asset tree, select the asset you just loaded (to process multiple assets, skip to step 14)



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On the toolbar, click the "**Add to Workflow**" icon (this is the same icon that is normally "Advance in Workflow" - a filled in square next to a plus next to a hollow diamond).

Skip to Step 17 if doing just one asset.



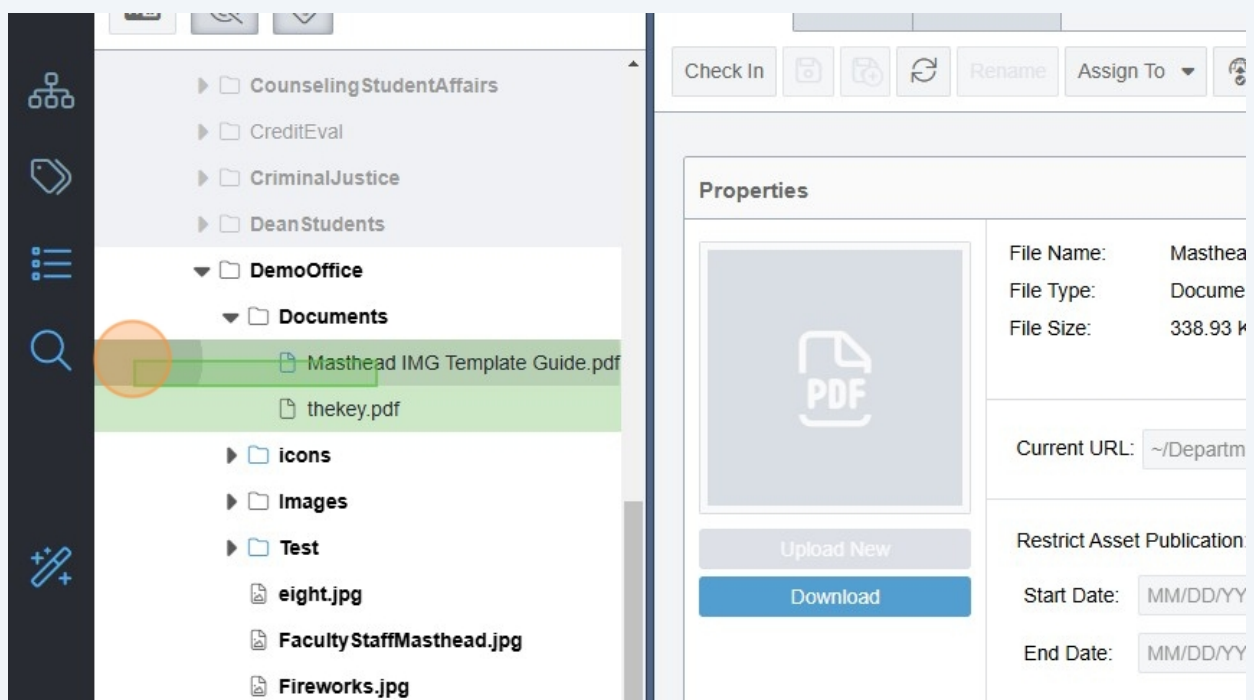
The screenshot shows the 'Assets' page for 'thekey.pdf (a/23068)'. The 'Properties' tab is selected. In the toolbar, the 'Add to Workflow' icon (a filled square next to a plus next to a hollow diamond) is circled in orange. The 'Properties' section displays the following information:

File Name:	thekey.pdf	Asset ID:	a/23068
File Type:	Document	Updated on:	12/3/2024, 1:22:04
File Size:	6.46 MB	Updated by:	webc4
		Checked Out:	✓

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

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To **add multiple assets to workflow**, use the mouse to highlight the assets, or CTRL+click then SHIFT+click to select all assets in between.



The screenshot shows the 'Assets' page with a file list on the left. The 'DemoOffice' folder is expanded, and the 'Documents' subfolder is selected. Two files, 'Masthead IMG Template Guide.pdf' and 'thekey.pdf', are highlighted in green. The 'Properties' section on the right displays the following information:

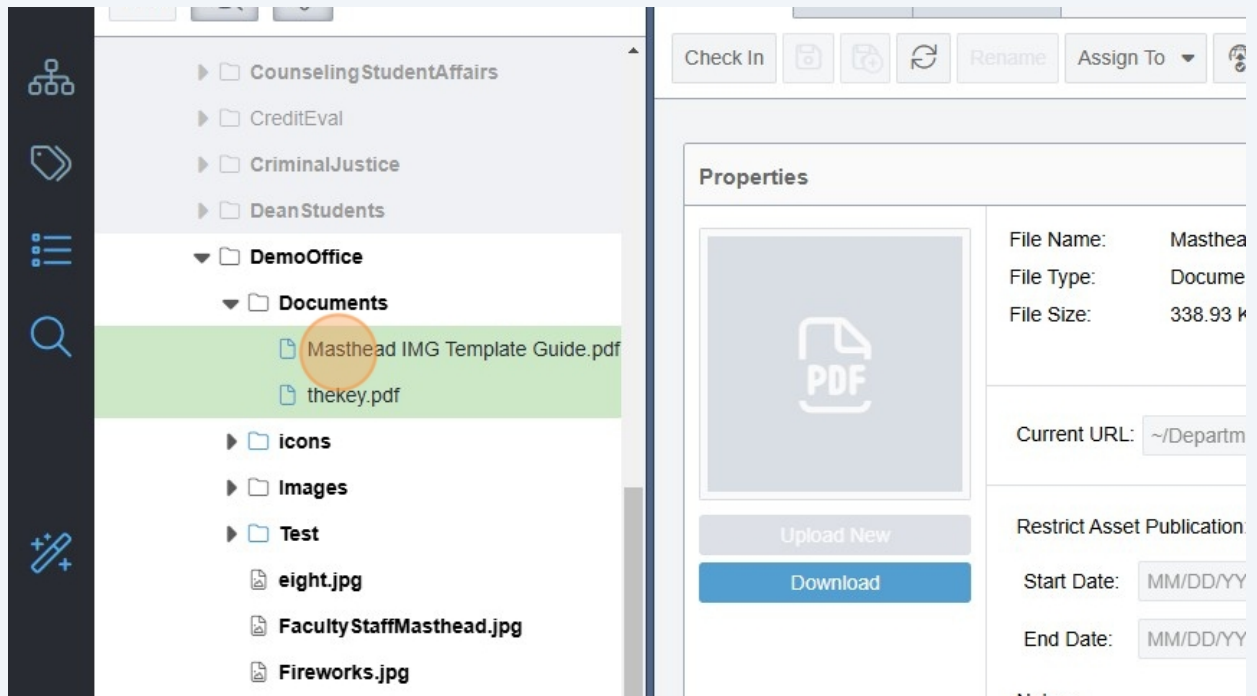
File Name:	Masthead
File Type:	Docume
File Size:	338.93 k

The 'Current URL' is: ~/Departm

The 'Restrict Asset Publication' section shows the following fields:

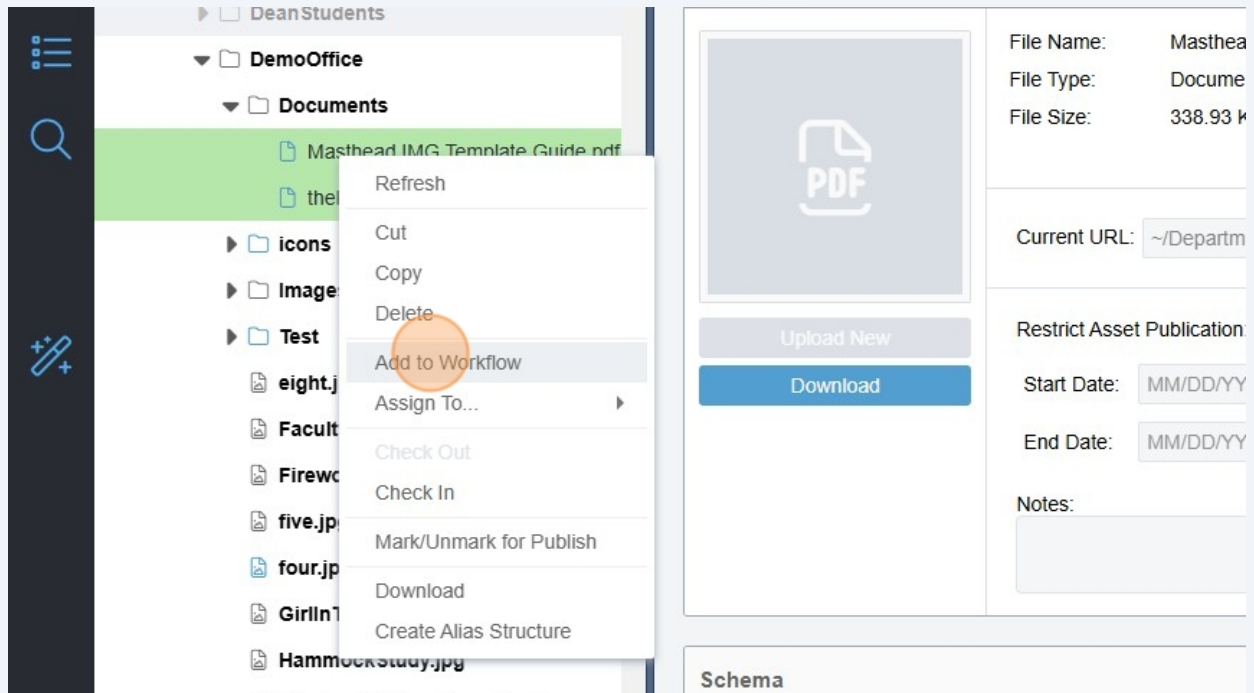
- Start Date: MM/DD/YY
- End Date: MM/DD/YY

15 Right-click on any of the selected assets.

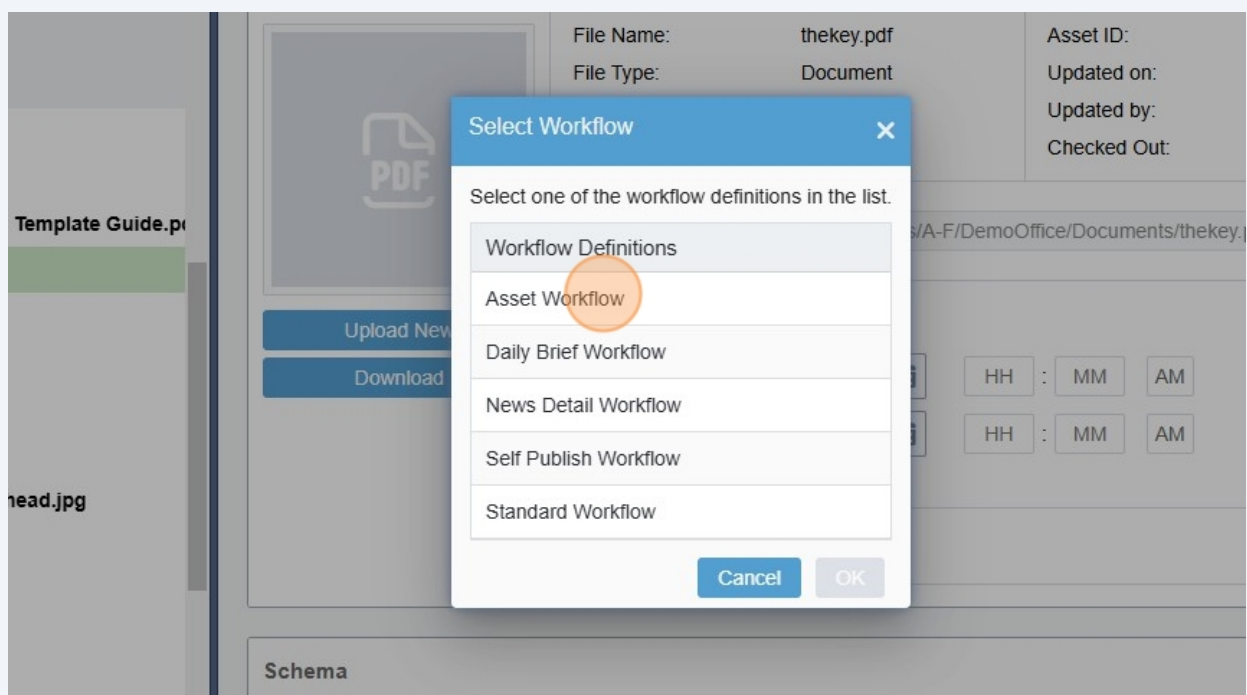


16 Click "Add to Workflow"

NOTE: For "Add to Workflow" to appear in the menu, you cannot have any of the selected assets already in workflow.



17 In the **Select Workflow** window, click "Asset Workflow"



18 Click "OK"

The asset will now publish upon the next publish.

