Ingeniux - Updating an Existing Image

1. Select the Assets section

2. Navigate to the folder where the current image resides. Example: Assets > Images > Communications > 2020 > Web Editors Guide > Training

3. Right-Click the image title in the asset-tree and select “Check Out”
4. Click the “Upload New” button

5. Upload the new image and click the “Upload” button
6. Right-Click the image title in the asset-tree and select “Check In”

7. Right-Click the image title in the asset-tree and select “Publish”
8. Click the “Incremental” button
Select one or more targets to publish:

<table>
<thead>
<tr>
<th>Publishing Target</th>
<th>Last Publish Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live</td>
<td>11/1/20 5:45 PM</td>
</tr>
</tbody>
</table>

Perform Replication

Cancel  Full  Incremental

Revised 11/11/2020