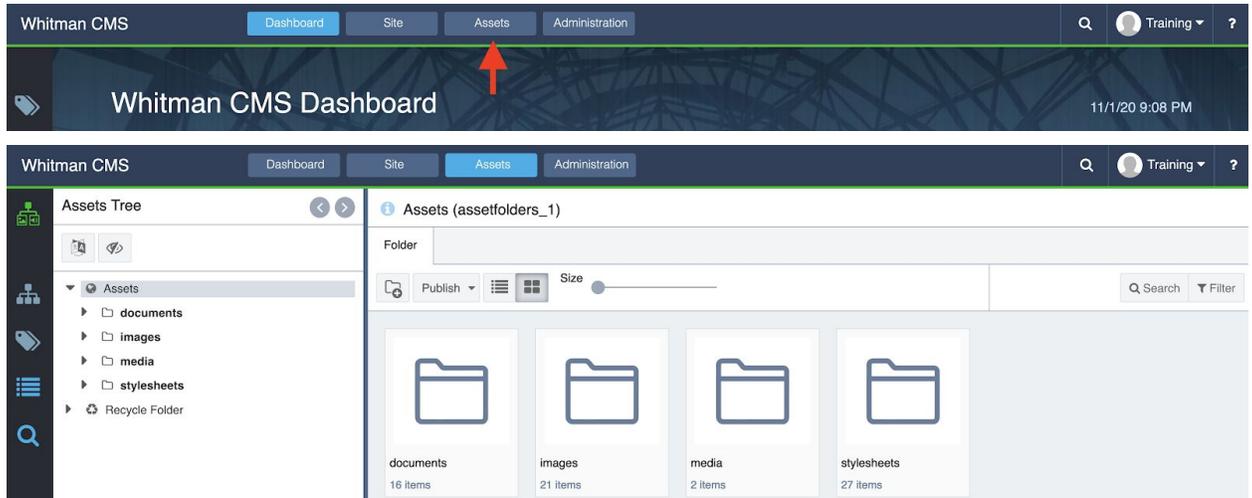


Ingeniux - Updating an Existing Image

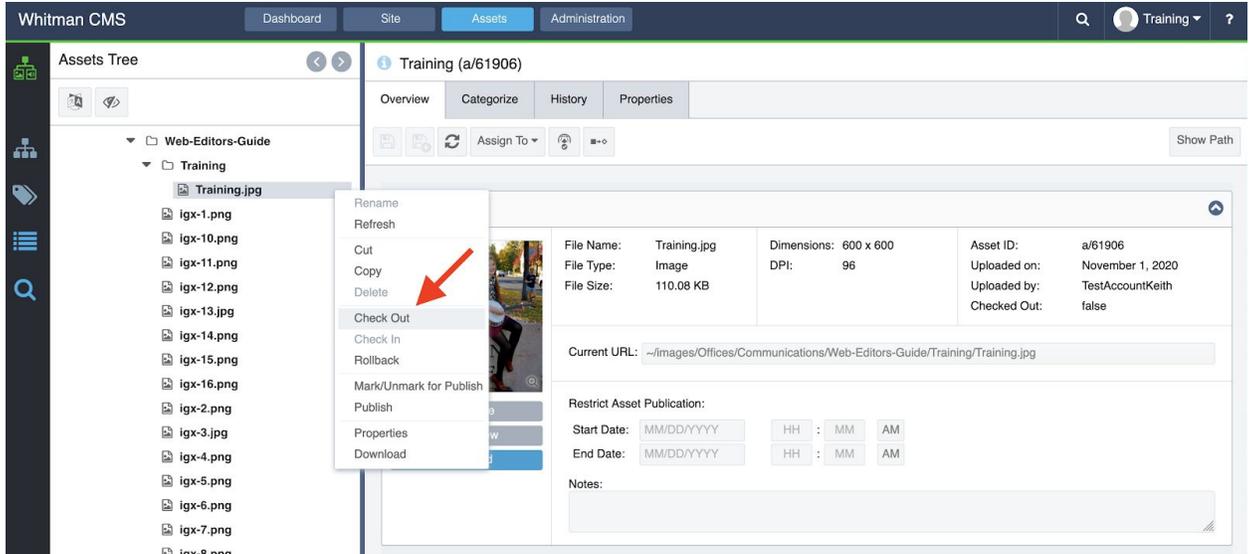
1. Select the Assets section



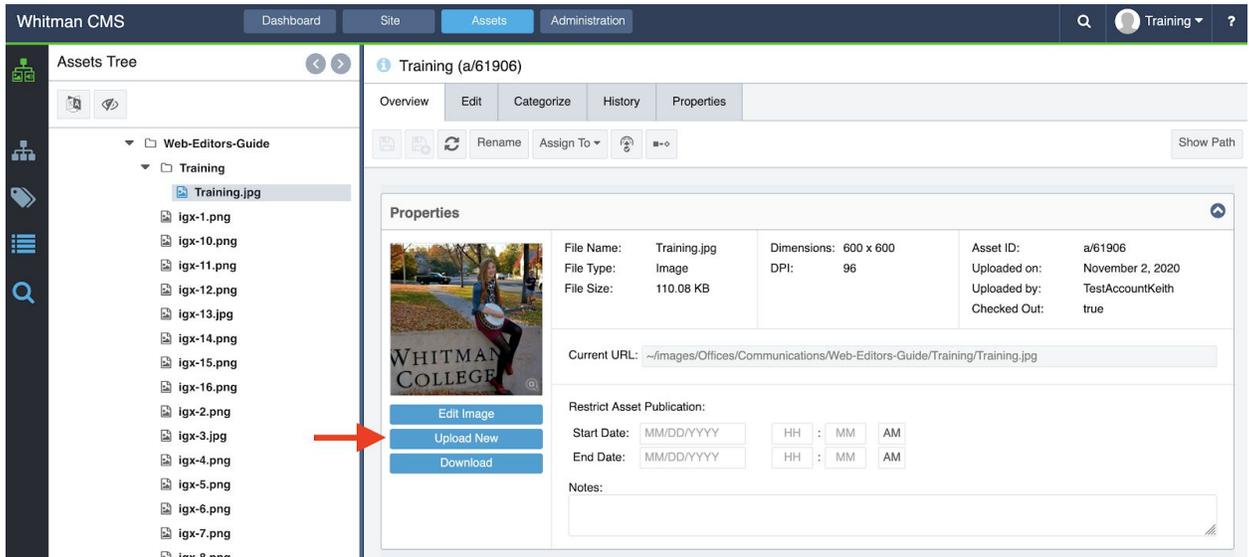
2. Navigate to the folder where the current image resides. Example: Assets > Images > Communications > 2020 > Web Editors Guide > Training



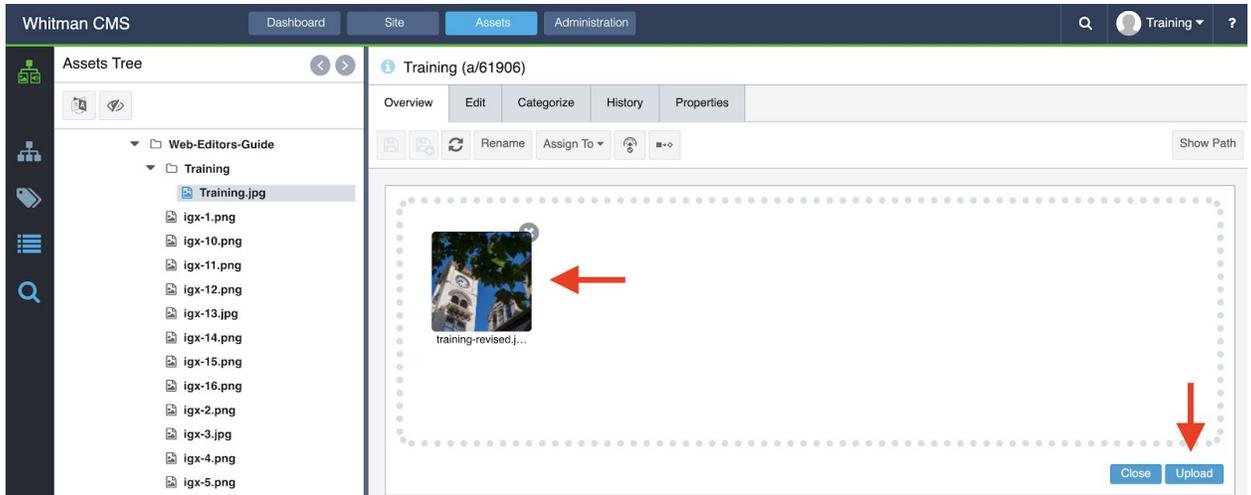
3. Right-Click the image title in the asset-tree and select "Check Out"



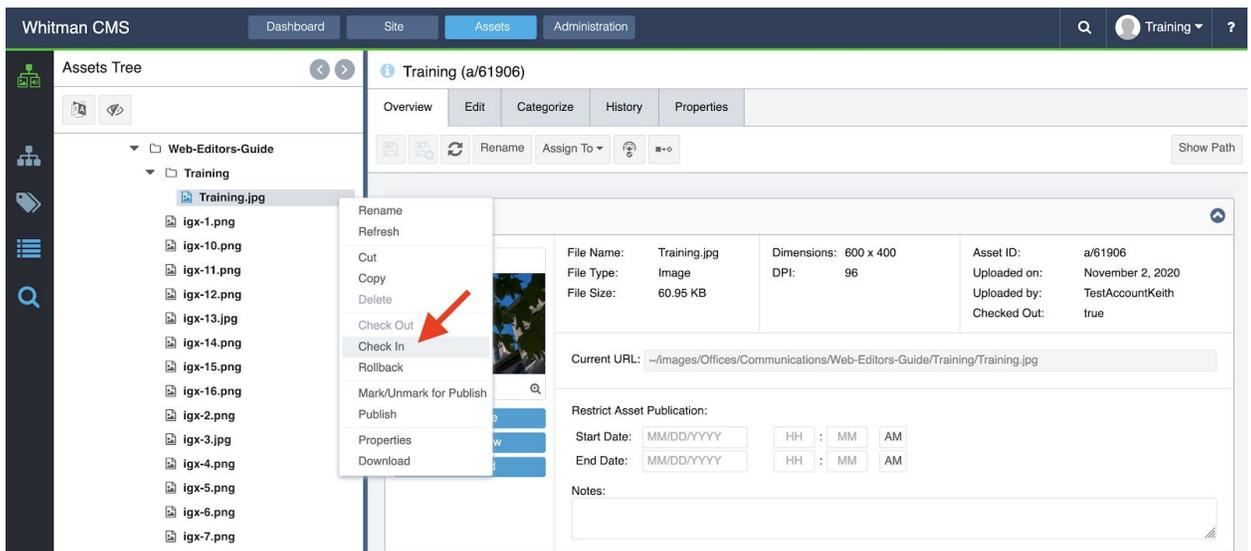
4. Click the “Upload New” button



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”

Whitman CMS

Dashboard Site Assets Administration

Assets Tree

Training (a/61906)

Overview Categorize History Properties

Assign To Show Path

Assets Tree:

- Web-Editors-Guide
 - Training
 - igx-1.png
 - igx-10.png
 - igx-11.png
 - igx-12.png
 - igx-13.jpg
 - igx-14.png
 - igx-15.png
 - igx-16.png
 - igx-2.png
 - igx-3.jpg
 - igx-4.png
 - igx-5.png
 - igx-6.png
 - igx-7.png

Context Menu:

- Rename
- Refresh
- Cut
- Copy
- Delete
- Check Out
- Check In
- Propagate publishes to latest version
- Rollback
- Mark/Unmark for Publish
- Publish**
- Properties
- Download

Asset Properties:

File Name:	Training.jpg	Dimensions:	600 x 400	Asset ID:	a/61906
File Type:	Image	DPI:	96	Uploaded on:	November 2, 2020
File Size:	60.95 KB			Uploaded by:	TestAccountKeith
				Checked Out:	false

Current URL: ~/images/Offices/Communications/Web-Editors-Guide/Training/Training.jpg

Restrict Asset Publication:

Start Date: MM/DD/YYYY HH : MM AM

End Date: MM/DD/YYYY HH : MM AM

Notes:

8. Click the “Incremental” button

Publish: ✕

Select one or more targets to publish:

Filter ▼

Publishing Target	Last Publish Date
Live	11/1/20 5:45 PM

Perform Replication



Cancel Full Incremental