Ingeniux - Deleting an Image

1. Select the Assets section



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

Whitman CMS Dashboard		Site Assets Administration	۹	Training	- ?
.	Assets Tree	Training (al/4243)			
	10 B	Folder Properties			
đ.	▼ D Web-Editors-Guide	Co Check Out Publish - E Size		Q Search	T Filter
	Training				
	🛋 igx-1.png				
	igx-10.png				
0	igx-11.png ⊒igx-12.png	WHITMAP			
~	🗟 igx-13.jpg	Training.jpg			
	igx-14.png	600x600			
	📓 igx-15.png				

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

Whi	tman CMS Dashboard	Site Assets	Administration						۹	Trainin	ng 🔻 📍
.	Assets Tree O O	Training (a/61906) Overview Categorize	History Pro	perties							
*	 Web-Editors-Guide Training 	Assign To 🔻	(a) 5 ■+>							٤	Show Path
۱	Training.jpg igx-1.png	Rename Refresh									۵
	igx-10.png igx-11.png igx-12.png	Cut Copy	File Name: File Type: File Size:	Training.jpg Image 110.08 KB	Dimensi DPI:	ons: 600 : 96	k 600	Asset ID: Uploaded on: Uploaded by:	a/61 Nov Test	906 ember 1, 2020	
Ч,	igx-13.jpg igx-14.png	Delete Check Out Check In						Checked Out:	fals	9	
	igx-15.png igx-16.png	Current URL: -/images/Offices/Communications/Web-Editors-Guide/Training/Training.jpg									
	igx-2.jpg	Publish Properties	Restrict Asse Start Date:	MM/DD/YYYY	HH	: MM	AM				
	igx-4.png igx-5.png	Download	End Date: Notes:	MM/DD/YYYY	HH	: MM	AM				
	igx-6.png igx-7.png iax-8.pna										li.

4. Navigate to the "DELETE" folder, Right-Click on the "DELETE" folder and select "Paste"

Whi	tman CMS	Dashboard Site Assets	Administration	Q 🔵 Training 🗸	?
-	Assets Tree	Image: Second state Image: Second state	8)		
*	Assets D documents	New P Rename	ut Publish - Esta Size	Q Search T Filter	r
		Refresh Cut Copy Paste Delete Check Out Check In Rollback Publish Descendant Assets Properties Download	No items tound		
	 C: Events C: External C: Giving C: Global 				

Revised 11/10/2020