

How to move, reorder and delete assets

Please read to the very end of this document before attempting to move or delete assets.

Moving an asset

Note: you can move an asset not matter its status, i.e. an asset can be live, under construction, awaiting approval or in safe edit mode and it can be moved.

To move an asset you need to link it to a new parent asset and remove the old link to the previous parent asset.

To do this, navigate to the asset you want to move



Select the settings mode, followed by the 'linking' option

Details Metadata Workflow **Linking** URLs

This asset is Live. You can make changes safely to this asset by initiating the safe edit status. [Initiate safe edit](#)

Location Links

Website Locations	Show in Menu	Link Value
Media > Images > Test folder for images	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

Direct Children

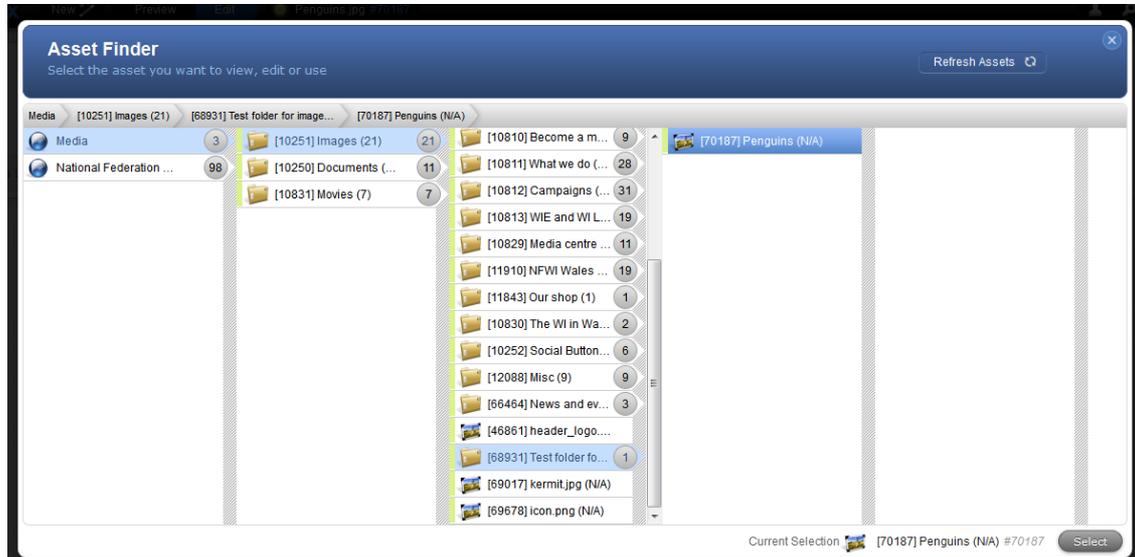
There are no direct children to list.

This area shows the locations that the asset is linked to, i.e. what its parent asset is. In this case the image is located in the folder called Test Folder for images.

New Location Link

To add a new location, click the 'new location link' button.

This brings up the asset finder showing where the asset is currently located



Locate the new parent asset/folder you wish to move the asset to.

Click the select button, once you have found the parent asset you want to

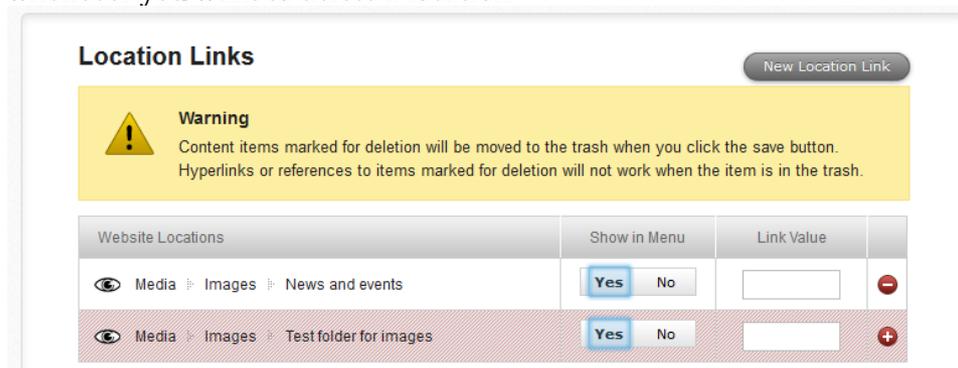
move the asset to



The new location is added below the current location



Now, click the red minus sign  next to the original location, and then the green save button. This will delete the old location link. You will receive a warning whenever you want to delete a location



Note: If you choose not to delete the original location, the asset will appear in two locations and changes to the one will result in changes to the other. The assets would be linked. You would in essence have created a carbon copy of the asset.

Reordering an asset

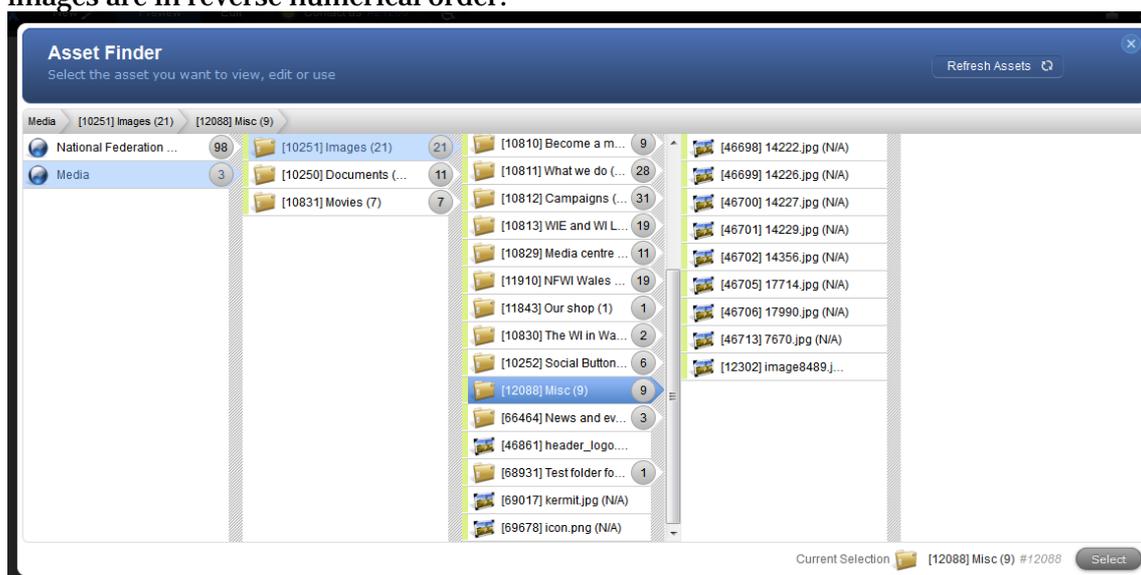
Note: you can reorder assets not matter what their status, i.e. an asset can be live, under construction, awaiting approval or in safe edit mode and it can be reordered.

An example of when you might need to reorder page assets is when you want the pages on your federation or WI navigation menu to appear in a certain order. The navigation menu is this:



To reorder assets up or down in a column in the asset finder you need to do the following:

Select the parent asset within which reside the assets you wish to reorder. For example, I want to change the order of the images in the misc folder so that the images are in reverse numerical order.



Select

Click the select button



Linking

ly to this asset by initiati

Click edit mode and the linking option

Scroll down and you will see an area called Direct Children. Below this will be a list of the child assets within this parent asset.

Direct Children

The following list of assets are direct children of this page. Use this list to change the order in which they appear in menus and listings.

 	 14222.jpg	#46698	Go to Linking Screen
 	 14226.jpg	#46699	Go to Linking Screen
 	 14227.jpg	#46700	Go to Linking Screen
 	 14229.jpg	#46701	Go to Linking Screen
 	 14356.jpg	#46702	Go to Linking Screen
 	 17714.jpg	#46705	Go to Linking Screen
 	 17990.jpg	#46706	Go to Linking Screen
 	 7670.jpg	#46713	Go to Linking Screen
 	 image8489.jpg	#12302	Go to Linking Screen

Click on the blue arrows pointing up and down to the left of each asset and drag the asset up or down in the order to rearrange.

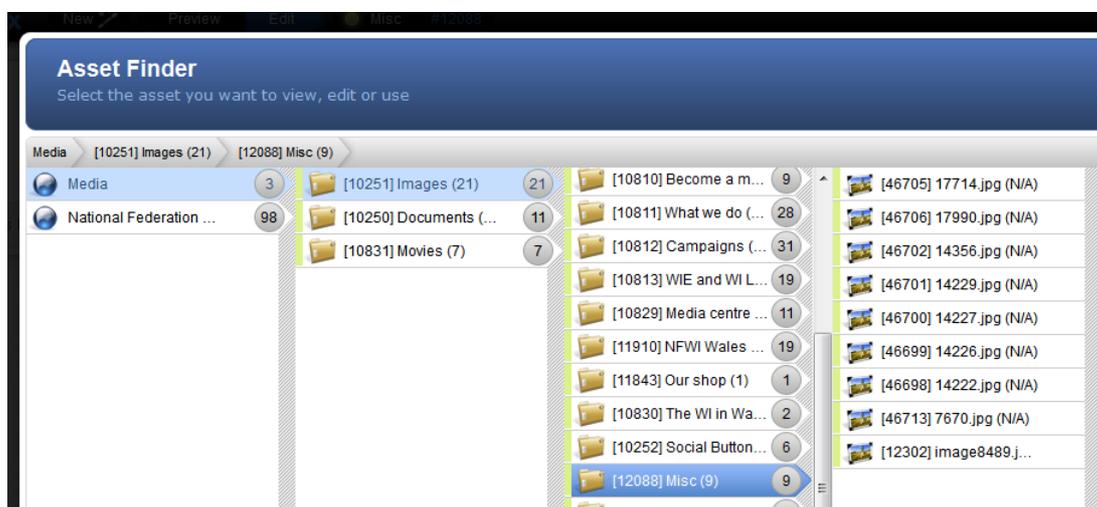
Direct Children

The following list of assets are direct children of this page. Use this list to change the order in which they appear in menus and listings.

 	 7670.jpg	#46713	Go to Linking Screen
 	 14222.jpg	#46698	Go to Linking Screen
 	 14226.jpg	#46699	Go to Linking Screen
 	 14227.jpg	#46700	Go to Linking Screen
 	 14229.jpg	#46701	Go to Linking Screen
 	 14356.jpg	#46702	Go to Linking Screen
 	 17714.jpg	#46705	Go to Linking Screen
 	 17990.jpg	#46706	Go to Linking Screen
 	 image8489.jpg	#12302	Go to Linking Screen

Click the green save button once you have happy with the new order.

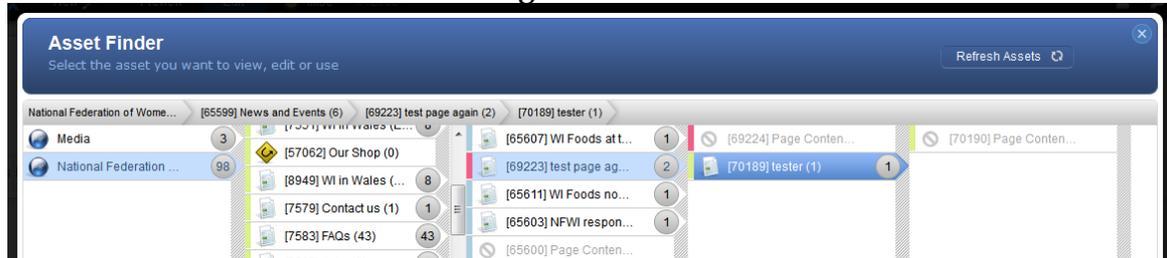
If you go to the asset finder you will see that the order of the assets has changed.



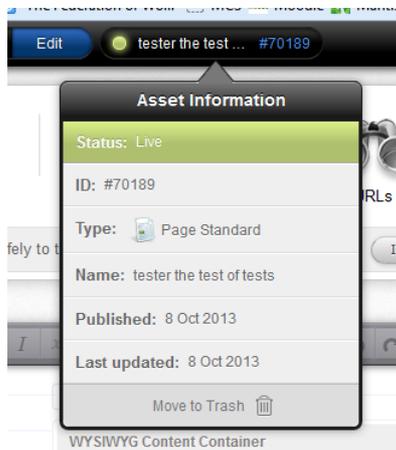
Deleting an asset

Note: you can delete assets not matter what their status, i.e. an asset can be live, under construction, awaiting approval or in safe edit mode and it can be deleted.

To delete an asset, first select it using the asset finder.



Click on the title of the asset in the black toolbar. A drop down menu will appear at the bottom of which it says 'move to trash'.



Click on the move to trash button. You will be taken to the linking screen for that asset and the location links will be in red, showing that they are to be deleted.

This will take you to the linking area. A warning message will pop up asking if you are sure you want to delete the asset. Click the green save button if you are sure you want to delete the asset. If you are unsure, click the plus sign in the red circle icon , and click save.

If you have chosen to delete the asset it will be sent to the trash. If you send an asset to the trash by mistake, please contact the NFWI website administrator immediately and he will restore the asset to its old location.

NB: do this immediately as the trash is purged on a regular basis. Once the trash has been purged the asset cannot be restored.