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

<u>Note:</u> 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

Jiz Matri	X New 🏏	Preview	Edit O Peng	guins.jpg #70187				
Details	Metadata	Workflow	Linking					
This accet is	Livo Vou con ma	ko changes cafely	to this accet by init	inting the cofe edit status	ate este edit			
THIS ASSET IS	s Live. rod can ma	re changes safely	to this asset by thit	naring the sale out status.	ate sare edit			
			Location	n Links			New Location	Link
			Website Lo	ocations	s	how in Menu	Link Value	
			🕲 Media	a 🖡 Images 🖡 Test folder for image	s	Yes No		•
			Discot	the Hadawa wa				
			There are p	MIIOREN				
			mere are n	o arrect children to list.				

a... 🔛 Earci 101.5

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

New Preview	Edi	Penguins.jpg #7018	(					
Asset Finder Select the asset you wa							Refresh Assets য	۲
Media [10251] Images (21)	[68931] T	est folder for image  [70187] Pe	inguins (	N/A)				
Media	3	ji [10251] Images (21)	21	[10810] Become a m 9	^	🔯 [70187] Penguins (N/A)		
National Federation	98	ji [10250] Documents (	11	[10811] What we do ( 28				
		(10831) Movies (7)	7	[10812] Campaigns ( 31				
				🃁 [10813] WIE and WI L 19				
				📁 [10829] Media centre 11				
				[11910] NFWI Wales 19				
				🧊 [11843] Our shop (1) 🛛 1				
				🃁 [10830] The WI in Wa 2				
				📁 [10252] Social Button 6				
				j [12088] Misc (9) 9	E			
				[66464] News and ev 3				
				对 [46861] header_logo				
				[68931] Test folder fo (1)				
				[69017] kermit.jpg (N/A)				
				[69678] icon.png (N/A)	-			
		6		// <mark>/</mark> ///	//	Current Selection 📷	[70187] Penguins (N/A) #70187	Select

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 Current Selection 📁 [66464] News and events (3) #66464 Select

The new location is added below the current location

Website Locations	Show in Menu	Link Value
📧 Media 🗄 Images 🖡 News and events	Yes No	
Media in Images in Test folder for images	Yes No	

Now, click the red minus sign enext 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

	Warning Content items marked for deletion will be mov Hyperlinks or references to items marked for	ved to the trash when you click deletion will not work when the	the save button. item is in the trash.
Website	Locations	Show in Menu	Link Value

<u>Note:</u> 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**

<u>Note:</u> 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.

Asset Finder Select the asset you wa	ant to v	iew, edit or use				Refresh Assets Q	×
Media [10251] Images (21)	[12088]	Misc (9)					
National Federation	98	[10251] Images (21)	(21)	[10810] Become a m 9 •	[46698] 14222.jpg (N/A)		
🥔 Media	3	[10250] Documents (	11	[10811] What we do ( 28	🎉 [46699] 14226.jpg (N/A)		
		[10831] Movies (7)	(7)	[10812] Campaigns ( 31	at [46700] 14227.jpg (N/A)		
				[10813] WIE and WI L 19	🎉 [46701] 14229.jpg (N/A)		
				[10829] Media centre (11	🎏 [46702] 14356.jpg (N/A)		
				[11910] NFWI Wales [19	🞏 [46705] 17714.jpg (N/A)		
				[11843] Our shop (1) 1	🞏 [46706] 17990.jpg (N/A)		
				[10830] The WI in Wa 2	🞏 [46713] 7670.jpg (N/A)		
				[10252] Social Button 6	🐹 [12302] image8489.j		
				[12088] Misc (9) 9			
				[66464] News and ev 3			
				[46861] header_logo			
				[68931] Test folder fo 1			
				[69017] kermit.jpg (N/A)			
				📁 [69678] icon.png (N/A)			
					Current Selection	[12088] Misc (9) #12088	Select
Click the selec	t bu	Select			_		
				Linkin	g		
				ly to this asset	by initiati		
Click edit mo	de	and the linki	ng	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
	#46698	Go to Linking Screen
T4220.jpg	#46699	Go to Linking Screen
🌲 🎏 📕 14227.jpg	#46700	Go to Linking Screen
🚔 🌠 📕 14229.jpg	#46701	Go to Linking Screen
흊 🌠 📕 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.

New Preview Asset Finder Select the asset you we	Edit	Misc #12088				
Sciect the asset you w						
Media [10251] Images (21)	[12088] Mi	sc (9)				
Media	3	ji [10251] Images (21)	21	🧊 [10810] Become a m 9	•	羄 (46705) 17714.jpg (N/A)
National Federation	98	ji [10250] Documents (	11	ji [10811] What we do ( 28		羄 [46706] 17990.jpg (N/A)
		ji [10831] Movies (7)	7	ji [10812] Campaigns ( 31		羄 [46702] 14356.jpg (N/A)
				ji [10813] WIE and WI L 19		🎉 [46701] 14229.jpg (N/A)
				🃁 (10829) Media centre 1		j [46700] 14227.jpg (N/A)
				ji [11910] NFWI Wales 19		🎉 [46699] 14226.jpg (N/A)
				🃁 [11843] Our shop (1) 🛛 1		j [46698] 14222.jpg (N/A)
				jj [10830] The WI in Wa 2		🗾 [46713] 7670.jpg (N/A)
				🧊 [10252] Social Button 6		j [12302] image8489.j
				jj [12088] Misc (9) 9	=	-
				Field Ball Nows and av		

## **Deleting an asset**

<u>Note:</u> 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.

Asset Finder Select the asset you w	ant to view, edit or use			Refresh Assets যে
National Federation of Wome	[65599] News and Events (6) [69223] test page again (2)	[70189] tester (1)		
Media	3 (1755) WINT Wales (L 0 +	[65607] WI Foods at t	1 (69224] Page Conten	[70190] Page Conten
National Federation	98 (57062) Our Shop (0)	[69223] test page ag	2 🛐 [70189] tester (1) 1	
		[65611] WI Foods no		
		[65603] NFWI respon	1	
	[7583] FAQs (43) 43	[65600] Page Conten		

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'.

Edit	t O tester the test #70189	
	Asset Information	
	Status: Live	
1	ID: #70189	RLs
felv to t	Type: 🥫 Page Standard	(In
iery to t	Name: tester the test of tests	
_	Published: 8 Oct 2013	_
$I \mid x$	Last updated: 8 Oct 2013	C
	Move to Trash  🕅	
	WYSIWYG Content Container	

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, clikc 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.