
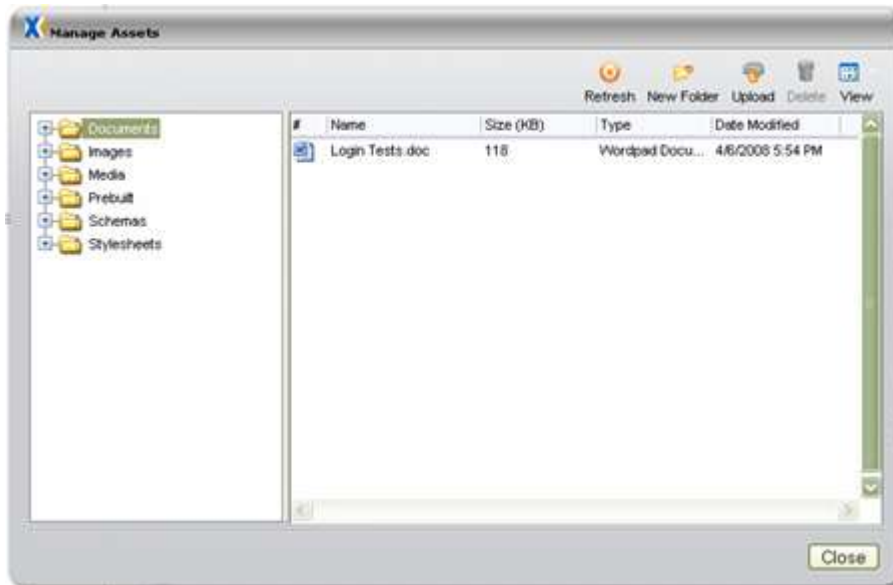



ASSET MANAGEMENT

The Manage Assets dialog window provides an interface for managing static files such as images, documents, and media files. In addition, this dialog can be used to manage the directory structures used to store these files for an Ingeniux site. The level of functionality available depends upon the privileges granted to the user.


The Manage Assets dialog window can be accessed by clicking on the Assets button  in the toolbar. To learn more about the toolbar go to the [Toolbar web page](#).

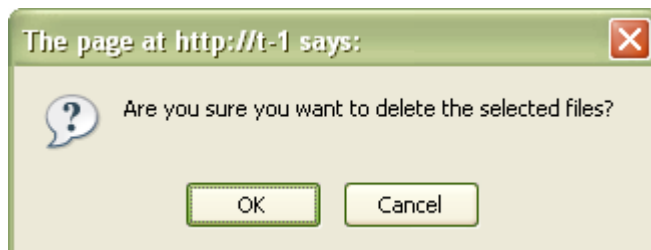



 The Refresh button updates the Manage Asset dialog view to reflect recent changes.

 The New Folder button creates a new folder using the new folder option.

 The Upload button launches the Upload dialog. See [Upload a File in Ingeniux Web Page](#)

 The Delete button removes the selected file from the CMS server. The user is prompted to confirm the deletion using an operating system-specific dialog similar to the following:

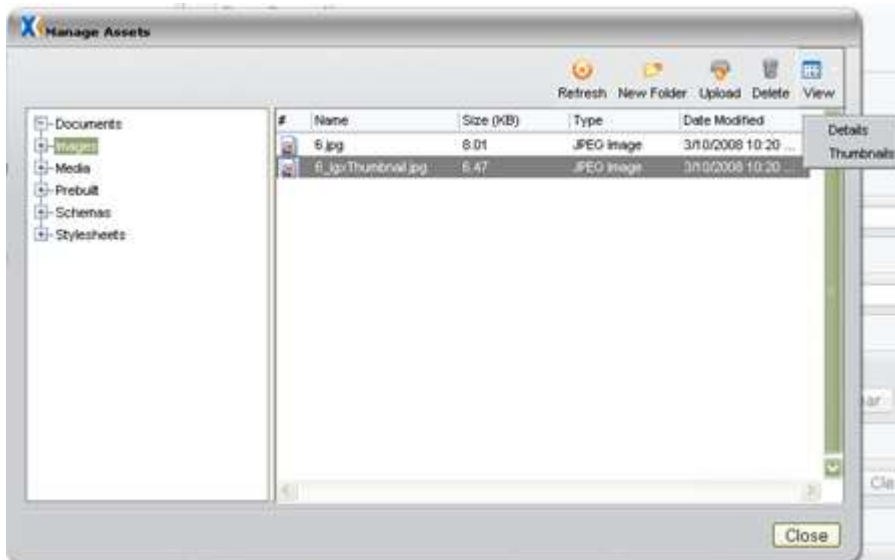


 The OK button confirms the file deletion.

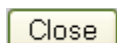
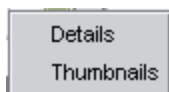
 The Cancel button stops the file deletion process.



The View button toggles the file representation between a details view, which displays data specific to the file, and a thumbnail view, which displays a thumbnail representation of the file.



To toggle between the two views, select the View button and select the specific option in the dropdown menu:



The Close button exits the manage asset dialog. Choosing close in the middle of an operation, such as creating a new folder, will exit the dialog without completing the operation.