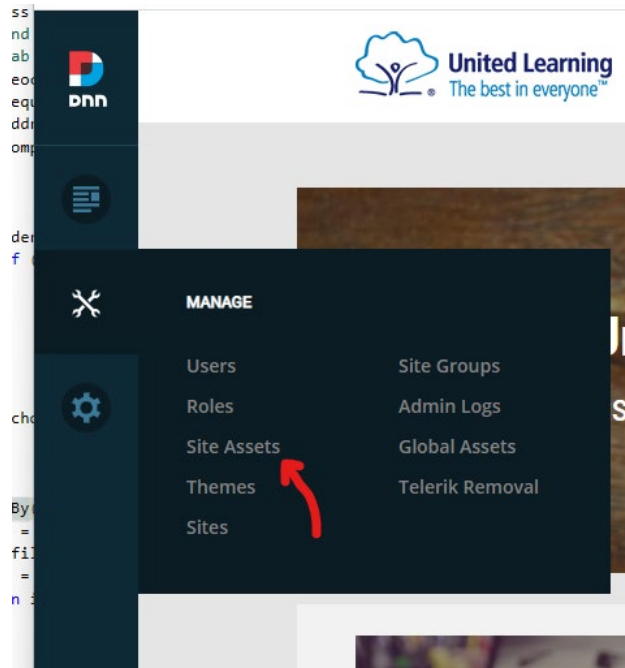


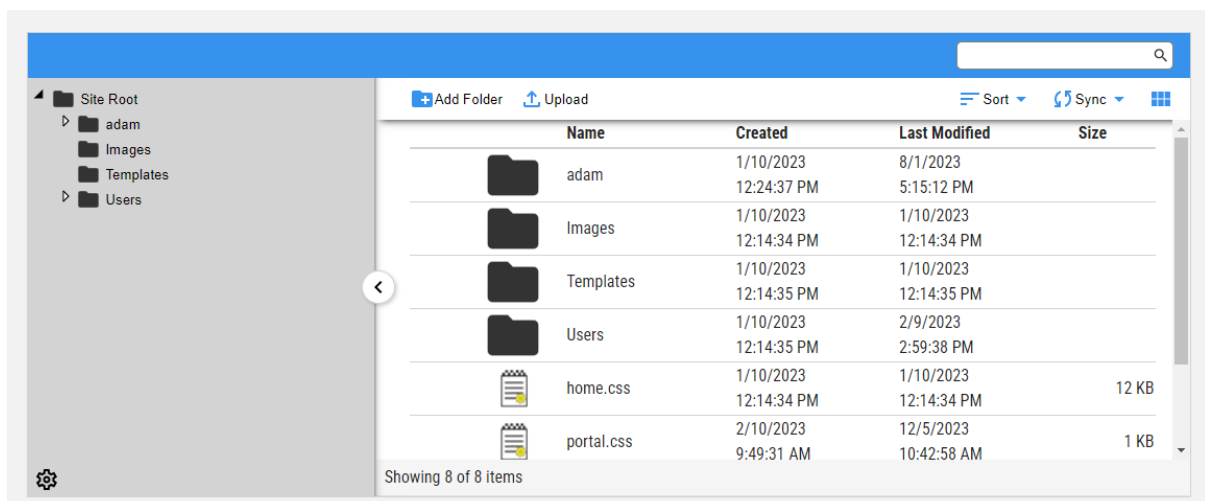
Site Asset Manager (DNN 9.13)

Opening the Site Assets

Hover over the Manage icon and select Site Assets

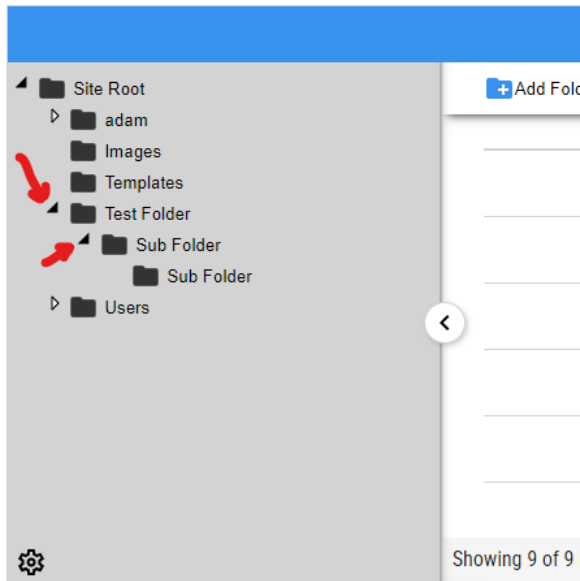


This opens the new Asset Manager

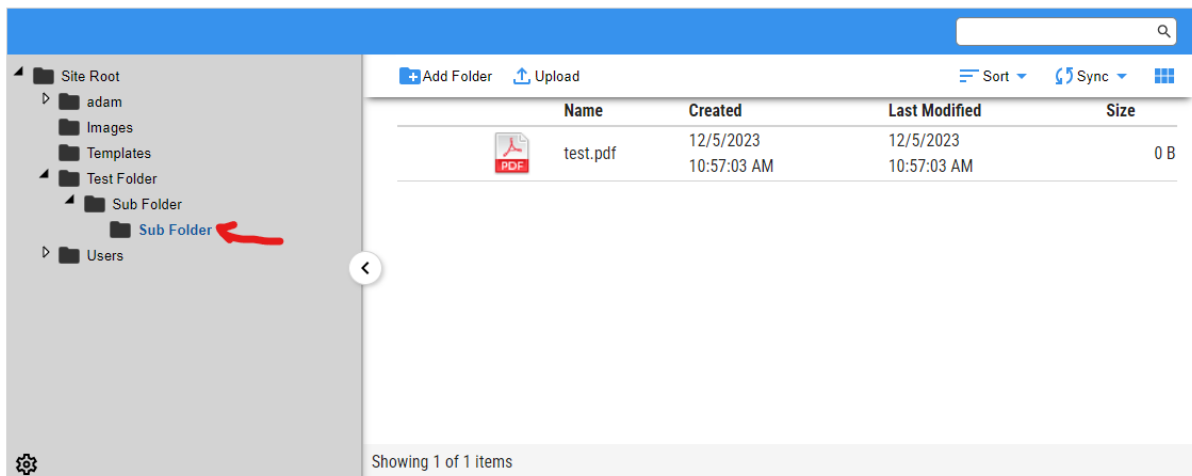


Browsing folders

To see child folders, click on the expansion arrow next to the parent folder

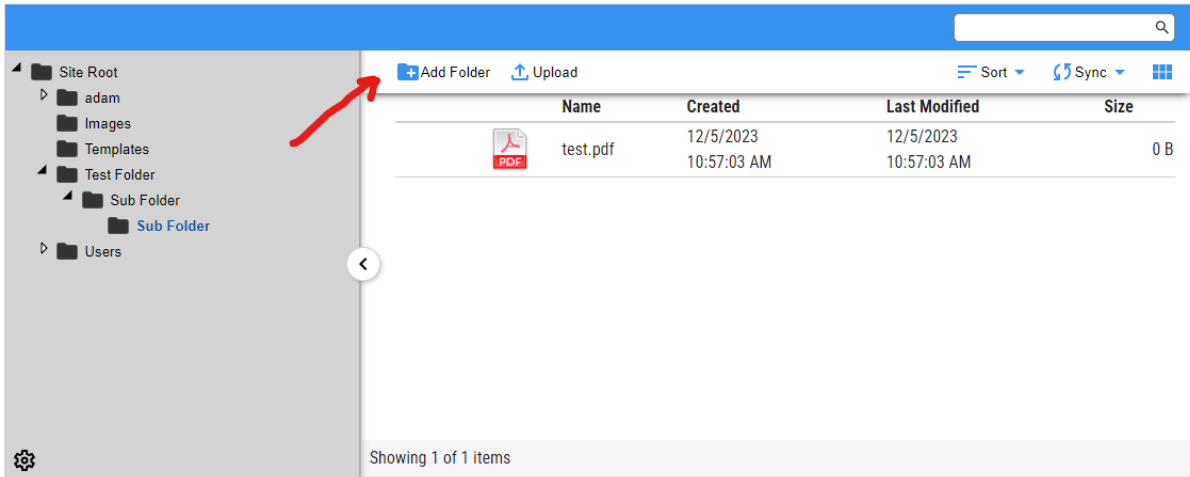


Click on the name of the folder to view the files within it.



Adding a new folder

Browse to the parent folder (as shown above) and click on the Add Folder button



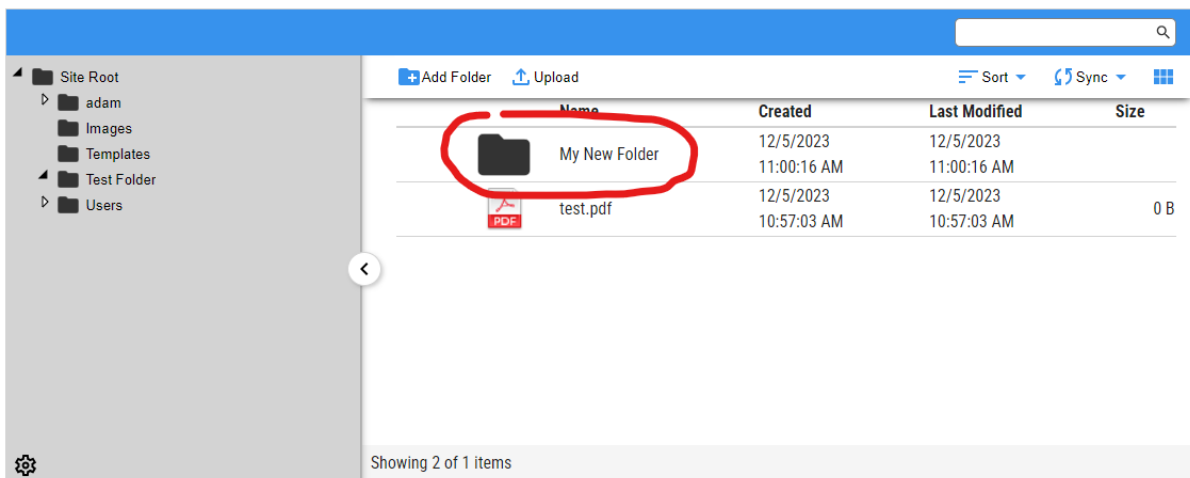
Add the name of the folder and leave the Type as Standard then click on Save.

The 'Add Folder' dialog box is shown with the following fields:

- Folder Parent:** Sub Folder
- Name:** My New Folder
- Type:** Standard

Buttons for 'Cancel' and 'Save' are visible at the bottom.

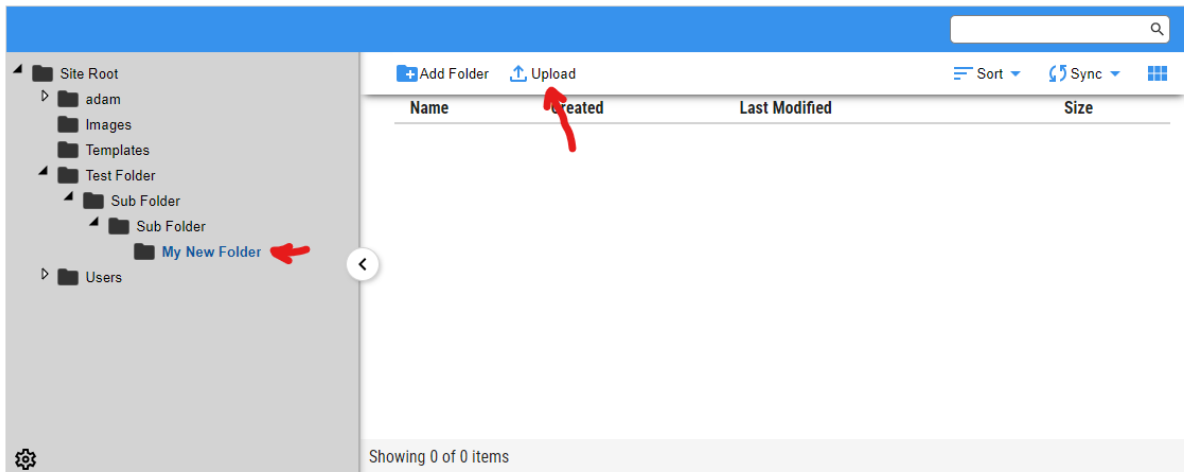
The new folder will be shown on the Asset Manager.



NOTE: If the folder does not show please refresh the page (this is a known issue which should be fixed in the next system update).

Uploading files to a folder

Browse to the folder in the left hand pane (as show above) and click on the Upload button



You can either drag-and-drop a file to the pop-up box or click on it to upload a file.

NOTE: To upload multiple files add them to a Zip file and tick the Extract uploaded ZIP files option.

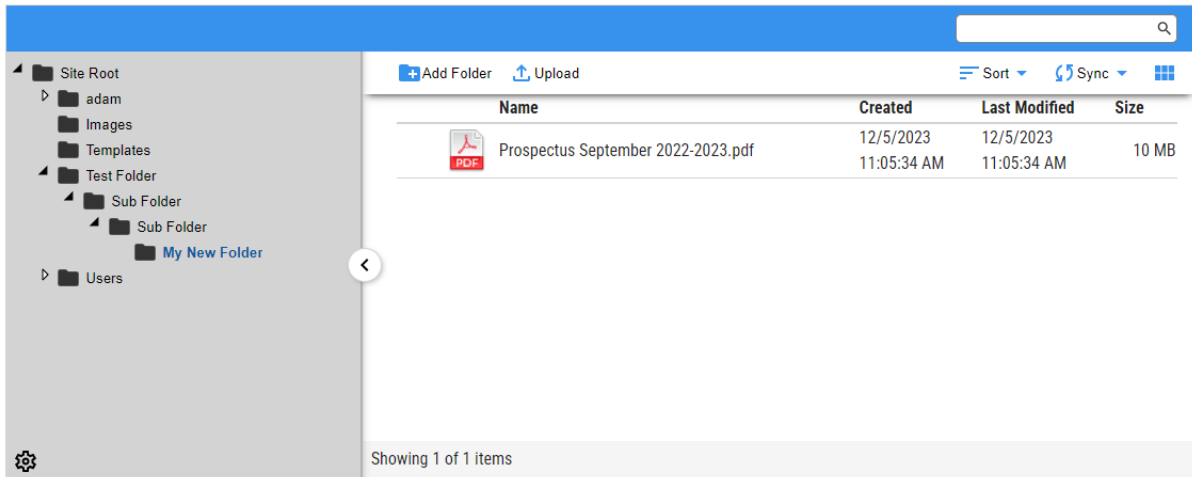


Once the file is uploaded you will see a confirmation.

You can now upload another file (or Zip file) if required.

Click on the (X) to close the upload window.

The file will show in the Asset Manager.

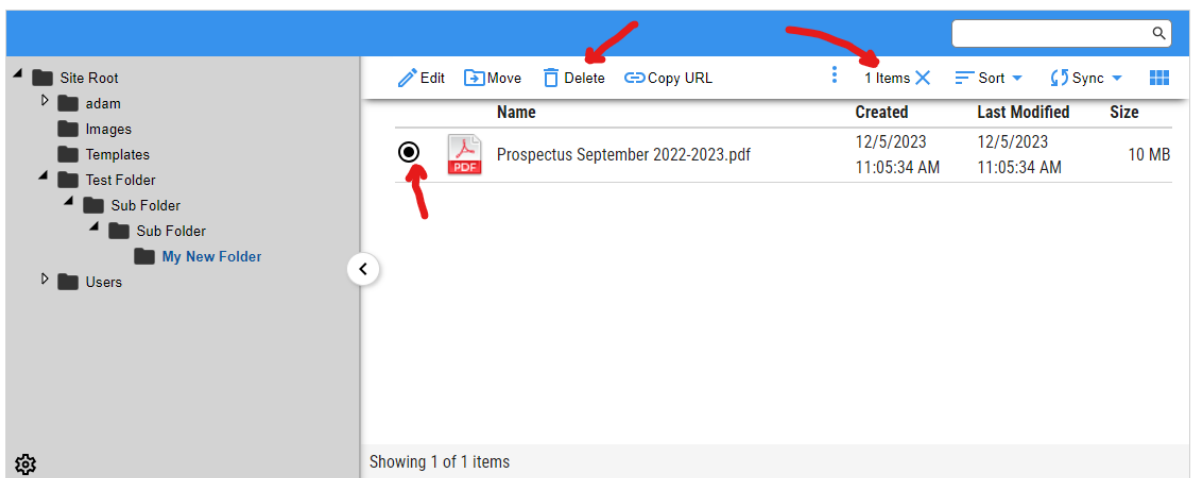


NOTE: If the file does not show please refresh the page and navigate back to the folder using the folder browser in the left pane (this is a known issue which should be fixed in the next system update)

Deleting files and folders

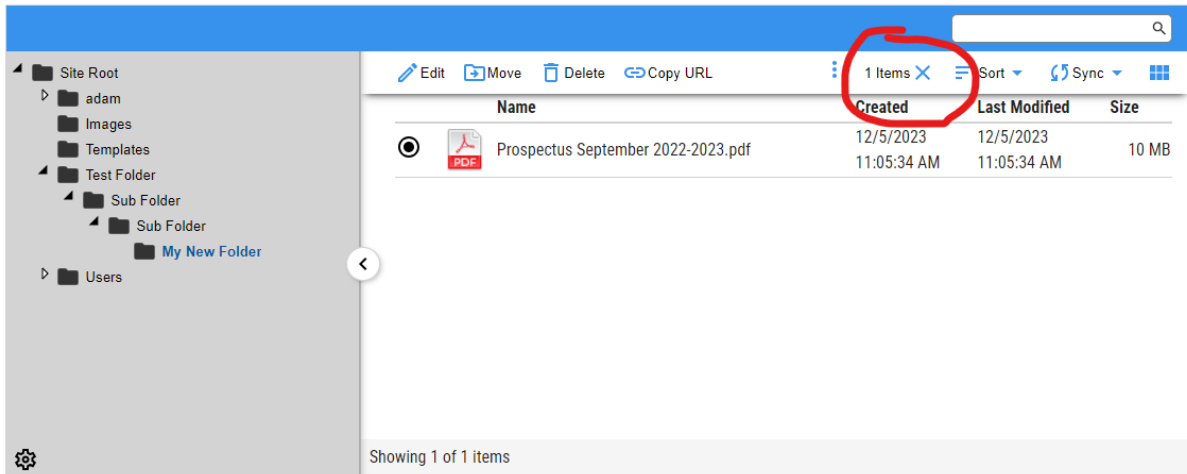
Browse to the folder that contains the files or folders (see above)

Select the item to delete

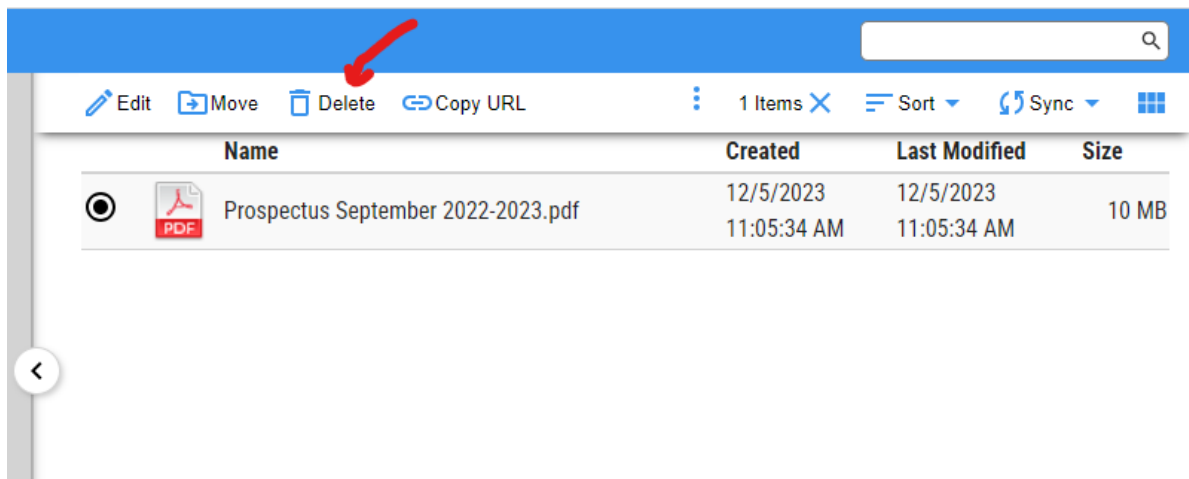


NOTE: The header will show the number of files that have been selected.

NOTE: IF YOU NAVIGATE AWAY FROM THIS FOLDER THE FILES WILL STILL BE SELECTED MEANING THEY WILL BE DELETED EVEN IF YOU ARE VIEWING ANOTHER FOLDER. IF YOU DON'T WANT TO DELETE THESE FILES (OR AREN'T SURE WHAT YOU HAVE SELECTED) CLICK ON THE BLUE X NEXT TO THE ITEMS COUNT



Once you have selected the files / folders you want to delete click on the Delete button



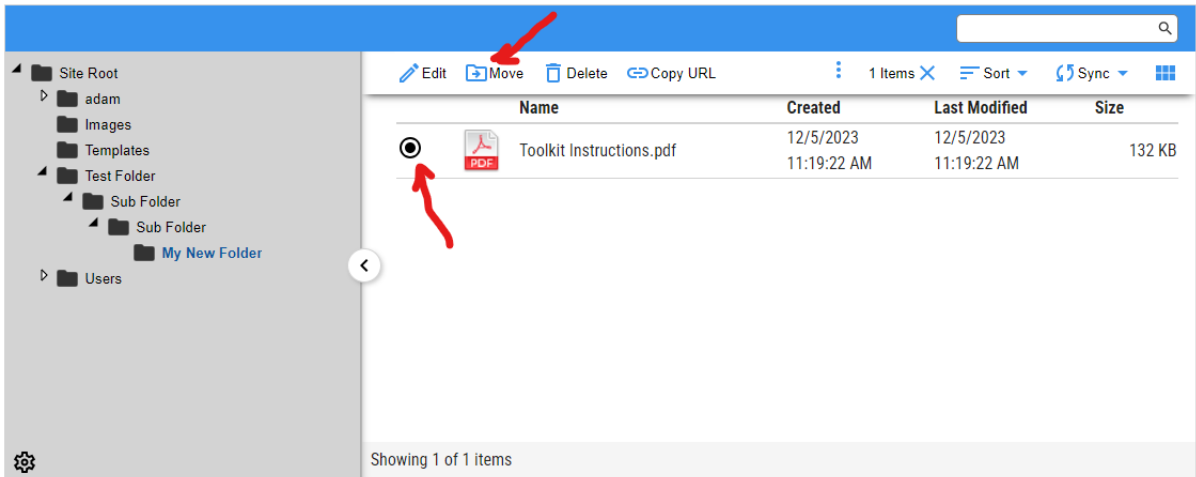
You will see a pop-up showing which items are about to be deleted.

PLEASE CHECK THE LIST CAREFULLY BEFORE CONFIRMING – DELETED FILES ARE ONLY STORED IN BACKUPS FOR 5 DAYS

Moving a file

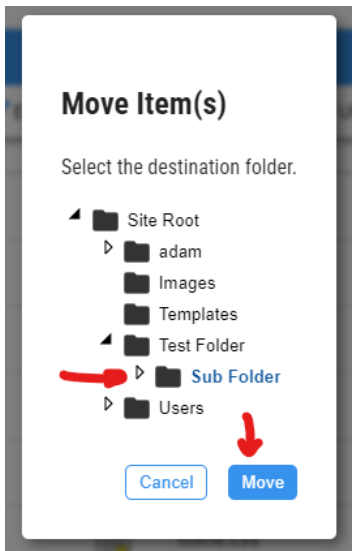
Browse to the folder that contains the file to move (see above) then select the file (note the 1 items will show in the header)

Click on the Move icon



Browse the folder structure and select the folder to move the file to.

Then click on Move



Browse to the new location for the file use the folder browser and the file will have been moved

The screenshot shows a file management interface with a blue header. On the left is a folder tree under 'Site Root' containing 'adam', 'Images', 'Templates', 'Test Folder', and 'Users'. 'Test Folder' is expanded to show two 'Sub Folder' items. A red arrow points to the first 'Sub Folder'. On the right is a table with columns 'Name' and 'Created'. The table contains two entries: 'Sub Folder' (created 12/5/202 10:55:09) and 'Toolkit Instructions.pdf' (created 12/5/202 11:19:22). A red arrow points to the PDF file icon. Above the table are buttons for '+ Add Folder' and 'Upload'. A circular arrow icon is located between the tree and the table.

Name	Created
Sub Folder	12/5/202 10:55:09
Toolkit Instructions.pdf	12/5/202 11:19:22

NOTE: Moving the file may break links within the site depending on how the file was added. Please ensure you know where the file is referenced before moving.