

Replacing an Asset

TUTORIAL



1. An asset can be replaced after upload once the placeholder status has changed to “Ingesting” and the Replace button becomes active.

Asset Dashboard		< Filter	TT+
Filters	Status	Title	
0 Selected Clear Filters	Ingesting	YU YU HAKUSHO: SEASON 01: EP# 0011 - HARD FIGHTS F OR YUSUKE	
Order Number	In QC	YU YU HAKUSHO: SEASON 01: EP# 0011 - HARD FIGHTS F OR YUSUKE	
Asset Type	Ingesting	YU YU HAKUSHO: SEASON 01: EP# 0011 - HARD FIGHTS F OR YUSUKE	
Inventory Class	Ingesting	YU YU HAKUSHO: SEASON 01: EP# 0011 - HARD FIGHTS F OR YUSUKE	
Season	Ingesting	YU YU HAKUSHO: SEASON 01: EP# 0011 - HARD FIGHTS F OR YUSUKE	
Title	Ingesting	YU YU HAKUSHO: SEASON 01: EP# 0011 - HARD FIGHTS F OR YUSUKE	
Content	In QC	YU YU HAKUSHO: SEASON 01: EP# 0011 - HARD FIGHTS F OR YUSUKE	
Language	Open	YU YU HAKUSHO: SEASON 01: EP# 0011 - HARD FIGHTS F OR YUSUKE	
Alpha Name			

Fig. 1 – Media Landing – Placeholders with the status of “Ingesting”

2. Clicking the Replace button will expose a new drop zone.

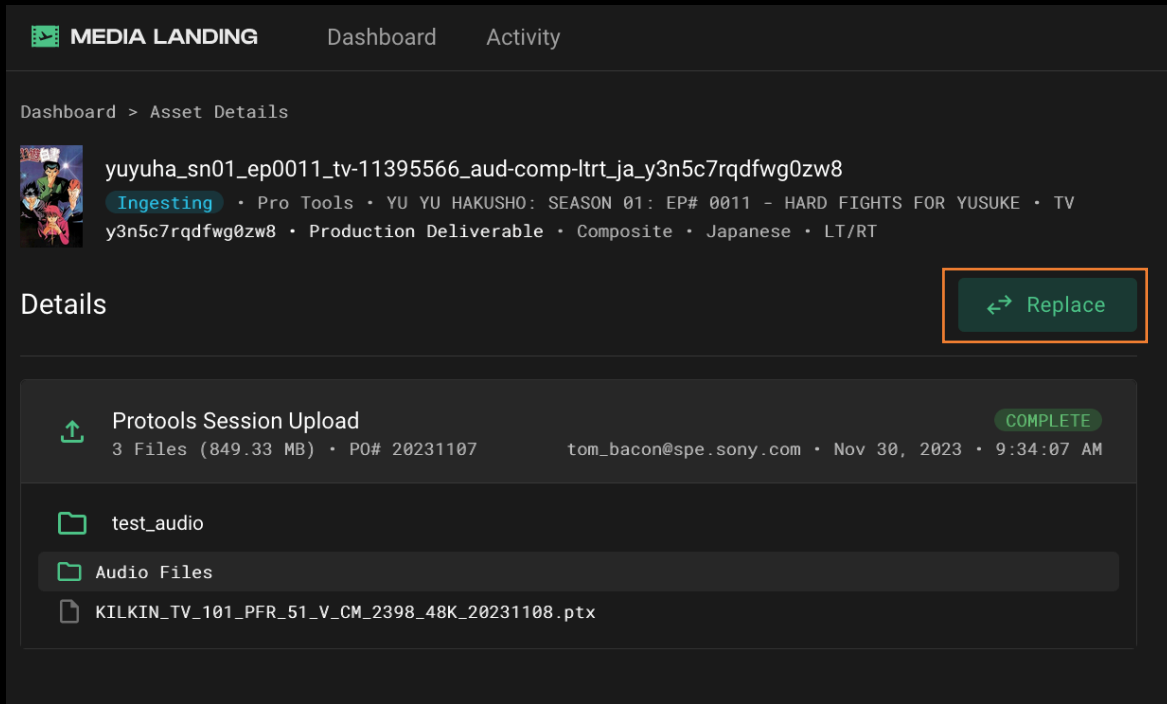


Fig. 2 – Asset Placeholder – Replace button visible once Placeholder status is “Ingesting”

3. Drag the replacement file into the drop zone and after verification, you can start the upload.



Fig. 3 – Asset Placeholder – New drop zone for replacement asset

4. For files that have passed the QC process and need to be replaced because of adjustments to the files content, navigate to the bottom of the filter drawer and click the Show Completed button.

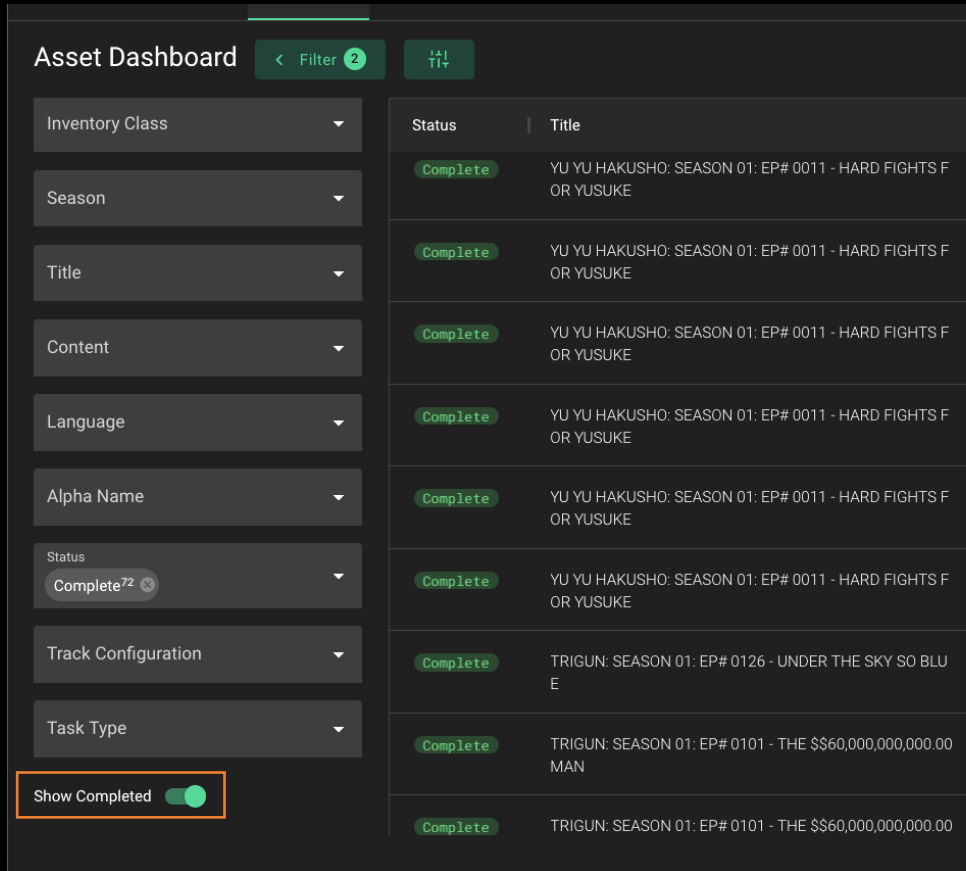


Fig. 4 – Asset Dashboard – Placeholders with the status “Complete”

5. Next, navigate to the Status button and filter by Completed. You can now locate the placeholder needed to replace an asset.

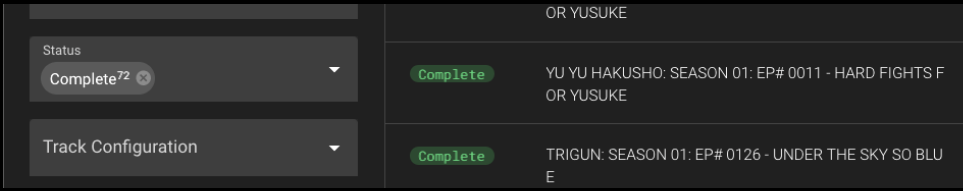


Fig. 5 – Filter Drawer – Results pane filtered by Placeholders with the status “Complete”



MEDIA LANDING

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