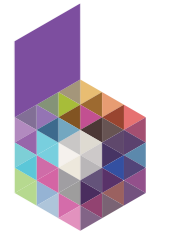




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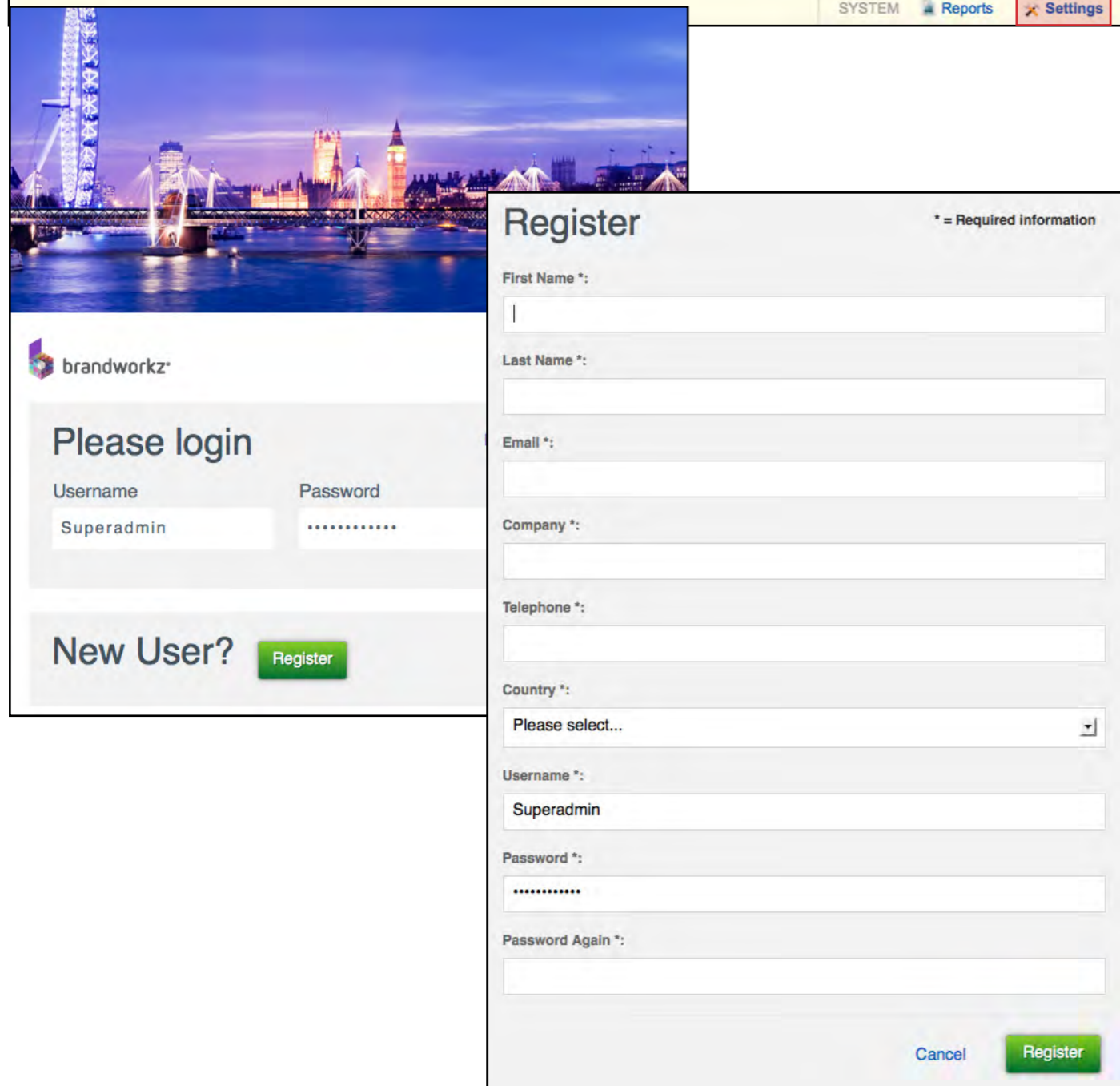
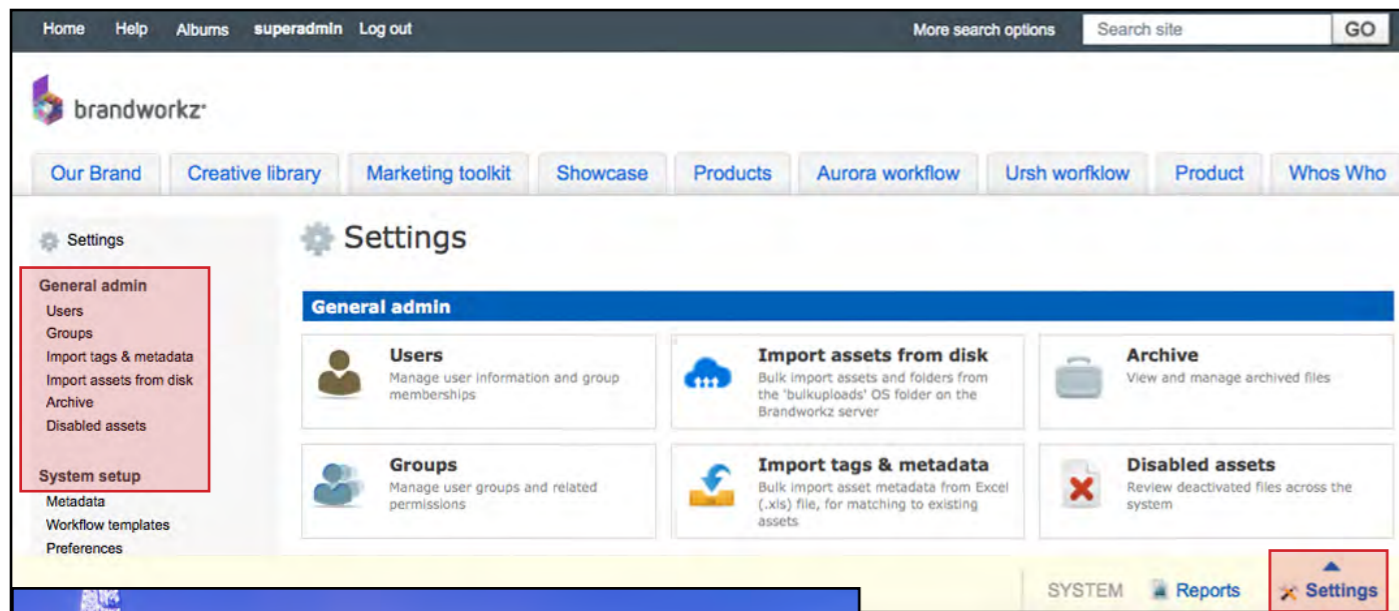
brandworkz®

System Admin Training Materials

Chapter 7: General System Admin

The SysAdmin can manager Users, Groups, Workflows, Tags and Metadata, Permissions and more from the back end of the site.

This chapter would be used by all users who are responsible for creation and maintenance of the site



General System Admin

The General System Administration area is accessed by clicking on Settings located in the bottom admin bar. Here you will be able to manage users, groups and their permissions. You can also administer disabled assets, create root folders and import tags and metadata which you exported previously.

Setting up new users

If a new user registers by submitting the registration form on your site they will receive an email telling them they will be notified once the account is activated.

The system administrator will also receive an email detailing the information the user has provided along with a link to take you to the user activation page

The fields shown on the registration form will depend on the metadata you have set in the registration forms Metaset

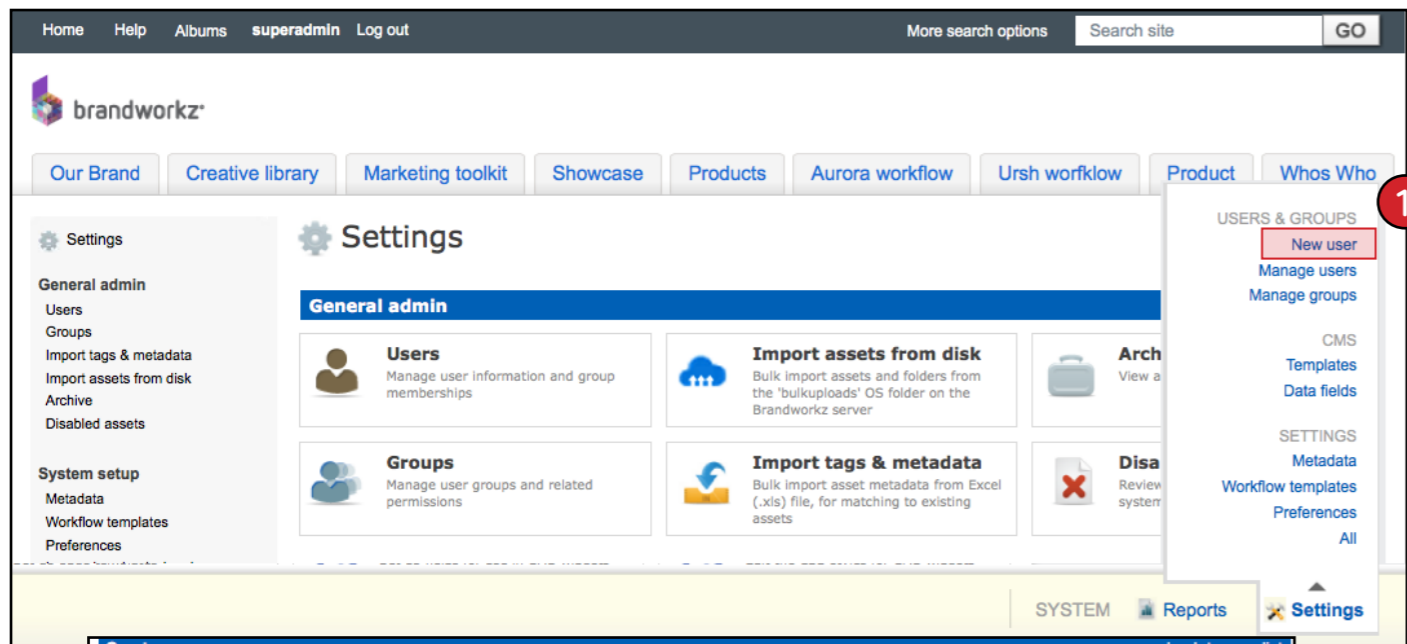
Notes on Registration screen:

General: Here you can amend their personal details if necessary and add an expiry date to their login.

When you are happy with the General information you need to add the new user to a pre-existing group. Select a group from the not a member group box on the right by clicking on the name of the group and then click add to make it appear in the member of box on the right. **Please note:** All users must belong to at least one group.

Even though you have placed the user in a standard group type you may wish for them to have access to some admin permissions. You can add these to the individual user by ticking the relevant boxes in the admin panel on the right.

Once you are happy with the user set up click submit and notify to be taken to the page where you can send an email notifying the user they have been activated



Create new user back to user list

General	Admin rights
Login GUID: <input type="text"/> Login Type: Internal database * Login Name: <input type="text" value="joe.blogs"/> * Password: <input type="password" value="*****"/> * First Name: <input type="text" value="Joe"/> * Last Name: <input type="text" value="Blogs"/> * Email: <input type="text" value="j.blogs@brandworkz.com"/> Organisation: <input type="text" value="brandworkz"/> Telephone: <input type="text" value="12341234"/> Country: <input type="text" value="United Kingdom"/> Preferred Language: <input type="text" value="en-GB"/> <input type="checkbox"/> Multi-user login <input type="checkbox"/> Hide albums Status: <input checked="" type="radio"/> Enabled <input type="radio"/> Disabled Notify User: <input type="checkbox"/> Expiry date: <input type="text"/> <input type="button" value="Clear"/> Skin: <input type="text" value="Default"/>	Super Admin: <input type="checkbox"/> Systems Admin: (full access) <input type="checkbox"/> Rights to create and modify: <input checked="" type="checkbox"/> users <input checked="" type="checkbox"/> groups <input type="checkbox"/> metadata sets <input type="checkbox"/> download wizards View disabled assets and hidden folders: <input type="checkbox"/> Workflow admin: <input type="checkbox"/> Access to usage reports: <input type="checkbox"/> Web-to-print template admin: <input type="checkbox"/> Additional Web-to-print download formats: <input type="checkbox"/> EPS <input type="checkbox"/> INDD
Group allocation Not member of: Admins and super users Agency - 3rd party Read-only group Workflow: Artwork approvers Workflow: Brief approvers Workflow: Creative artworkers <input type="button" value="add >"/>	
Member of: test group <input type="button" value=" < remove"/>	
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

Existing Users	Create new user	Export list	User modified successfully		
Full Name	Login	Organisation	Groups	Status	Admin
Admin User	administrator	Sample Inc	Admins and super users, Agency - 3rd party, Read-only group, Workflow: Artwork approvers, Workflow: Brief approvers, Workflow: Creative artworkers		users, metadata, reports
Brand workz	brandworkz	Brandworkz	Read-only group		
Chris Maigler	chris@bravemedia.co.uk	Brave Media		disabled	
Joe Blogs	joe.blogs	brandworkz	test group		users, groups
Muzeeb Mohammed	muzeeb		Admins and super users, test group		
No Reply	No reply	Brandworkz	Read-only group		
Sample Approver	Sample Approver	Sample Inc	Workflow: Artwork approvers		
Sample Artworker	Sample Artworker	Sample Inc	Workflow: Creative artworkers		
Sample - Read Only	readonly	Brandworkz	Read-only group		
satish varma	test00		Admins and super users, test group		
Super Admin	superadmin	Brandworkz	Admins and super users		super admin

As well as enabling users who have registered via the form, you can also add a new user directly to the system by going into manage users. Please note: Only users with admin rights to users can administrate users. No user can create/modify a user to have more permission then they have.

Exercise – Create User

- 1 Hover over settings in the bottom admin bar and then click on new user from the pop up menu.
- 2 Fill in mandatory details, those marked with an asterisk.
- 3 Assign the following admin rights to the user: rights to create and modify users and groups.
- 4 Allocate the user to a group by selecting a group in the left hand column and clicking add. The groups to which the user is a member will appear in the right hand column. All users must belong to at least one group.
- 5 Click 'Update'.
- 6 Navigate back to list of users & observe user has been created.

Settings

General admin

Users
Manage user information and group memberships

Groups
Manage user groups and related permissions

Import assets from disk
Bulk import assets and folders from the 'bulkuploads' OS folder on the Brandworkz server

Import tags & metadata
Bulk import asset metadata from Excel (.xls) file, for matching to existing assets

Arch
View a

Disa
Review system

USERS & GROUPS

New user
Manage users
Manage groups

CMS
Templates
Data fields

SETTINGS
Metadata
Workflow templates
Preferences
All

Full Name	Login	Organisation	Groups	Status	Admin
Admin User	administrator	Sample Inc	Admins and super users, Agency - 3rd party, Read-only group, Workflow: Artwork approvers, Workflow: Brief approvers, Workflow: Creative artworkers		users, metadata, reports
Brand workz	brandworkz	Brandworkz	Read-only group		
Chris Maigler	chris@bravemedia.co.uk	Brave Media		disabled	
Joe Blogs	joe.blogs	brandworkz	test group		users, groups
Muzeeb Mohammed	muzeeb		Admins and super users, test group		
No Reply	No reply	Brandworkz	Read-only group		
Sample Approver	Sample Approver	Sample Inc	Workflow: Artwork approvers		
Sample Artworker	Sample Artworker	Sample Inc	Workflow: Creative artworkers		
Sample - Read Only	readonly	Brandworkz	Read-only group		
satish varma	test00		Admins and super users, test group		
Super Admin	superadmin	Brandworkz	Admins and super users		super admin

11 users in system

Organisation: brandworkz
Telephone: 12341234
Country: United Kingdom
Preferred Language: en-GB

Status: Enabled Disabled

Group allocation

Not member of:
Admins and super users
Agency - 3rd party
Read-only group
Workflow: Artwork approvers
Workflow: Brief approvers
Workflow: Creative artworkers

Member of:
test group

Update Delete

10 users in system

Exercise – Delete User

- 1 Hover over settings in the bottom admin bar and then click on manage users from the pop up.
- 2 Select the user created in previous exercise.
- 3 Click on 'delete'.
- 4 Navigate back to list of users & observe that the user has been deleted.

brandworkz

Settings

General admin

Users

Groups

Import tags & metadata

Import assets from disk

Archive

Disabled assets

System setup

Metadata

Workflow templates

Preferences

Existing Users

Create new user

Export list

Full Name

Login

Organisation

Groups

Status

Admin

Admin User

administrator

Sample Inc

Admins and super users, Agency - 3rd party, Read-only group, Workflow: Artwork approvers, Workflow: Brief approvers, Workflow: Creative artworkers

users, metadata, reports

Brand workz

brandworkz

Brandworkz

Read-only group

Chris Maigler

chris@bravemedia.co.uk

Brave Media

disabled

Joe Blogs

joe.blogs

brandworkz

test group

users, groups

Muzeeb Mohammed

muzeeb

Admins and super users, test group

No Reply

No reply

Brandworkz

Read-only group

Sample Approver

Sample Approver

Sample Inc

Workflow: Artwork approvers

Sample Artworker

Sample Artworks

admins_and_super_users

Sample - Read Only

readonly

satish varma

test00

Super Admin

superadmin

11 users in system

Display options:

HTML Table

MS Excel Spreadsheet

User info:

select all | clear all

ACTIVE

EXPIRYDATE

USERID

USER_COMPANY

USER_COUNTRY

USER_DEPARTMENT

USER_EMAIL

USER_FIRST_NAME

USER_LAST_LOGIN

USER_LAST_NAME

USER_LOGIN

	A	B	C	D
1	GROUP_NAME	ACTIVE	USER_COMPANY	USER_LAST_LOGIN
2	Admins and super users	1	Brandworkz	February, 20 2014 14:09:10
3	Admins and super users, Agency - 3rd party, Read-only group, Workflow: Artwork approvers, Workflow: Brief approvers, Workflow: Creative artworkers	1	Sample Inc	June, 22 2012 16:08:14
4	Admins and super users, test group	1		February, 21 2014 09:58:00
5	Admins and super users, test group	1		February, 21 2014 11:34:56
6	Read-only group	1	Brandworkz	June, 18 2012 19:37:06
7	Read-only group	1	Brandworkz	
8	Read-only group	1	Brandworkz	October, 20 2013 13:42:01
9	Workflow: Artwork approvers	1	Sample Inc	August, 20 2013 17:48:32
10	Workflow: Creative artworkers	1	Sample Inc	July, 10 2013 12:35:50

Exercise – Export List of Users

- 1 Hover over settings in the bottom admin bar and then click on manage users form the pop up.
- 2 Click on 'Export list'.
- 3 From the export users page choose if you want to export as an Excel spreadsheet or as HTML. Check the boxes for the information you wish to export.
- 4 Click 'Submit'.
- 5 Find the downloaded document on your computer. Open & review details.

System setup

- Metadata** (highlighted): Set up metadata for assets, downloads, workflows, folders and users
- Workflow templates**: Define workflow processes
- Preferences**: Options for security, interface, upload, download, etc.
- Image download wizards**: Define how users can download and transform images
- Video download wizards**: Define how users can download and transform videos
- Email content**: Manage email content. Currently only supports certain email communications

View/Modify Metaset back to Metaset list

* Metaset Name:

Metaset Description:

* Metaset Type: Asset Download Folder User Workflow

Extended metasetypes are deprecated. If there is a situation when you need to make a metaset "Extended" please raise bug in JIRA.

Default for:

System Ref: REGISTRATION

Site/Language Options

Metadata Fields

Existing metadata fields [Create a new metadata field](#) | [Add an existing metadata field](#)

Manage Data

[Reorder metadata fields](#) | [Duplicate metaset](#)

Name	Type	Details
Job title	text	Optional Default: none
Professional profile	textarea	Optional Default: none

Users' Metasetypes for Registration and Who's Who

Further explanation on 'metasetypes' can be found within the 'Metadata' section of this manual, however, this is being added here because it relates to users profiles containing a metaset and also the metaset associated with the registration form.

New Users Registering

The System Administrator can control the data on the registration form via the 'registration form' metaset. This can be found within the 'metadata' section of the site, navigate to 'registration form' to add or amend fields as required.

Who's Who Users

This is a customised section giving information about a user. In order to customise this section a metaset needs to be applied to the user (see Metasetypes below for details on how to create a metaset).

An example of why someone might want the information on a user to be customised could simply be that more information about a person is needed, more than can be asked on a 'general user' page.

Once the metaset has been created it will automatically appear in the user's profile on the drop down list and you can choose to populate the relevant metaset.

View/Modify Metaset back to Metaset list

* Metaset Name:

Metaset Description:

* Metaset Type: Asset Download Extended **deprecated** Folder User Workflow

Extended metasetypes are deprecated. If there is a situation when you need to make a metaset "Extended" please raise bug in JIRA.

Default for:

System Ref: WHOSWHO

Site/Language Options

Metadata Fields

Existing metadata fields [Create a new metadata field](#) | [Add an existing metadata field](#)

Manage Data

[Reorder metadata fields](#) | [Duplicate metaset](#)

Name	Type	Details
Job title	text	Optional Default: none
Your picture	image	Optional Default: none
Professional profile	textarea	Optional Default: none
Personal profile	textarea	Optional Default: none
Sites	multiselectbox	Optional Default: none

Settings

General admin

Users
Manage user information and group

Import assets from disk
Bulk import assets and folders from


Arch
View a

Existing Users Create new user Export list User modified successfully

Full Name	Login	Organisation	Groups	Status	Admin
Admin User	administrator	Sample Inc	Admins and super users, Agency - 3rd party, Read-only group, Workflow: Artwork approvers, Workflow: Brief approvers, Workflow: Creative artworkers		users, metadata, reports
Brand workz	brandworkz	Brandworkz	Read-only group		
Chris Maigler	chris@bravemedia.co.uk	Brave Media		disabled	
Joe Blogs	joe.blogs	brandworkz	test group		users, groups
Muzeeb Mohammed	muzeeb		Admins and super users, test group		
No Reply	No reply	Brandworkz	only group		
Sample Appoint	Sample Appoint	Sample Inc	Workflow: Artwork approvers		
Sample Artw	Sample Artw				
Sample - Re	Sample - Re				
satish varma	satish varma				
Super Admin	Super Admin				super admin

User Metadata | Who's Who

Job title: Head of Research

Your picture:

 Mont-Wright truck
 Select Remove

Professional profile:
 base Backup Filename field you can see the date which the database backup you are basi

Personal profile:
 base Backup Filename field you can see the date which the database backup you are basi

Sites:
 Aalborg
 London
 Manchester
 New_Delhi
 Sydney
 Unknow

User Metadata | Is this user a communication champion?

Communicatio mp?: Is this user a communication champion?

Update Delete

Our global brand champions
 Who is pitching for new work? Who is that well dressed?

Thumbnail view | Map view

Jump to region:

Filter by segment:

Map Satellite

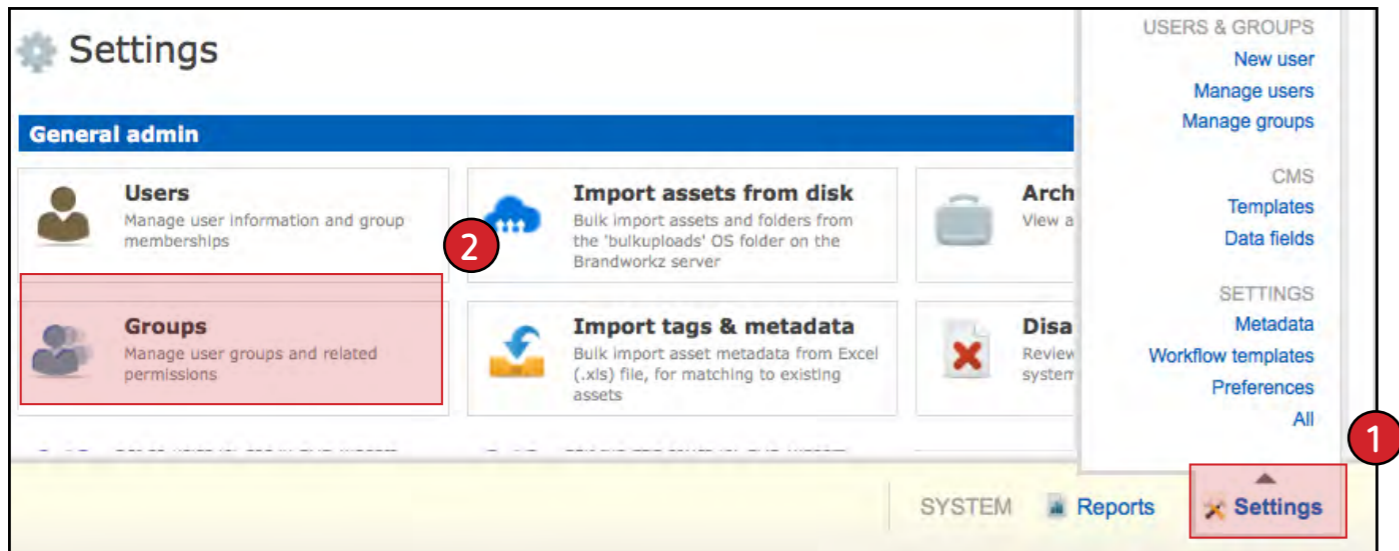
Sydney
 Australia
 Brand Champions:
 Joe Blogs2
 Head of Research
 432342343242343
 Brandworkz
 base Backup Filename field you can see the date which the database backup you are basi
 base Backup Filename field you can see the date which the database backup you are basi
 base Backup Filename field you can see the date which the database backup you are basi
 Sites: Sydney

Outputting a user in the 'Who's Who' section

Exercise –

Add a user to the 'Who's Who' map

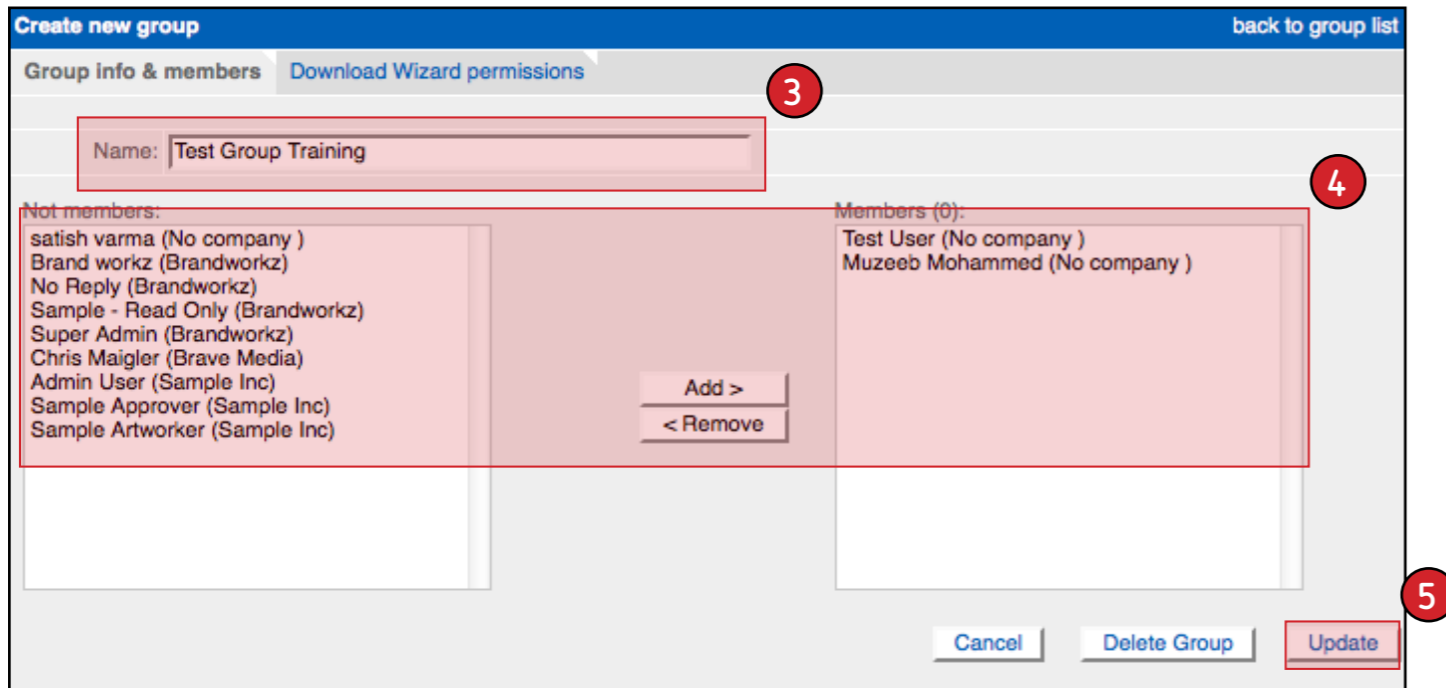
- 1 Click on the 'Manage users' link in the 'Settings' actionbar at the bottom of the page.
- 2 Navigate to the user you wish to assign metadata to.
- 3 In the 'User metadata' drop down select the 'Brand champion' metaset.
- 4 Fill in the relevant details and select the relevant office location the user should be assigned to from the list of sites.
- 5 In the 'User metadata' drop down select 'Is this user a Communication Champion'. Skip this set if client has only one metaset.
- 6 Select the 'Communication Champion' check box.
- 7 Click 'update'.
- 8 Navigate to the map in the Who's Who folder and confirm user details are displayed when you hover over his location.



Groups

Groups are where you set the permissions for your users. This includes what folders users have access to as well what functionality. As an Super administrator you can create or amend groups as well as add and remove users

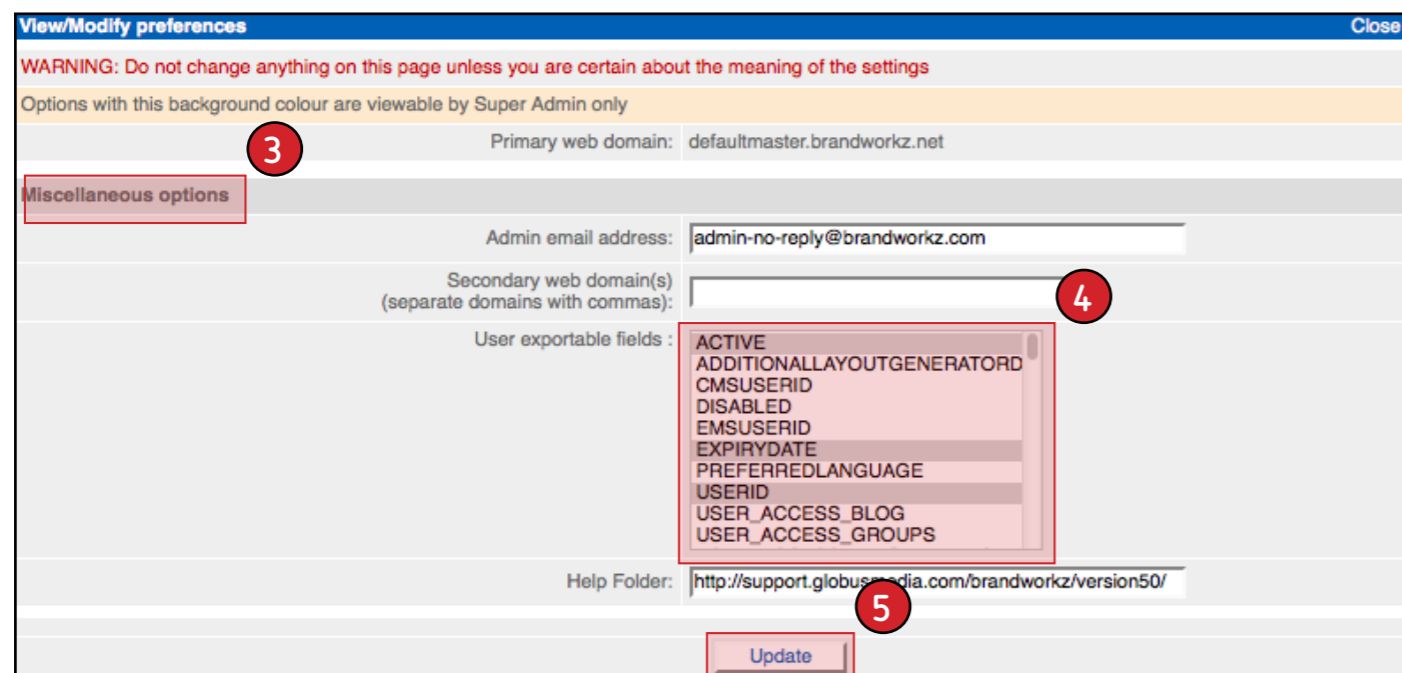
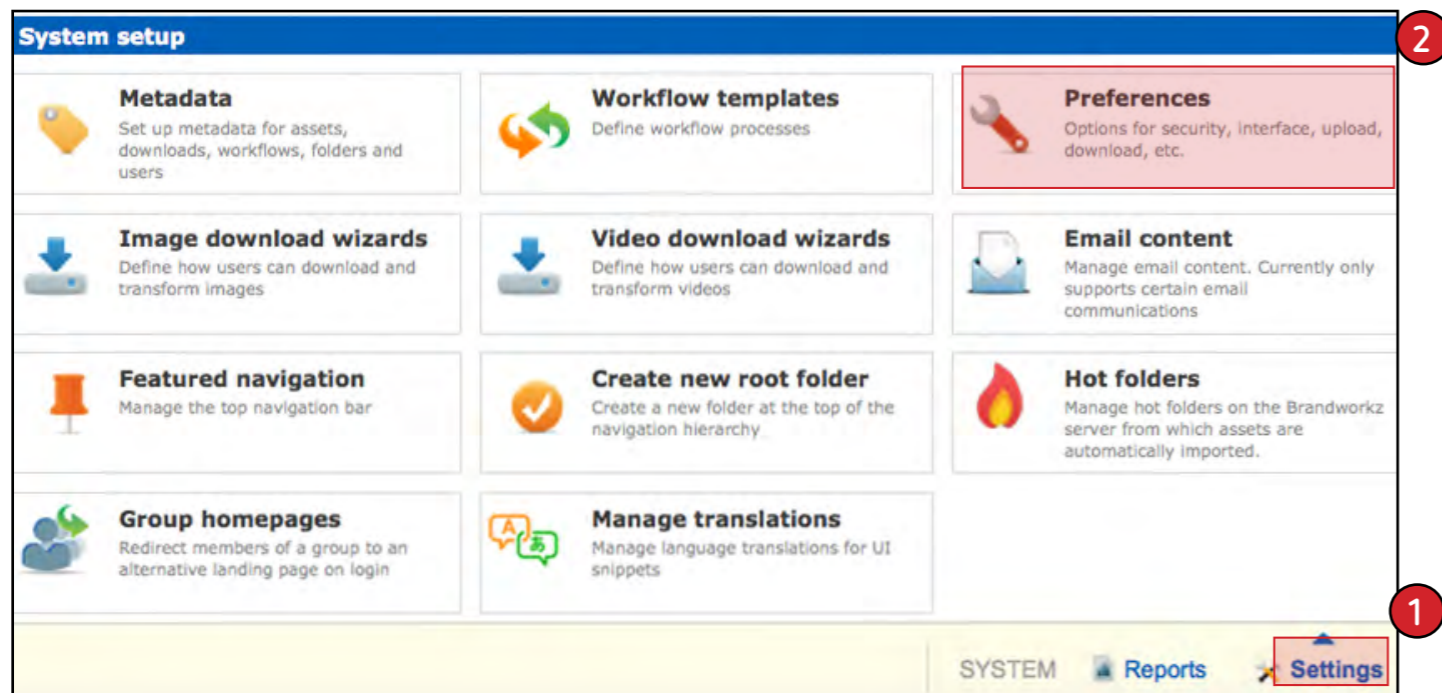
All users of the portal will need to belong to at least one group. It is worth taking time thinking about who will need access to the portal and what they will need to do and then set up your groups accordingly. If a user is having issues using the portal such as viewing or downloading the first thing to check is that the group(s) they belong to have those permissions.



Exercise – Create a new group

- 1 Click on the 'Settings' link in the admin bar at the bottom of the page.
- 2 Click on Groups > Create New Group.
- 3 Give the group a name.
- 4 Add members by selecting a user in the left hand column and clicking the add button. Users in the group appear in the right hand column.
- 5 Click 'Update'.
- 6 Navigate back to list of groups & observe group has been created.





Exporting user group information

Your portal allows Systems Administrators or Admin users to export certain details about people using the system. Either by the entire list of users, or a group of users.

First you need to set the user details you'd like export.

Exercise – Set the user export list criteria .

- 1 Click on 'Settings' in the admin bar at the bottom of the page.
- 2 From the system admin page click on 'Preferences'.
- 3 Scroll down to the 'Miscellaneous section'.
- 4 Within the 'user exportable fields' select as appropriate. To select more than one option you need to press shift and click.
- 5 Scroll down to bottom of page, click 'update'.

Settings

General admin

- Users**
Manage user information and group memberships
- Groups**
Manage user groups and related permissions

Import assets from disk
Bulk import assets and folders from the 'bulkuploads' OS folder on the Brandworkz server

Import tags & metadata
Bulk import asset metadata from Excel (.xls) file, for matching to existing assets

Arch
View a

Disa
Review system

USERS & GROUPS

- New user
- Manage users
- Manage groups

CMS

- Templates
- Data fields

SETTINGS

- Metadata
- Workflow templates
- Preferences
- All

SYSTEM Reports Settings

Modify group - Test Group Training export this group's users

Group info & members Folder permissions Download Wizard permissions Group Approver Blog permissions

Name: Test Group Training

Not members:
satish varma (No company)
Brand workz (Brandworkz)
No Reply (Brandworkz)
Sample - Read Only (Brandworkz)
Super Admin (Brandworkz)
Chris Maigler (Brave Media)
Admin User (Sample Inc)
Sample Approver (Sample Inc)
Sample Artworker (Sample Inc)

Members (2):
Muzeeb Mohammed (No company)
Test User (No company)

Add >
< Remove

Export users : admins_and_super_users

Display options:
 HTML Table
 MS Excel Spreadsheet

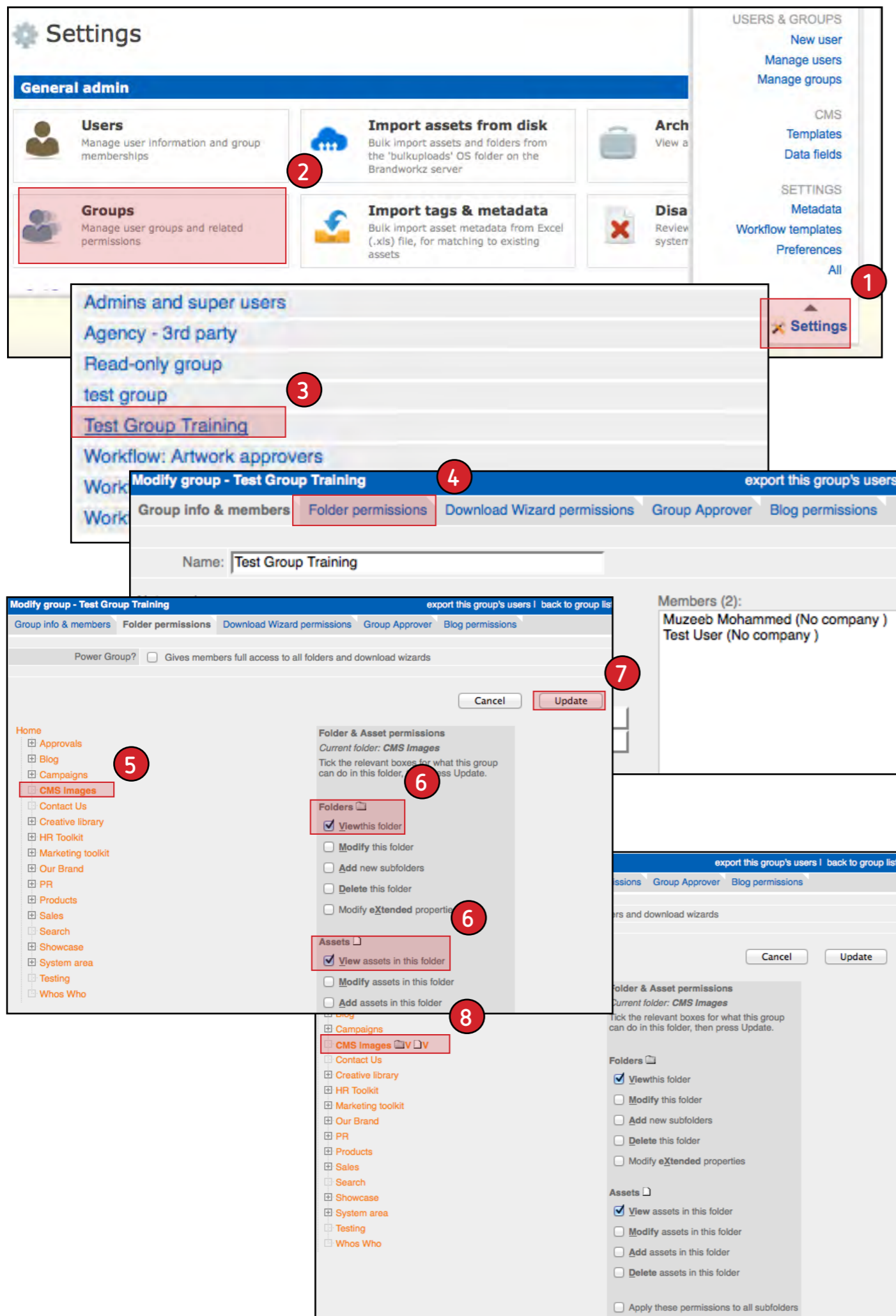
User info:
select all | clear all

- ACTIVE
- EXPIRYDATE
- USERID
- USER_COMPANY
- USER_COUNTRY
- USER_DEPARTMENT
- USER_EMAIL
- USER_FIRST_NAME
- USER_LAST_LOGIN
- USER_LAST_NAME
- USER_LOGIN
- USER_LOGINTYPE
- USER_TEL

	A	B	C	D
1	GROUP_NAME	ACTIVE	USER_COMPANY	USER_LAST_LOGIN
2	test group	1		February, 21 2014 09:58:00
3	test group	1		February, 21 2014 11:34:56
4	test group	1		

Exercise – Export user group information

- 1 Click on the 'Settings' link in the admin bar at the bottom of the page.
- 2 Click on 'Groups'.
- 3 Click on the name of the group whose information you'd like to export.
- 4 Click on 'export this group's users'.
- 5 The current list of information to export is shown. Tick/untick which information you need. If the information you require is not in the list see the previous page on how to add criteria to the list.
- 6 Choose either 'HTML' or 'Excel Spreadsheet'.
- 7 Click 'Submit'.
- 8 A list of user details will appear in a new window or as a downloaded Excel document.



Folder Permissions – Controlled via Groups

The easiest way to manage your users is via groups. When you create a group you allocate which folders and functionality that group will have access to.

Note: Regarding permissions, you need to make sure of these two things:

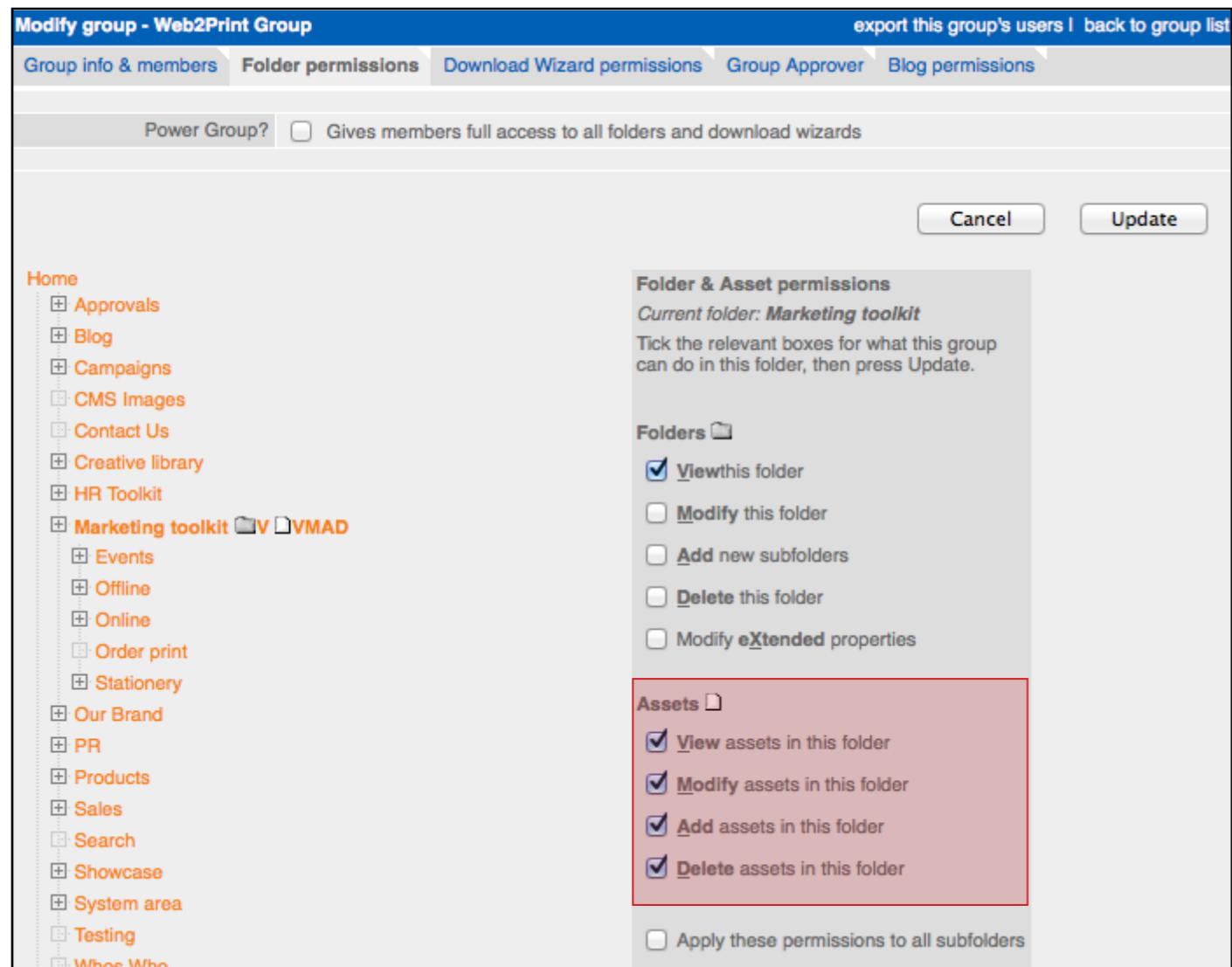
1. Users who need to add/import or export metadata need to be able to modify the folder/asset where the metadata is.
2. Do NOT give permission to view the 'System Area' folder because this is designed to be visible only to Systems Administrators.

Exercise –

Give 'view folder' and 'view assets' folder permissions to a group

- 1 Click on 'Settings' link in the bottom admin bar.
- 2 Click on 'Groups'.
- 3 Select the group you created in the earlier exercise.
- 4 Click on the 'Folder permissions' tab.
- 5 Select a folder from the list on the left by clicking on it.
- 6 Select the checkboxes for both 'View this folder' and 'View assets in this folder'.
- 7 Click 'update'.
- 8 Log on as a user from that group and check you can view the folder and the assets inside.

Please Note: If you have a search page you need to ensure that you give groups permission to view this page or they will not be able to use the search function



Folder Permissions – Web to Print (creating artwork using dynamic templates)

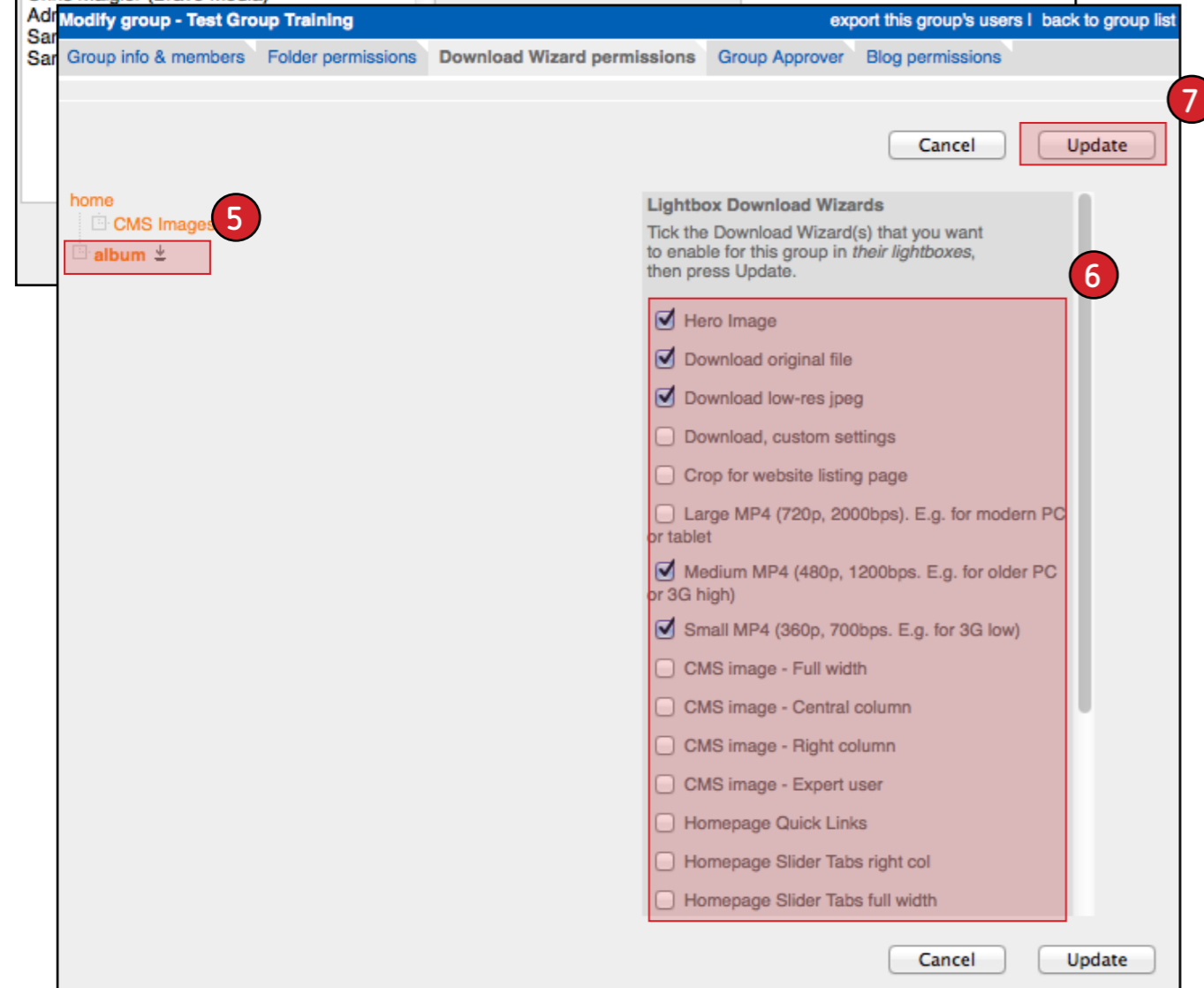
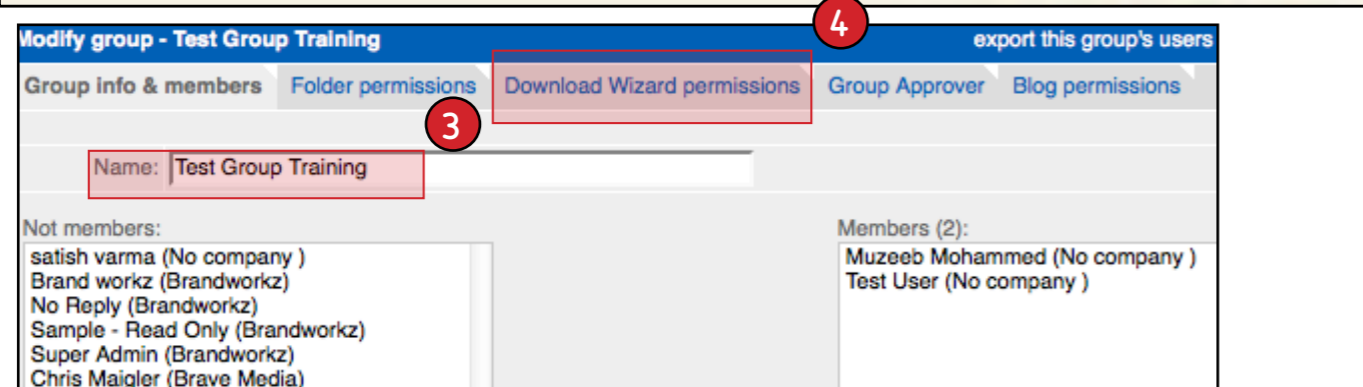
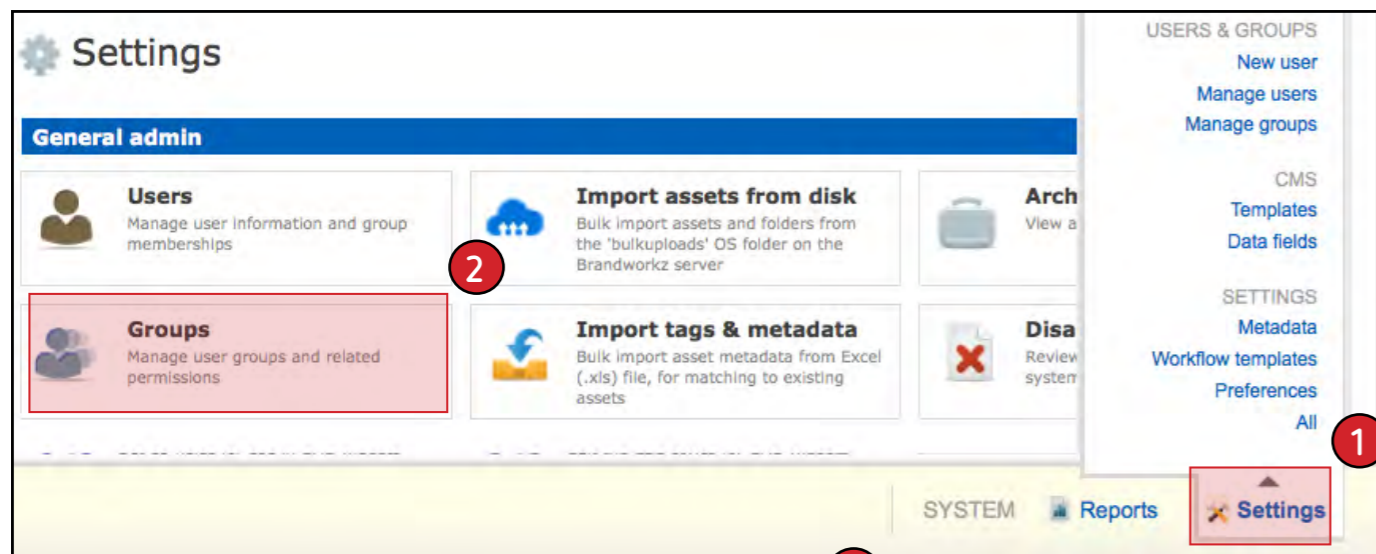
Folder Permissions for Web to Print are quite specific and need to be set by the Administrator for users to be able to create artworks. Asset permissions need to be selected as follows:

V = view assets is essential for them to work on this page.

A = add is essential, this function ensures the green 'create new artwork' button is visible.

M = modify is optional, it allows the user to edit or modify their artwork once they've created it.

D = delete is optional, it allows the user to delete any artwork they have created.



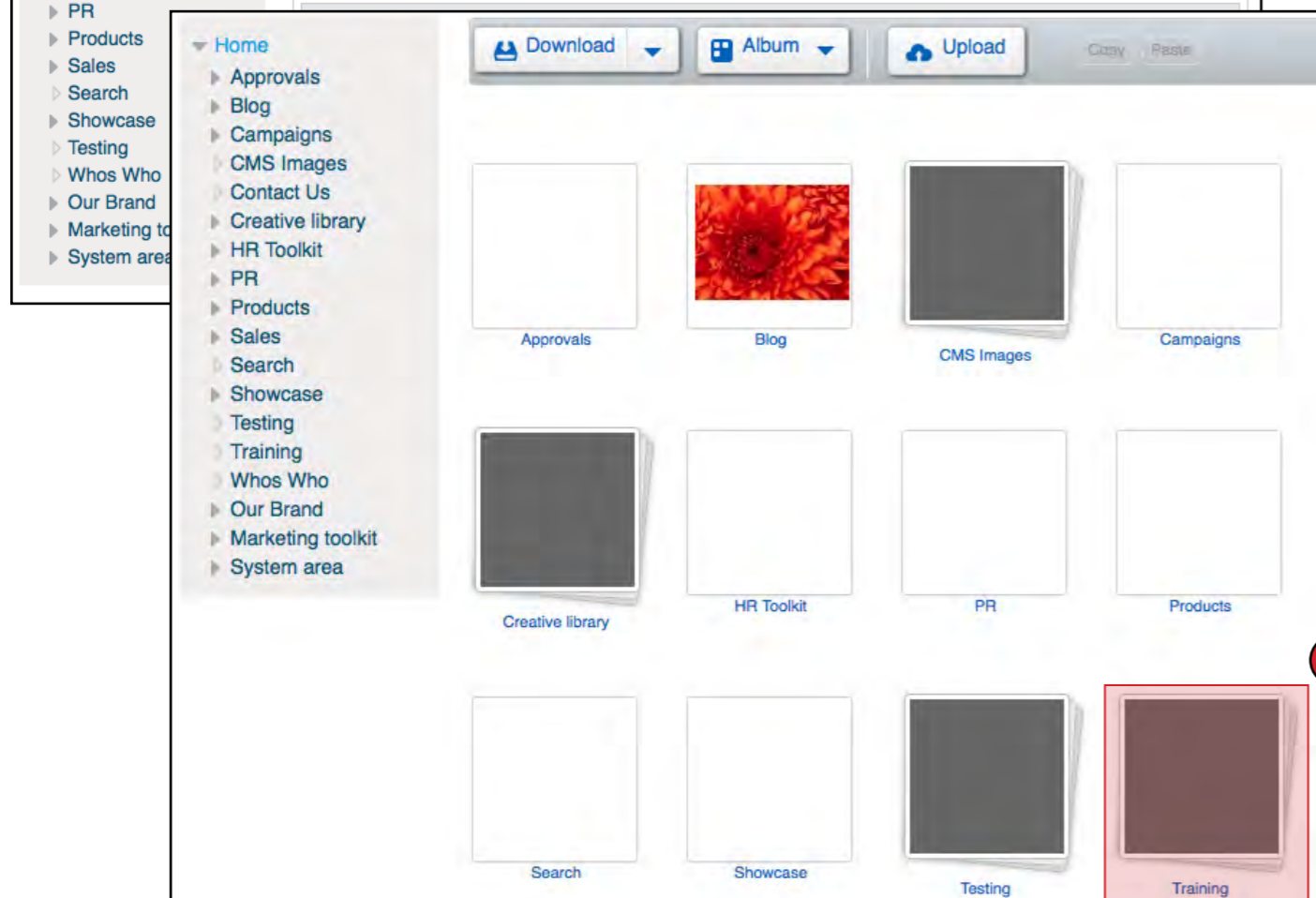
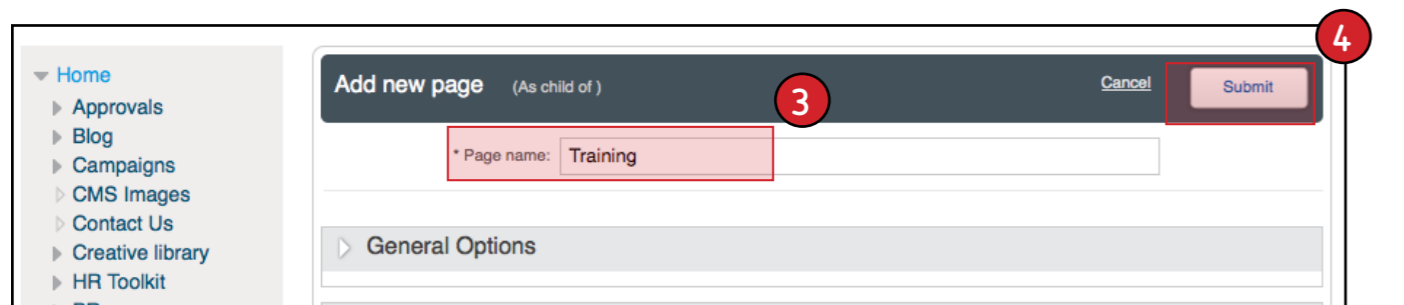
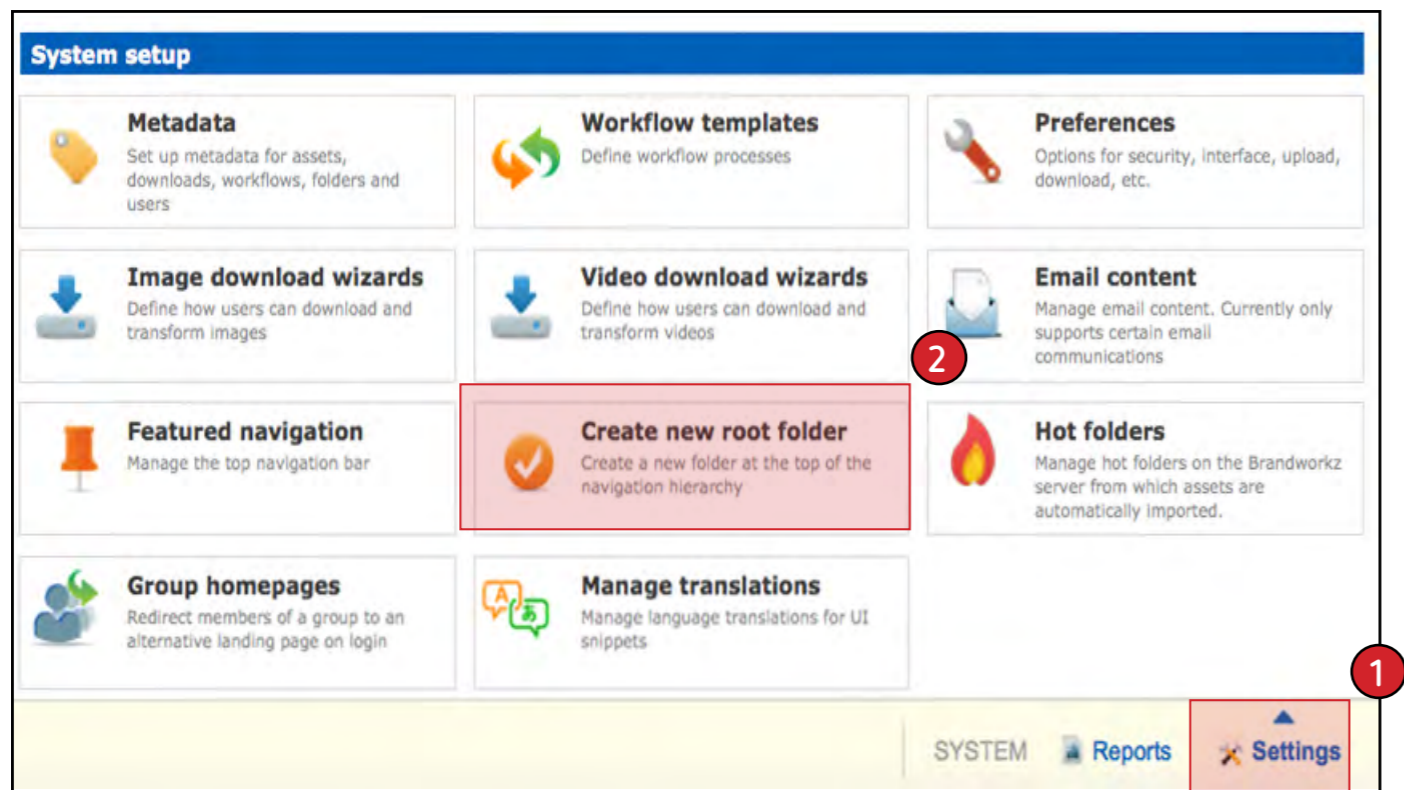
Download wizard permissions – Found within Groups

System administrators have the ability via the Groups section to assign download wizards to a chosen group for specific folders.

Exercise –

Apply a download wizard to a folder, for the group you have created

- 1 Click on the 'Settings' link in the admin bar at the bottom of the page.
- 2 Click on 'Groups'.
- 3 Select the group you used in the earlier exercise.
- 4 Click on the 'Download Wizard permissions' tab.
- 5 Select a folder from the list on the left.
- 6 Select the checkboxes for the download wizard you would like to assign.
- 7 Click 'update'.
- 8 Navigate to your chosen folder, and observe that members of the group now have the download wizard.



Create new root folder

A root folder will be a folder you choose to be part of the core structure of the site. It will be one of the highest folders in the hierarchy and is created in a similar way to creating a new folder, only it becomes a direct child of 'home'.

An example of a 'root' folder is the Training folder created by Brandworkz to train the client on their system. We all needed easy and direct access to this folder, thus, it seemed most sensible to be created as a 'root' folder rather than a sub-folder of a different section.

Exercise – Create a new root folder

- 1 Click on 'Settings' in bottom admin bar.
- 2 Click on Create a new root folder.
- 3 Name the folder.
- 4 Click 'Submit'.
- 5 Click on your log on name to see the home folder structure and observe your new folder.

General admin

Users
Manage user information and group memberships

Groups
Manage user groups and related permissions

Import assets from disk
Bulk import assets and folders from the 'bulkuploads' OS folder on the Brandworkz server

Archive
View and manage archived files

Import tags & metadata
Bulk import asset metadata from Excel (.xls) file, for matching to existing assets

Disabled assets
Review deactivated files across the system

SYSTEM Reports Settings

Browse... Lifestyle_metadata_2014-Mar-14.xls

Upload

Import step 1 of 4: Select import fields

Please select the columns you would like to import

Column names	Sample import data
<input checked="" type="checkbox"/> COUNTRYANDSTATE	Denmark,Norway,Sweden North America,Alaska,Arizona,Brazil Denmark,Brazil
<input checked="" type="checkbox"/> DESCRIPTION	
<input checked="" type="checkbox"/> DISPLAYNAME	Sample - Alluring woman in long green grass Sample - Darkhaired man in field Sample - Girl at beach in yellow-green top Sample - Happy man and woman in field
<input checked="" type="checkbox"/> KEYWORDS	Brunette tee shirt
<input checked="" type="checkbox"/> SERIALNUMBER	773 946 994 995
<input checked="" type="checkbox"/> SHOTTYPE	

Next ->

Import step 2 of 4: Match import fields to target fields

Please select a metaset:
Images & Video

Now match up your import fields up with this system's fields:

Import Fields	Target Fields	Sample import data
KEYWORDS	Keywords	Brunette
DISPLAYNAME	Display Name	Sample - Alluring woman long green grass
SHOTTYPE	Shot Type	
SERIALNUMBER	Serial Number	773
DESCRIPTION	Description	
COUNTRYANDSTATE	Country and state	Denmark,Norway,Sweden

Next ->

Import step 3 of 4: Required fields and deduplication

Update settings

Allow data to be overwritten with empty data

Insert new metadata options

Next ->

Importing data (validation mode)

Results
Remaining rows: 9
Processed: 0
Validated: 0
Errors: 0
Imported: 0
Updated: 0
Inserted: 0

Validation complete.

Start from 1 Process next 100 rows next -> Import Validate

Importing data

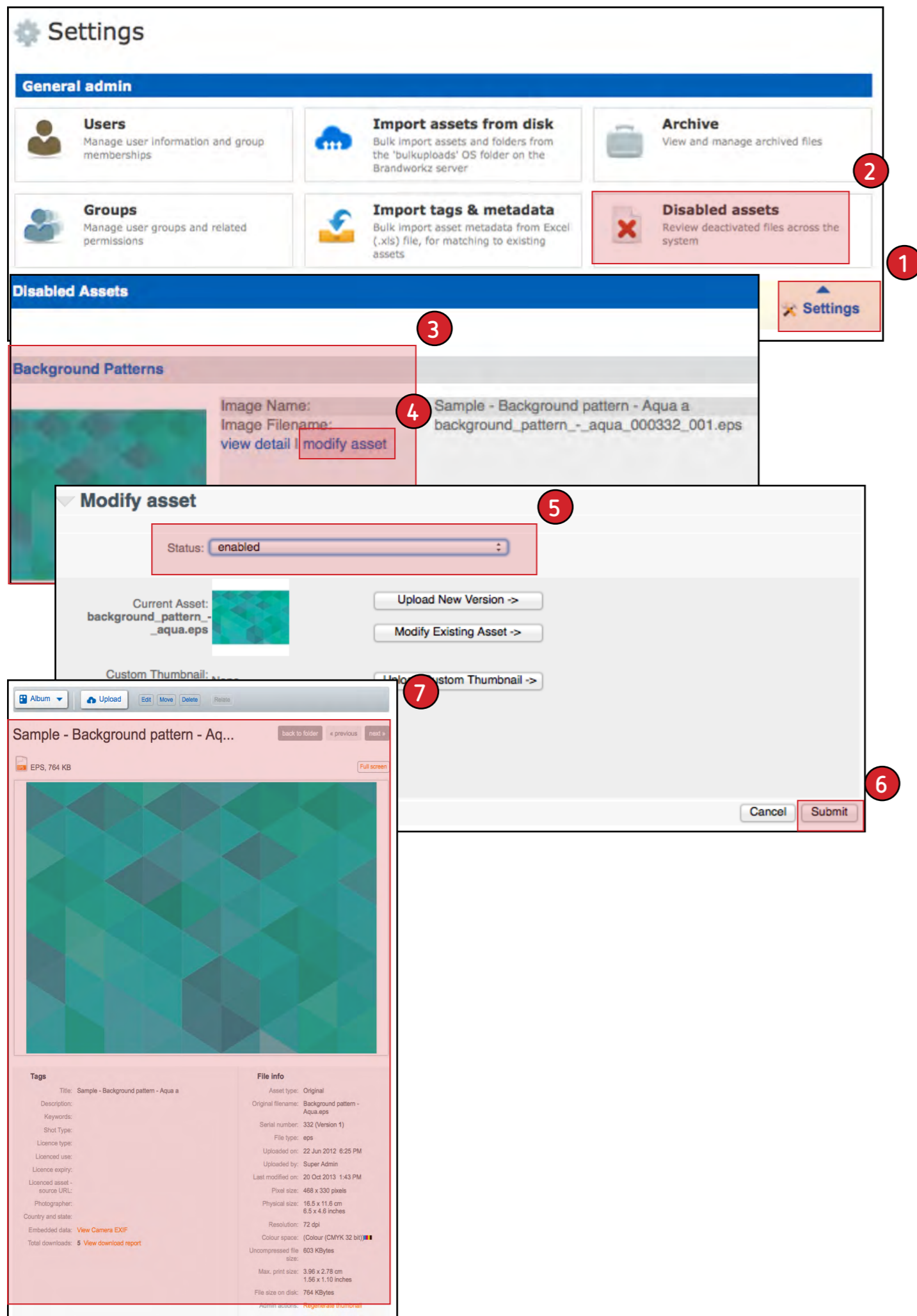
Results
Remaining rows: 0
Processed: 9
Validated: 0
Errors: 0
Imported: 9
Updated: 9
Inserted: 0

Import complete.

Import tags and metadata

Exercise – Import tags and metadata

- 1 Click on 'Settings' in the admin bar at the bottom of the page.
- 2 Navigate to "Import tags & metadata" located on the left hand navigation.
- 3 Search for the .xls document you've exported earlier on in the training (Exporting metadata is explained within the Folder section of this document).
- 4 Click 'Upload'.
- 5 Select the columns from the spreadsheet that you would like to import to the system.
- 6 Click 'next'.
- 7 Next you should select the metaset that applies to these assets. For example if you are importing metadata for assets in the Asset library folder, use the Asset library metaset.
- 8 Make sure your 'Import fields' and 'Target fields' are matching.
- 9 Click 'next'.
- 10 You don't have to tick either of the next checkboxes to proceed with the import. However, if you wish you can choose from two options: Whether you want to allow data to be overwritten completely which includes inserting new blank information or To insert new metadata options, which simply adds in new metafield options
- 11 Click the 'import' radio button and click 'next'.
- 12 Once the import is complete you will see the message 'import complete'.



Disabled Assets

Here is where you can view, modify and reactivate disabled assets. To disable an asset see section on 'Assets' in the Chapter 3.

Exercise – Reactivate a disabled asset

- 1 Click on 'Settings' in the bottom admin bar.
- 2 Click on 'Disabled assets'.
- 3 The asset you have previously disabled should be listed here.
- 4 Click 'Modify asset'. This will take you to the modify page.
- 5 Scroll to the modify asset section at the bottom of the page and select enabled from the status drop down.
- 6 Click 'Submit'.
- 7 This will take you to the asset detail page.

