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.

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

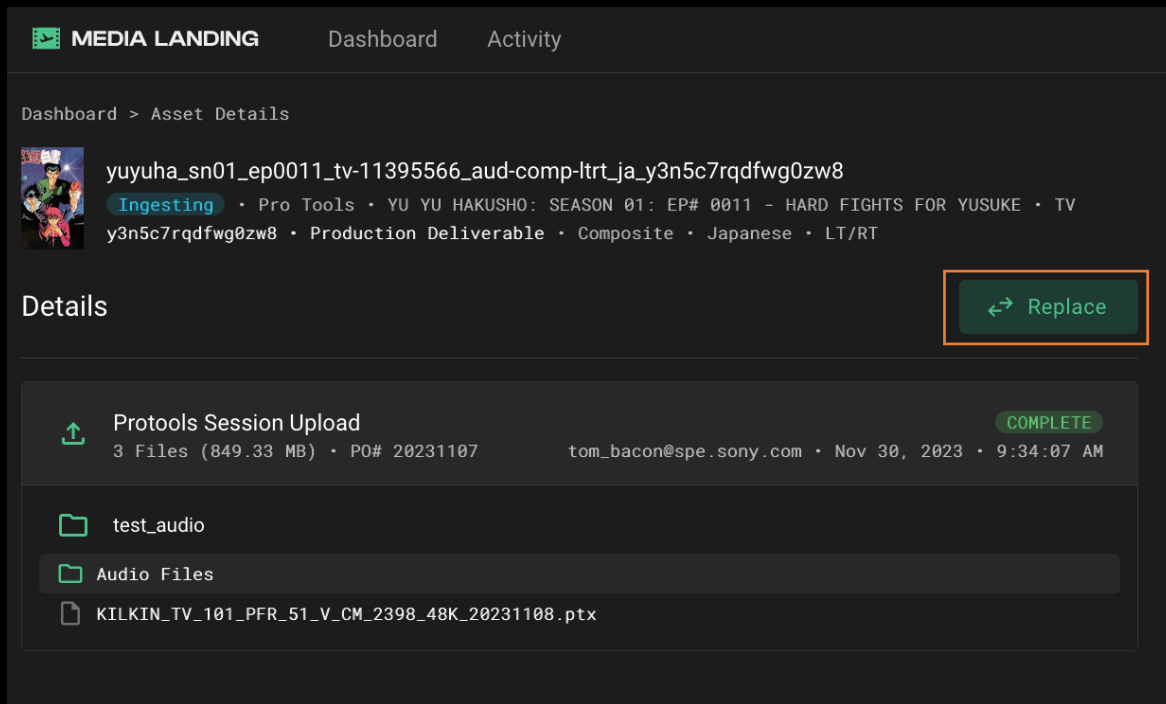2. Clicking the Replace button will expose a new drop zone.

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.
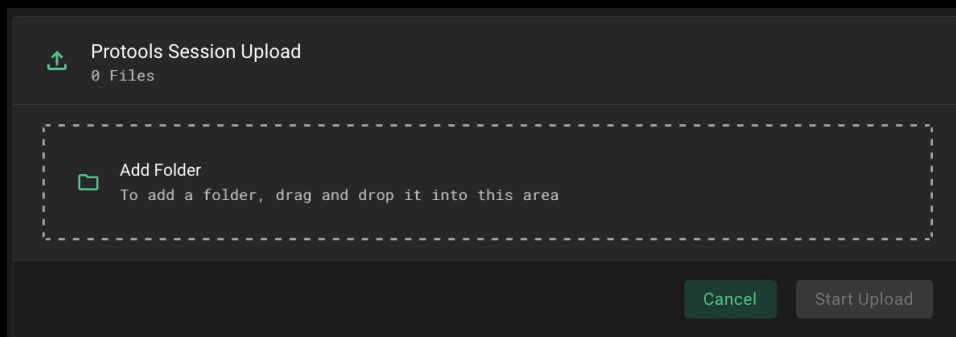

Fig. 3 – Asset Placeholder – New drop zone for replacement asset

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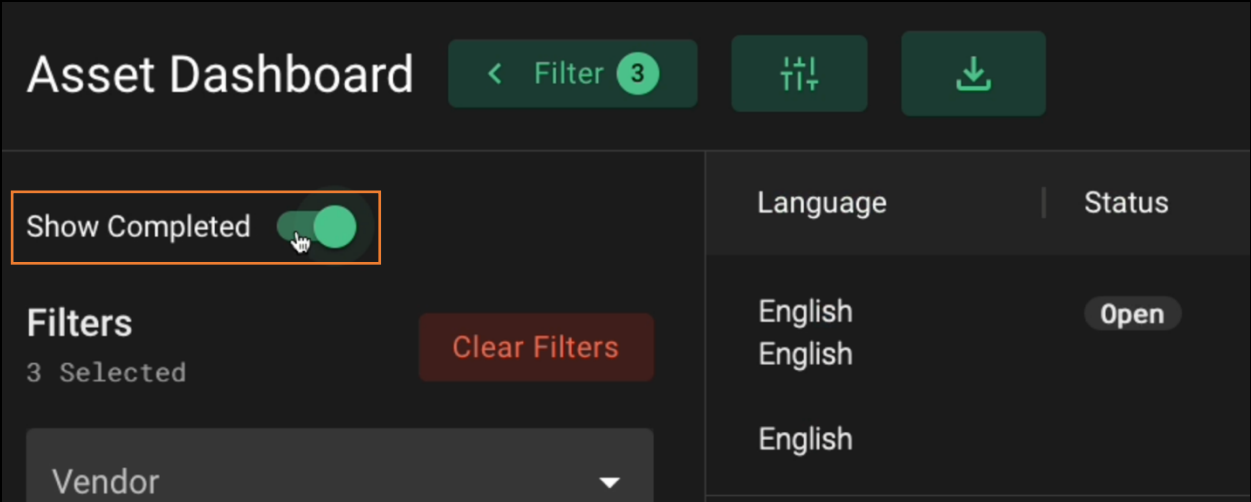

Fig. 4 – Asset Dashboard – Placeholders with the status "Complete"

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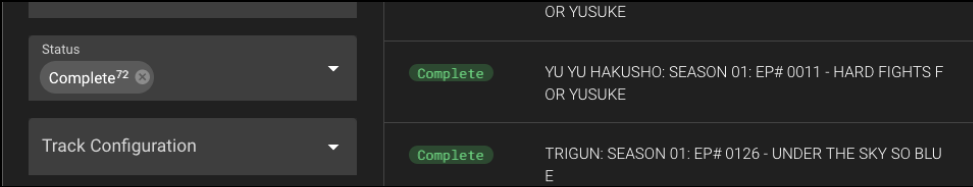

Fig. 5 – Filter Drawer – Results pane filtered by Placeholders with the status "Complete"

6. For an image sequence, you'll need to click "Request New Upload" and note the reason for the replacement. Your SPE contact will approve the request and the placeholder will be available for fulfillment.
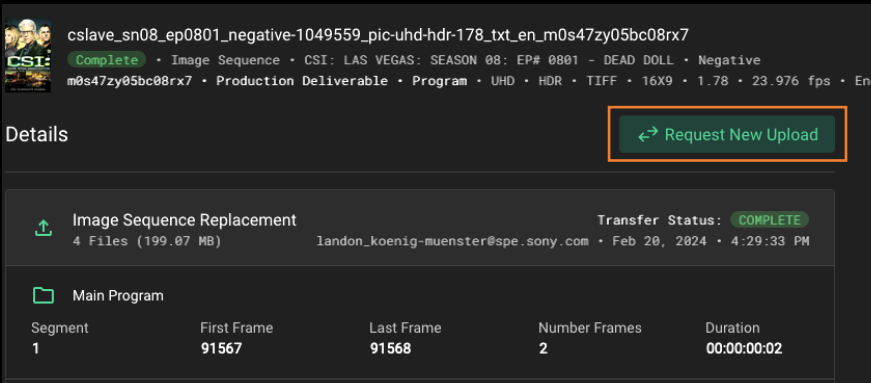

Fig. 6 – Asset Placeholder – Image sequence placeholder with Request New Upload button displayed
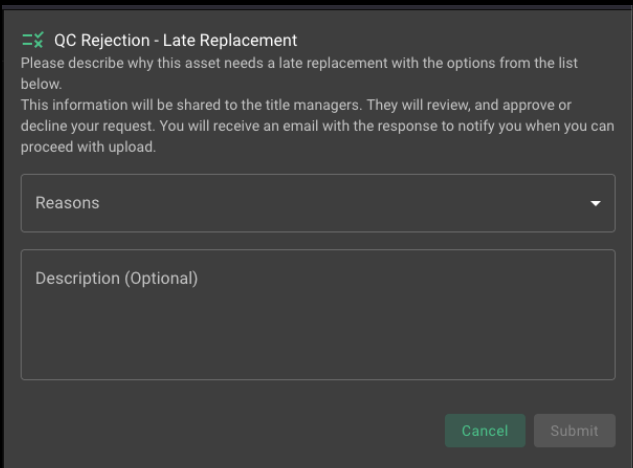

Fig. 7 – QC Rejection – Modal used to reject an image sequence after it was QC approved (late replacement).
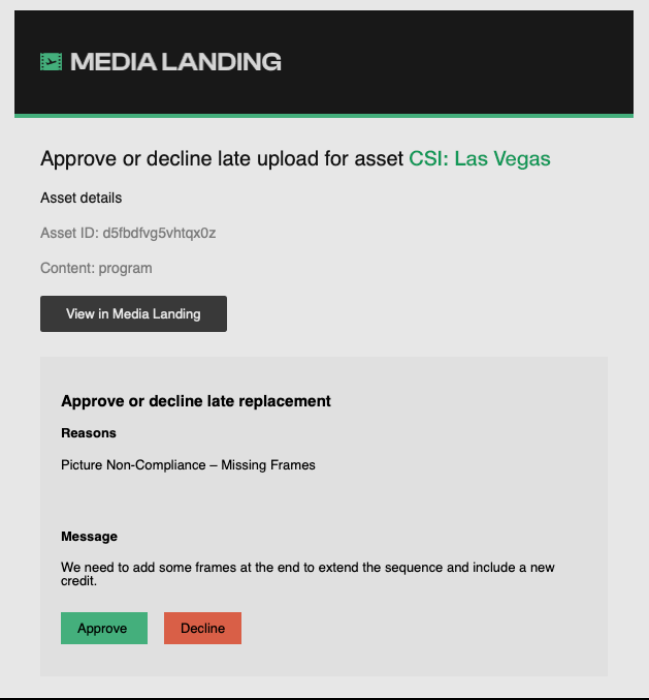
Fig. 8 – Late Replacement Request – Sample email sent to SPE title manager to approve a late replacement request

7. Note that when using the "Replace" and "Request New Upload" functions all previous uploads of an asset are retained in Media Landing until the asset is finalized.
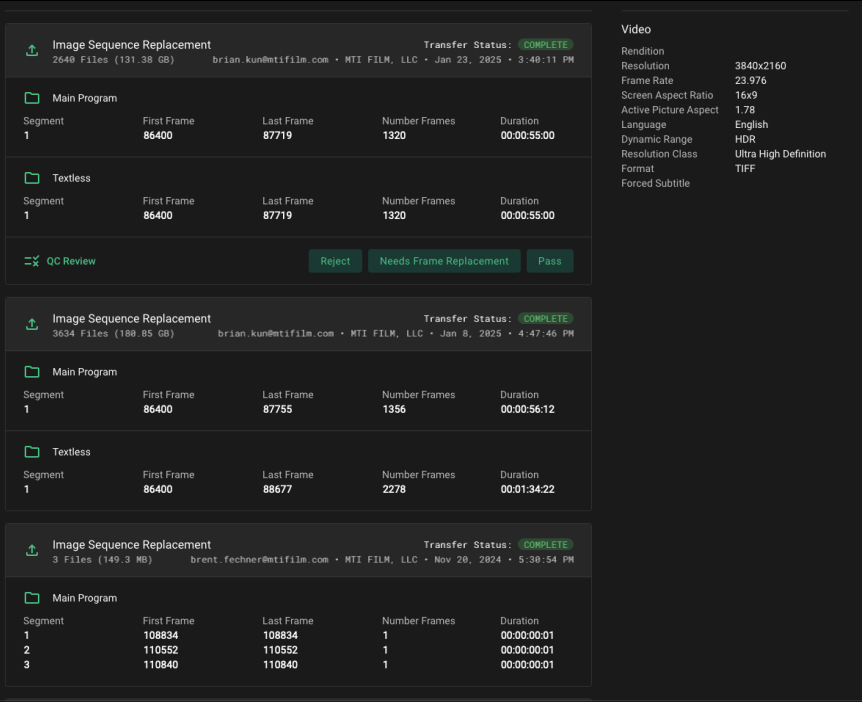

Fig. 9 – Asset Placeholder – History of all assets uploaded to a placeholder

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