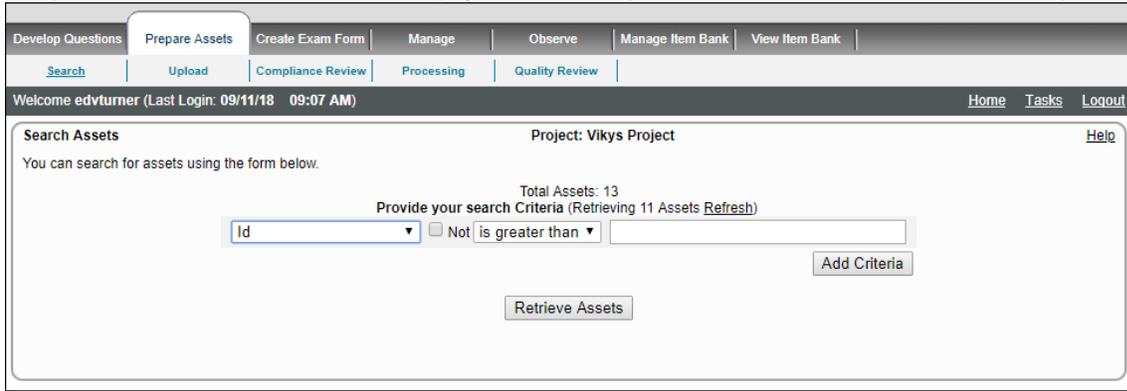


3.3.3 Replace an Asset

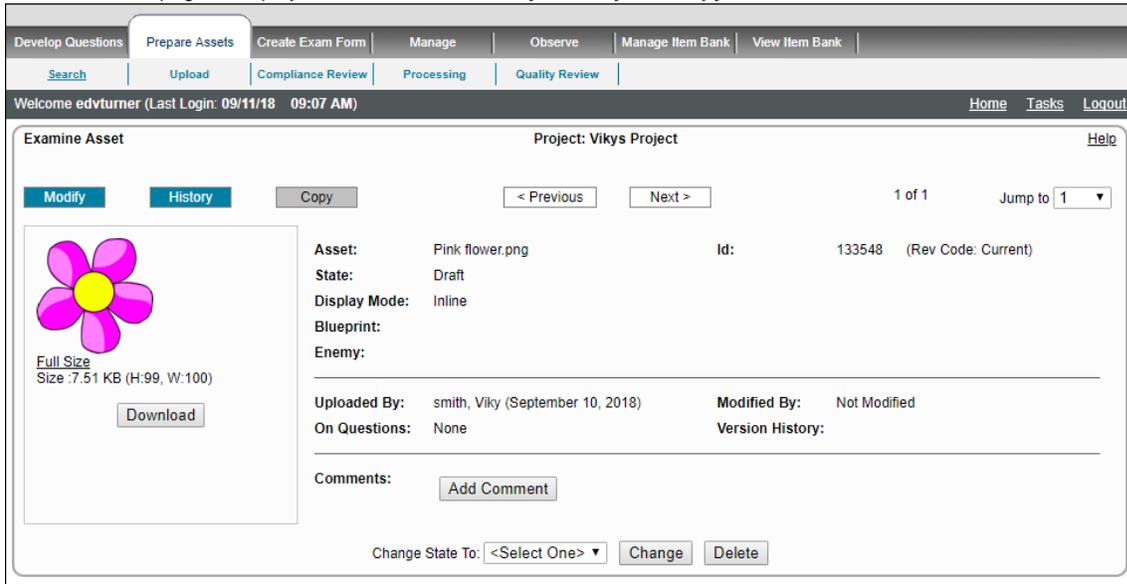
An Asset can be replaced from the **Modify Asset page** (from Examine Asset, Compliance Review, Processing, or Quality Review).

1. To replace an Asset from the **Examine Asset** page, select the **Prepare Assets Search** menu. A search criteria panel is displayed.

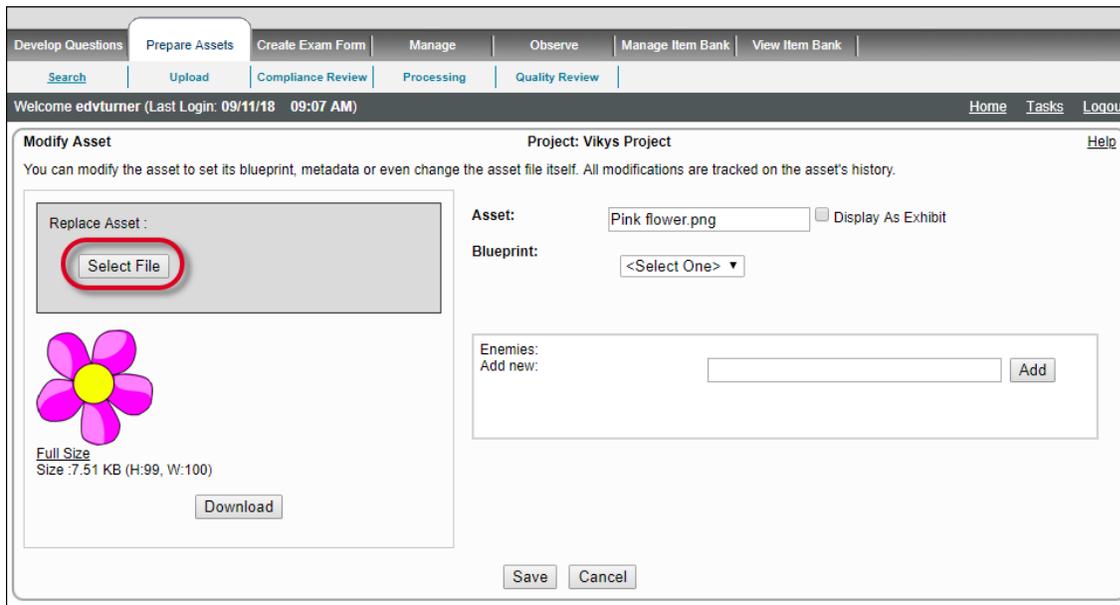


2. **Provide search criteria to retrieve the Asset** to be replaced and click **Retrieve Assets**.
3. Select the **Asset** you want to examine and replace.
4. Click **Examine Assets**.

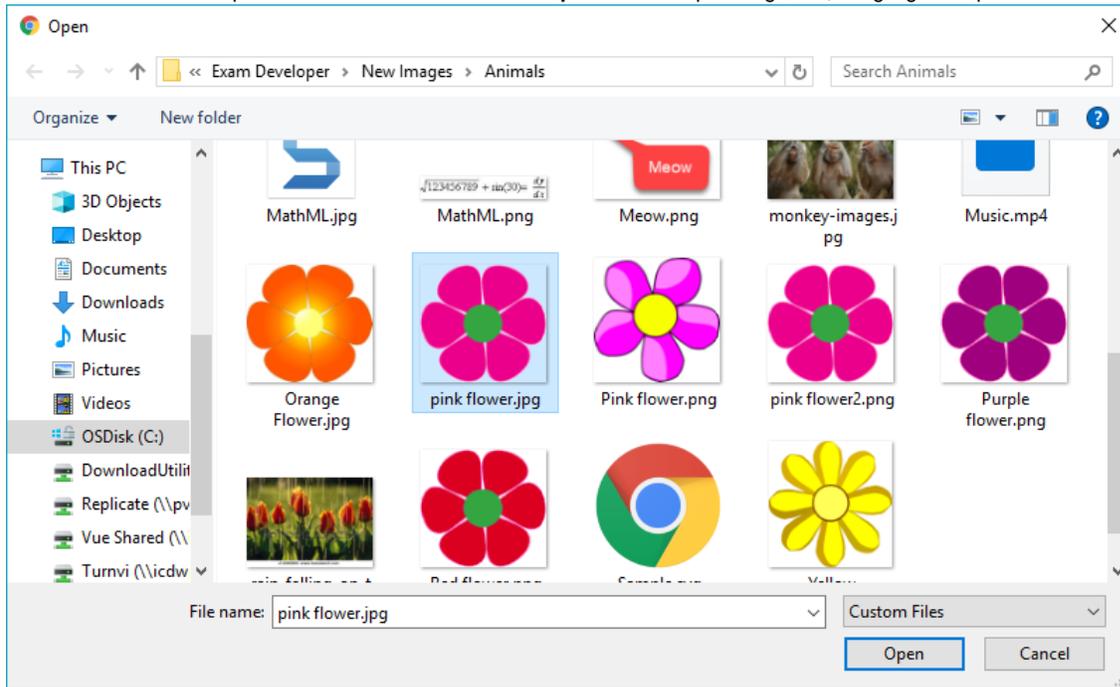
Examine Asset page is displayed with 3 buttons: **Modify**, **History** and **Copy**.



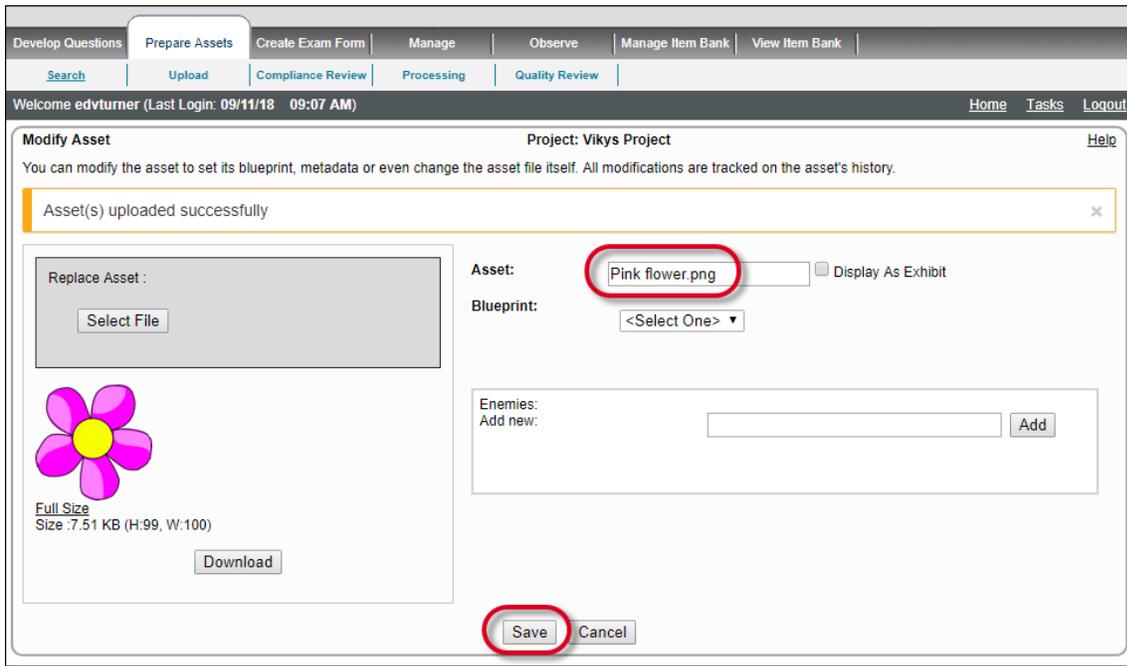
5. Click the **Modify** button. **Modify Asset** page is displayed with all the fields that can be modified.



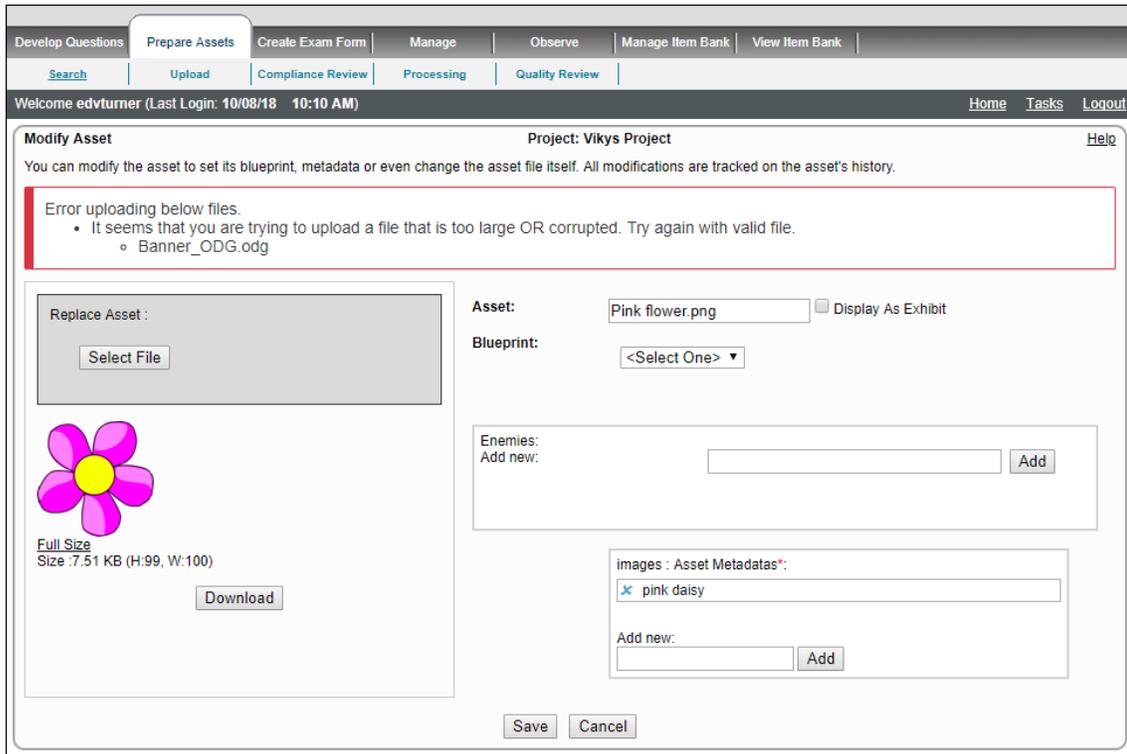
6. Click the **Select File** button (Select files). Select files to upload is displayed.
7. Select a new Asset to replace the current Asset and click **Open**. Like on uploading Start, a highlighted upload button is displayed.



8. The new Asset is listed in the Asset text box on the right side of the window. The preview is not updated yet.



i If you attempt to upload an asset that does not pass the validation rules, an error message is displayed at the top of the page identifying what is wrong with the asset. Fix the asset and then replace the asset by uploading the corrected asset.



9. Click **Save**. The new Asset is displayed on the Examine Asset page.

Develop Questions | **Prepare Assets** | Create Exam Form | Manage | Observe | Manage Item Bank | View Item Bank

Search | Upload | Compliance Review | Processing | Quality Review

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Examine Asset Project: Vikys Project [Help](#)

Modify **History** Copy < Previous Next > 1 of 1 Jump to 1



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Asset: pink flower (1).jpg Id: 134888 (Rev Code: Current)
 State: Draft
 Display Mode: Inline
 Blueprint:
 Enemy:

Uploaded By: smith, Viky (September 11, 2018) Modified By: smith, Viky (September 11, 2018)
 On Questions: None Version History: [134889](#)

Comments:

Change State To: <Select One>

10. To view the changes made, click the **History** button. The changes and modifications are displayed in highlighted form as seen in the screenshot below.

[Help](#)

First Previous Next Last Sort by: Oldest First



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Full Size
Size :7.51 KB (H:99, W:100)

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Asset: ~~Pink~~ pink flower (1).jpg Id: 134888 (Rev Code: Current)
 State: Draft
 Display Mode: Inline
 Blueprint:

Uploaded By: smith, Viky (September 11, 2018) Modified By: ~~Not-smith,~~ Modified-Viky (September 11, 2018)

Comments:

Replacing an Asset can also be done from the **Review** pages in the same way as from the **Examine Asset** page by clicking the **Modify** button on the Review pages of the **Prepare Assets** tab.

 Upon Saving the Asset, all Questions and Answer Options referring to the selected image are replaced with the replaced image you selected.