Ektron Website Quick Reference

Overwriting (Replacing) a Document Previously Posted

Direct your browser to http://staging.nv.gov and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.

Click here
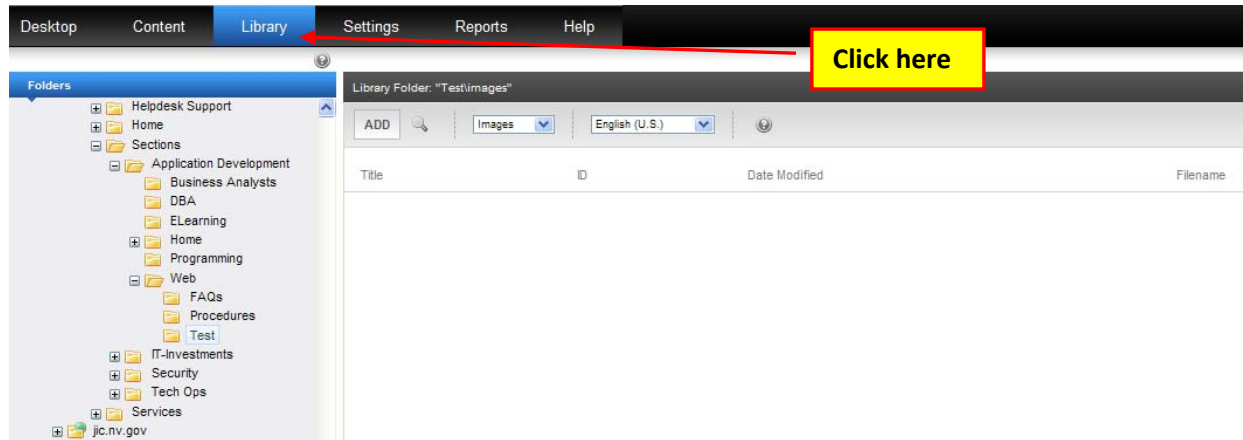
Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES.

Click here and select FILES
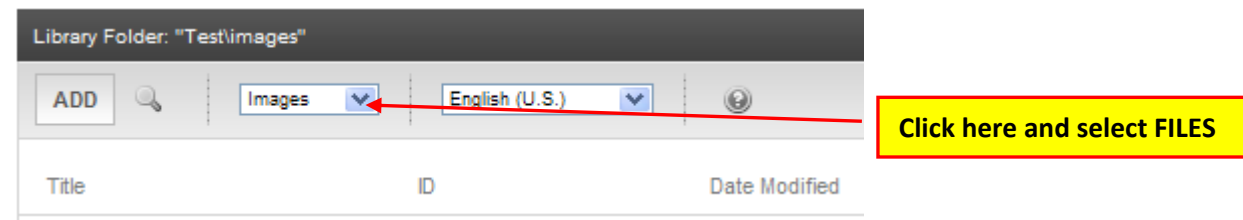
Click on the name of the document you want to replace from the list that will appear in the right pane.

Click on the name of the document you want to replace from the list that appears here
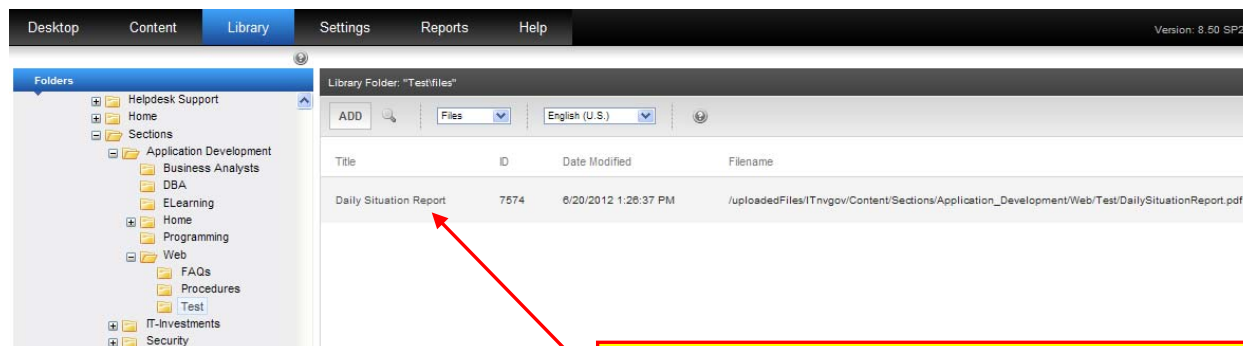
When the VIEW LIBRARY dialog box appears, click on the OVERWRITE icon.

View Library Item in Folder: "Test\files"

[<] EDIT 🔗 📓 ✖ | ⊚

Click here

Title:	Daily Situation Report
Filename:	http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf
Library ID:	7574
Parent Folder:	Test
Last User To Edit:	DEstey, DEstey
Last Edit Date:	6/20/2012 1:26:37 PM
Date Created:	6/20/2012 1:26:37 PM
Description:	

Category
No categories selected

Tags
No Tags selected

Preview Daily Situation Report

When the dialog box below appears, click the BROWSE button and then navigate and select the file you are using to overwrite the existing file, then click the UPDATE button.

Overwrite Library Item in Folder: "Test\files"

◄ | UPDATE | ⓐ

Title | Filename

Daily Situation Report | http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf

Please select a replacement file. | [   ] | [Browse... ▼]

Click here

Current library item:

Preview Daily Situation Report

Then click here

| Summary | Metadata |

Description:

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When the Message from webpage warning appears, click OK. When it has completed processing the original file has been overwritten with the updated file.

Message from webpage ✕

❓ WARNING: You are about to overwrite a library file!

The filename of the local file will be changed
to match the existing filename. This will ensure that web
links to this library item do not break.

Continue?

[OK] [Cancel]

Click here

==Go to the browser page you were trying to see changes on and click the refresh button.==

==Click on this icon to refresh the page.==

NOTE: If you were having trouble seeing your changes, you should see your changes now. If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.