

Ektron Website Quick Reference

Deleting a Document or an Image Previously Posted

Do NOT delete documents or images that were previously posted.

Unfortunately, we are no longer able to delete files (documents or images) or folders from the servers due to sync vulnerabilities. If you have any questions or concerns, please contact Linda DeSantis at stateweb@admin.nv.gov. We are currently working on getting a new CMS.

What you can do is overwrite the document or image in question in the workarea with a document that simply says "This document has been removed from the website. Please go to our website for current information".

If the document no longer exists in the workarea, email stateweb requesting the file on the server be overwritten with the document mentioned above. In the request, please provide the file path to the document you want overwritten.

In the workarea, please ignore unnecessary folders that we are unable to delete.

Thank you,

Linda M. DeSantis, CPM | State Web Development Manager
State of Nevada | Department of Administration | Enterprise IT Services
T: (775) 684-7310 | E: desantis@admin.nv.gov

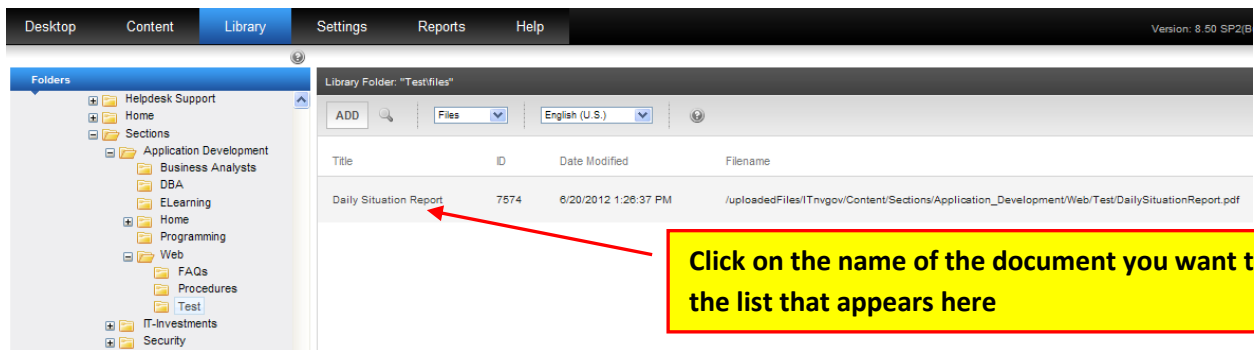
Overwrite (Replace) a Document or Image Previously Uploaded

To overwrite a document, direct your browser to <http://staging.nv.gov> and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.

The screenshot shows the Ektron website management interface. The top navigation bar includes Desktop, Content, Library, Settings, Reports, and Help. The Library tab is selected. On the left, a 'Folders' tree shows a hierarchy including Helpdesk Support, Home, Sections, Application Development, Business Analysts, DBA, ELearning, Home, Programming, Web, FAQs, Procedures, Test, IT-Investments, Security, Tech Ops, and Services. A red arrow points from the 'Test' folder to a yellow callout box that says 'Navigate to folder'. In the main content area, the 'Library Folder: "TestImages"' is shown. A red arrow points from the 'Images' drop-down menu to a yellow callout box that says 'Then click here and select default IMAGES if overwriting an image or select FILES if overwriting a file'. Another red arrow points from the 'Library' tab to a yellow callout box that says 'Click here'.

NOTE: If overwriting an image skip this step. Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES (leave on default Images, if deleting an image) from the drop-down shown above.

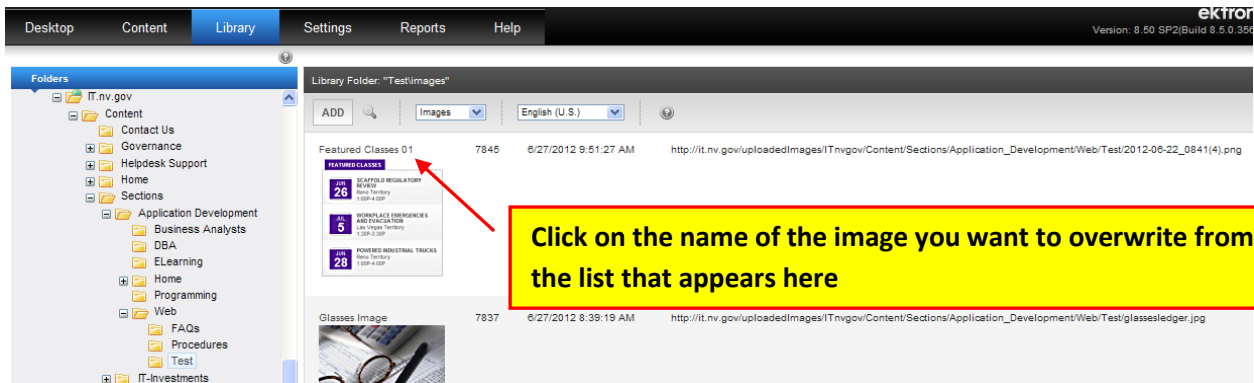
DOCUMENT - Click on the name of the document you want to overwrite from the list.



The screenshot shows the 'Library' tab in a web application. The left sidebar displays a tree of folders, including 'Helpdesk Support', 'Home', 'Sections', 'Application Development', 'Business Analysts', 'DBA', 'ELearning', 'Home', 'Programming', 'Web', 'FAQs', 'Procedures', 'Test', 'IT-Investments', and 'Security'. The main area shows the 'Library Folder: "TestFiles"'. A table lists documents with columns: Title, ID, Date Modified, and Filename. The first entry is 'Daily Situation Report' with ID 7574, dated 6/20/2012 1:28:37 PM, and filename '/uploadedFiles/ITnvgov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf'. A red arrow points to the document name. A yellow callout box with a red border contains the text: 'Click on the name of the document you want to delete from the list that appears here'.

| Title | ID | Date Modified | Filename |
|------------------------|------|----------------------|---|
| Daily Situation Report | 7574 | 6/20/2012 1:28:37 PM | /uploadedFiles/ITnvgov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf |

IMAGE - Click on the name of the image you want to overwrite from the list.



The screenshot shows the 'Library' tab in a web application. The left sidebar displays a tree of folders, including 'IT.nv.gov', 'Content', 'Contact Us', 'Governance', 'Helpdesk Support', 'Home', 'Sections', 'Application Development', 'Business Analysts', 'DBA', 'ELearning', 'Home', 'Programming', 'Web', 'FAQs', 'Procedures', 'Test', and 'IT-Investments'. The main area shows the 'Library Folder: "TestImages"'. A table lists images with columns: Title, ID, Date Modified, and URL. The first entry is 'Featured Classes 01' with ID 7845, dated 6/27/2012 9:51:27 AM, and URL 'http://it.nv.gov/uploadedImages/ITnvgov/Content/Sections/Application_Development/Web/Test/2012-06-22_0841(4).png'. A red arrow points to the image name. A yellow callout box with a red border contains the text: 'Click on the name of the image you want to overwrite from the list that appears here'.


| Title | ID | Date Modified | URL |
|---------------------|------|----------------------|--|
| Featured Classes 01 | 7845 | 6/27/2012 9:51:27 AM | http://it.nv.gov/uploadedImages/ITnvgov/Content/Sections/Application_Development/Web/Test/2012-06-22_0841(4).png |
| Glasses Image | 7837 | 6/27/2012 8:39:19 AM | http://it.nv.gov/uploadedImages/ITnvgov/Content/Sections/Application_Development/Web/Test/glassesledger.jpg |


When the VIEW LIBRARY dialog box appears, click on the OVERWRITE icon.


View Library Item in Folder: "Test/files"

←

EDIT







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

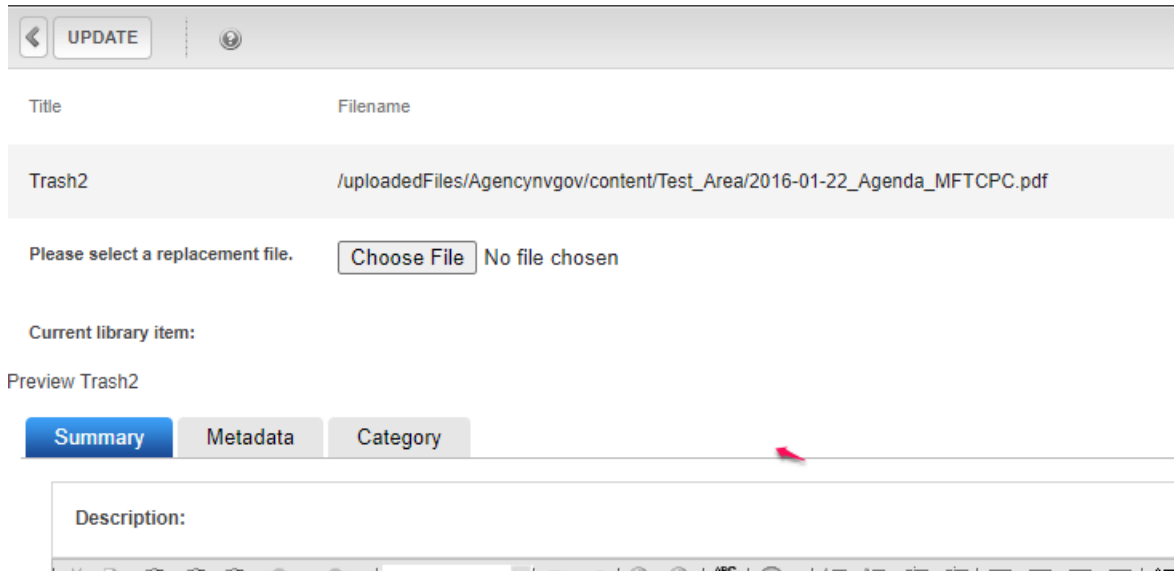
Tags

No Tags selected

Preview Daily Situation Report

Click here

Click the Choose File button and navigate to the desktop and locate the file you want to use to overwrite the current file.



UPDATE

| Title | Filename |
|--------|---|
| Trash2 | /uploadedFiles/Agencynvgov/content/Test_Area/2016-01-22_Agenda_MFTCPC.pdf |

Please select a replacement file. No file chosen

Current library item:

Preview Trash2

Summary Metadata Category

Description:

Once you've chosen the file click the UPDATE button.

Go to each of the website's pages that the document or image you overwrote were on and remove any links to documents. Then, in your browser go to each page and in the staging environment to verify the links and document or image have been removed.



Click on the refresh button to verify the overwritten document appears and links are no longer on each website page.

NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

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.