

How to add or edit asset

Scenario

This guide shows how to add and update assets using the My GNCR Management Portal.

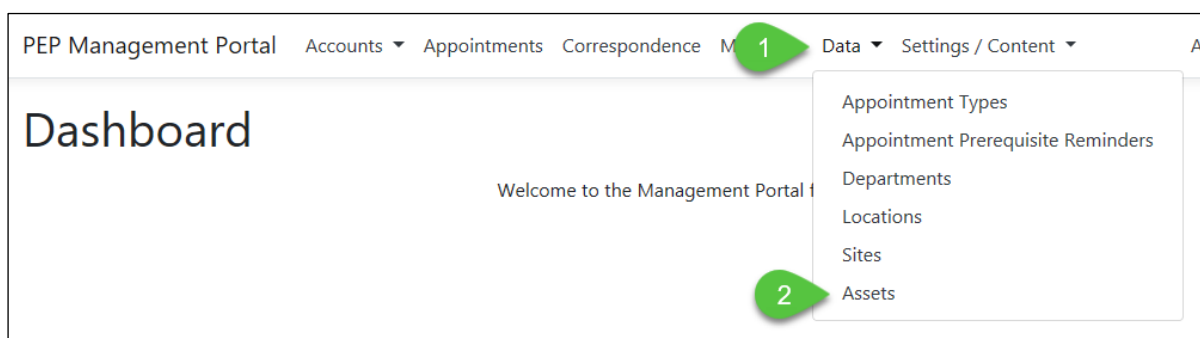
Preparing assets

Prior to completing the upload process first prepare you assets by following these steps:

1. Save the asset as a .PDF file
2. Name the asset file appropriately. See the guide: 'Asset Management - content and naming' for full guidance.

Adding new assets

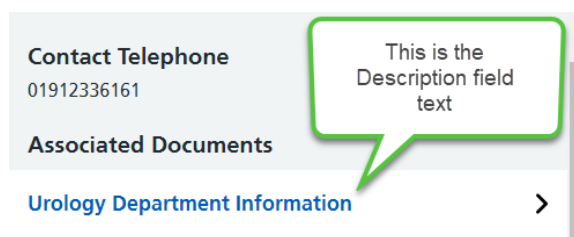
1. Select the 'Data' menu
2. Select 'Assets' from the drop down list



3. Select 'Add'



4. Enter a **Label** – The text here is how the file is named within the Management Portal
5. Enter a **Description** - The text here displays in the App for the patient



- Click **'Browse'** and locate the file you wish to upload
- Click **'Submit'**

- A confirmation message will display:

Asset was successfully added.

Update assets

- Select the **'Data'** menu
- Select **'Assets'** from the drop down list

- Select the filter drop down

- Enter the label of the document you wish to update
- Select **'Filter'**

6. Alternatively, find the document by locating it in the list at the bottom of the screen:

Label	File	
Cardiothoracic Services - ECG Information Sheet	View Cardiothoracic Services - ECG Information Sheet Download Cardiothoracic Services - ECG Information Sheet	Edit
Cardiothoracic Services - Meet Our Team	View Cardiothoracic Services - Meet Our Team Download Cardiothoracic Services - Meet Our Team	Edit
Carparking information	View Carparking information Download Carparking information	Edit

Previous 1 2 3 4 5 6 7 8 9 10 Next

7. Locate the document in the list/results and click 'Edit'

Label	File	
Training test file	View Training test file Download Training test file	7 Edit

8. Update the **label**, if required

9. Update the **description**, if required

10. Select **browse** and choose a new file, if required

11. Click 'Submit'

Asset - Edit

[Back](#)

Label
8 Training test file

Description
9 Test file for training

Current File
Training test file updated.pdf

10 Choose a new file [Browse](#)

If you would like to update the file please choose a new file above. To keep the current file leave the above field blank.

11 [Submit](#)

12. A confirmation message will display:

Asset was successfully updated.

13. If this asset has been associated to a site, location, department or appointment type any changes to the description or current file will reflect immediately for the patient in the App.