Working with Link Assets

Go to Assets

Filter to your guides by typing your name in the **Owner** text box

<table>
<thead>
<tr>
<th>Owner</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burgess, Kristen</td>
<td>2015-03-02</td>
</tr>
</tbody>
</table>

Sort assets by type

Click on the number in the **Mapping Count** column to see where your asset is being used.
This asset, *Academy of Internal Medicine 2 (test)*, is associated with 2 guides (UCBA Veterinary Technology and UCBA Careers)

* = Original guide location (this shows that the asset was first created on the UCBA Veterinary Technology guide vs. assets created via the Assets section)

<table>
<thead>
<tr>
<th>Asset: Academy of Internal Medicine 2 (test) (id# 11119244)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Published Guide(s)</strong></td>
</tr>
<tr>
<td>UCBA Veterinary Technology *</td>
</tr>
<tr>
<td>UCBA Careers</td>
</tr>
<tr>
<td>* = Original guide location</td>
</tr>
</tbody>
</table>

**Actions: Edit Assets**

Click on the Pencil icon to edit assets.

Change assets info: name, url, proxy (be sure to enable for restricted UC resources), description, more info, description display, owner, etc. **Note:** you may have to scroll down within or expand the box to see all of the editing options.
### Actions: Deleting Assets

Remember, when you delete an asset, you are also deleting every linked version of it. If someone else is linking to your asset, you should let them know before deleting it. See “Mapping” to get links to the associated guides.
Note: If you delete an asset from within a guide (NOT within the asset section) the asset will be removed from your guide but not deleted from your list of assets. You can only delete an asset from the Assets section.
**Asset Clean-Up Checklist**

___ Check for duplicates
- Are there other versions of the same asset being used?
- Consider mapping to/from another version. Consult with other editors to determine which version will be considered the “master” version
- Delete any unwanted duplicates

___ Proper Name
- Can you identify your asset correctly by its’ name?

___ Description
- Have you included a description for your asset?

___ Owner
- Is the correct owner assigned to the asset? Consult with other editors for commonly used assets to determine who should be the official asset owner. This person should plan to monitor and update the asset on a regular basis. If the item is a very common asset, consider changing the owner to LGv2 Admin.