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Static Assets

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Managing static assets

enables you to save and manage images (PNG and JPG format), CSS files, and JS files as Static Assets. You can subsequently use them across all reports to standardize the appearance and behavior of visuals and dashboards.

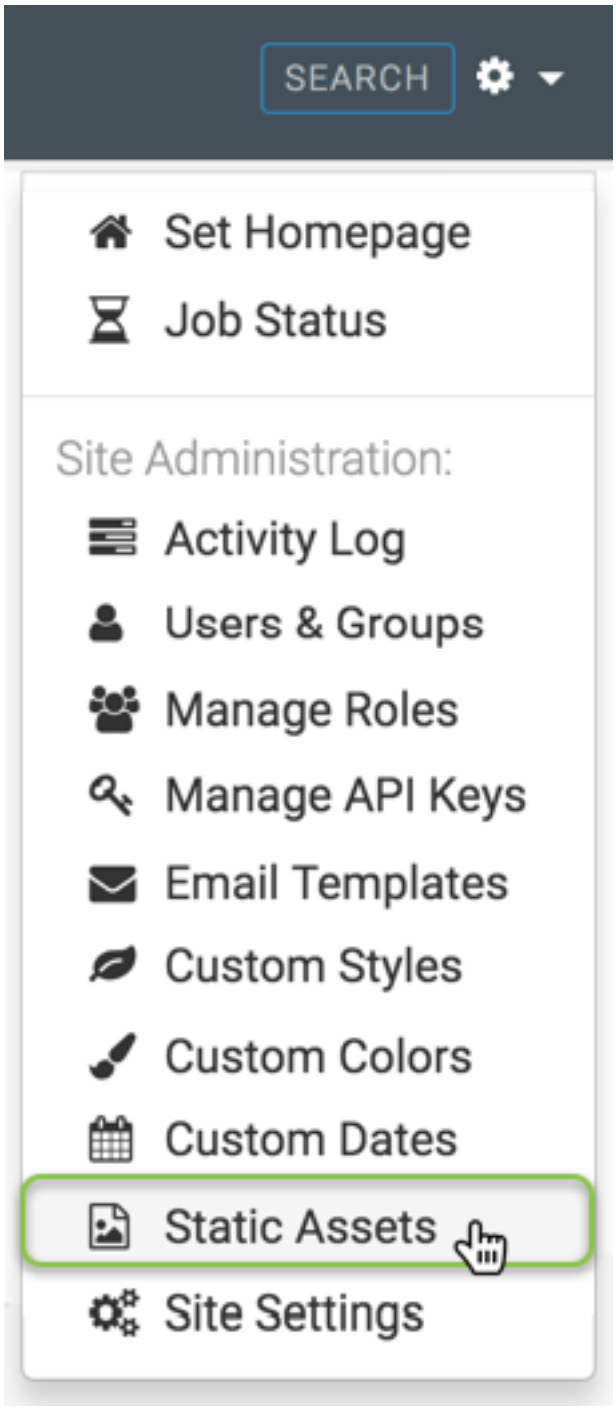
About this task

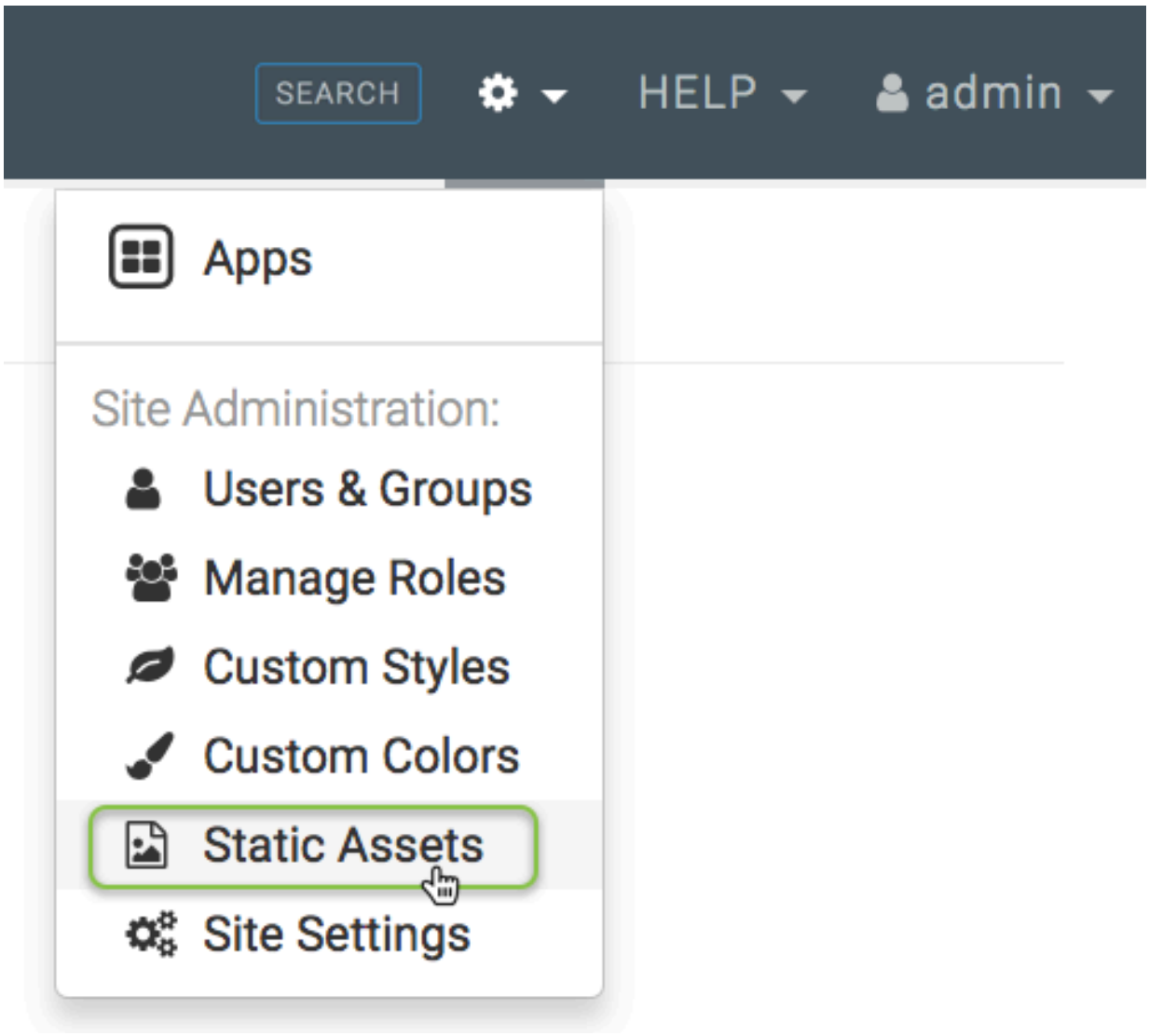
Note: This feature is only available to users with administrative privileges.

To use the Static Assets interface, follow these steps:

Procedure

1. Click the Gear icon to open the Administration menu, and select Static Assets.




SEARCH
HELP
admin
Apps
Site Administration:
Users & Groups
Manage Roles
Custom Styles
Custom Colors
Static Assets
Site Settings

2. In the Manage Images, CSS, and JS Assets interface, note the available actions:
   - Click the New Asset to create a new asset. See *Creating new assets*.
   - Click the ID number of a particular asset to view it. See *Viewing an existing asset*.
   - Click Pencil icon to edit the information about a particular asset, or to replace its. See *Changing existing assets*.
   - Click the Trashcan icon to delete the asset. See *Deleting an existing asset*.

What to do next

To use this (graphic) static asset in a visual, such as Rich-Text visual type, follow the instructions in *Inserting images*.

Related Information

Creating new assets
Viewing an existing asset
Changing existing assets
Deleting an existing asset
Inserting images

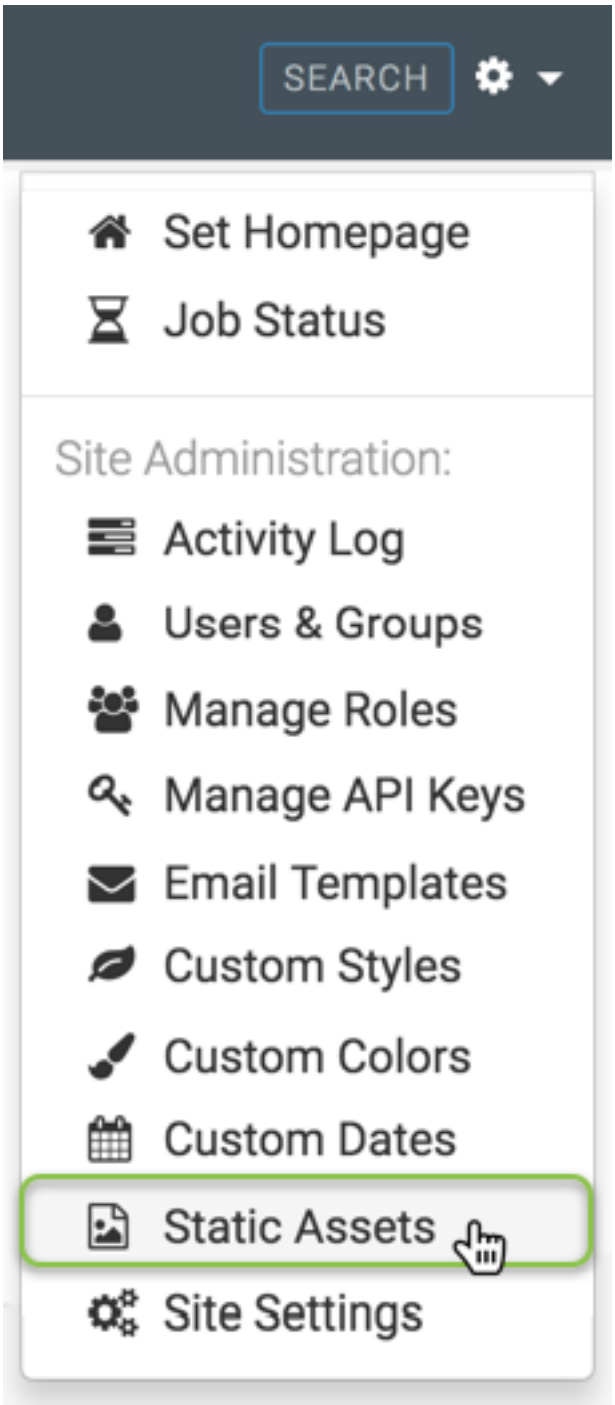
Creating new assets

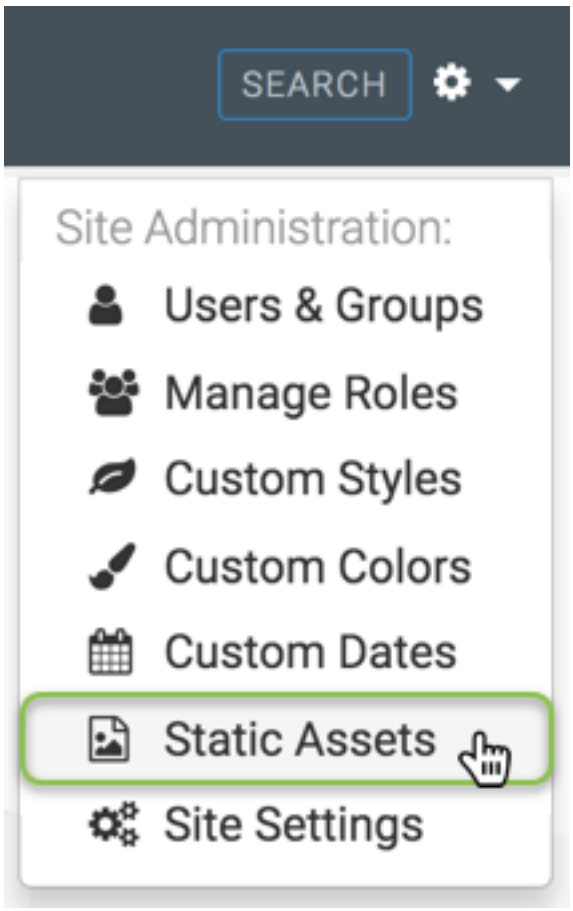
About this task

To create a new asset, follow these steps.

Procedure

1. Click the gear icon to open the Administration menu, and select Static Assets.



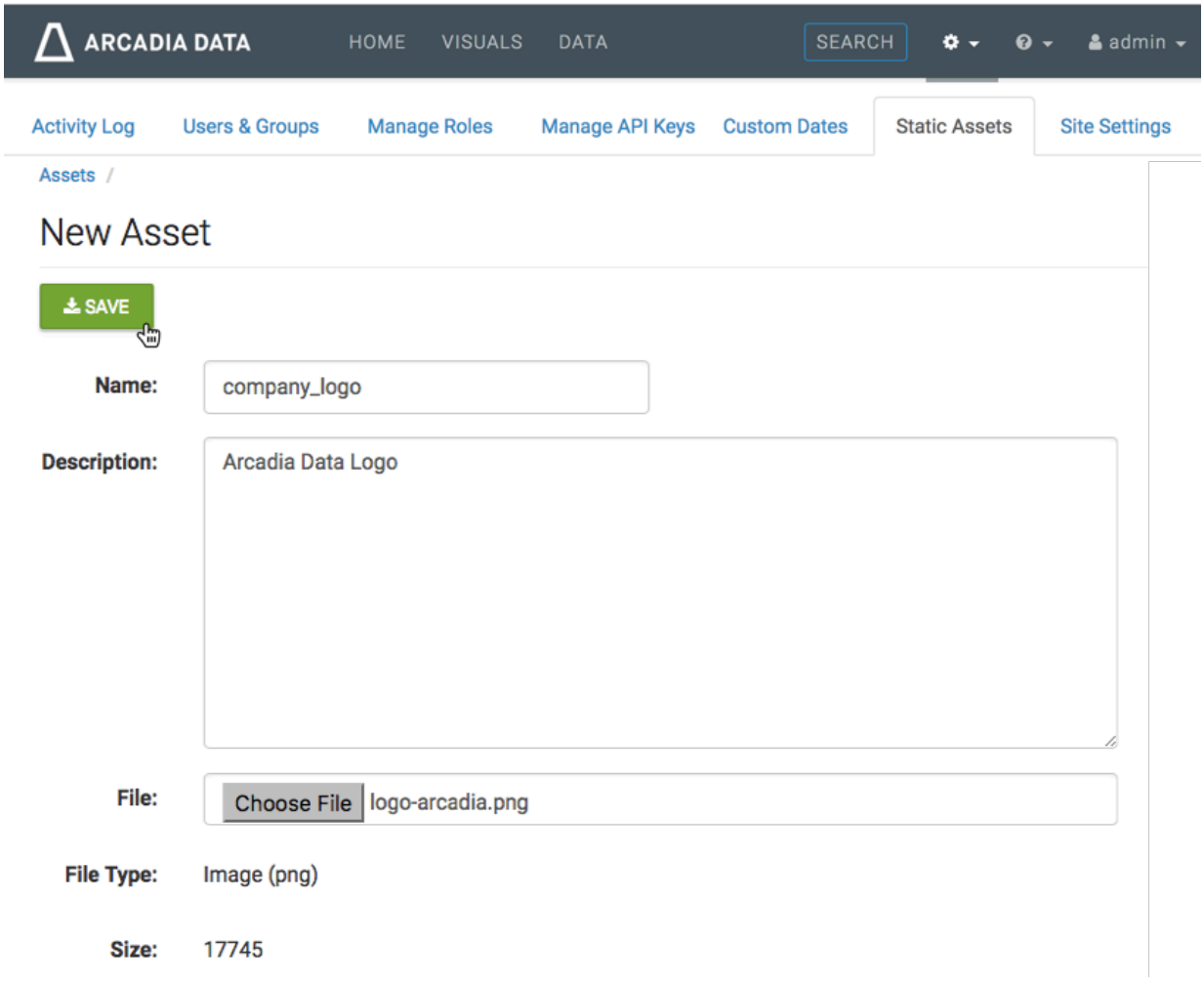


2. In the Manage Images, CSS, and JS Assets interface, click New Asset.

3. In the New Asset interface, define the new assets:
   a) Enter the Name of the asset.

      We used company_logo.
   b) Enter the Description of the asset.

      We used Arcadia Data Logo.
   c) Under File, click Choose File and use your system interface to add the file into the system.
   d) After you add the file, adds the correct information to the immutable fields File Type and Size.



4. Click Save.

   The Asset information interface appears.

5. You can change the Name and Description of the asset, and even substitute the file, using Change File. The asset also has its assigned ID.

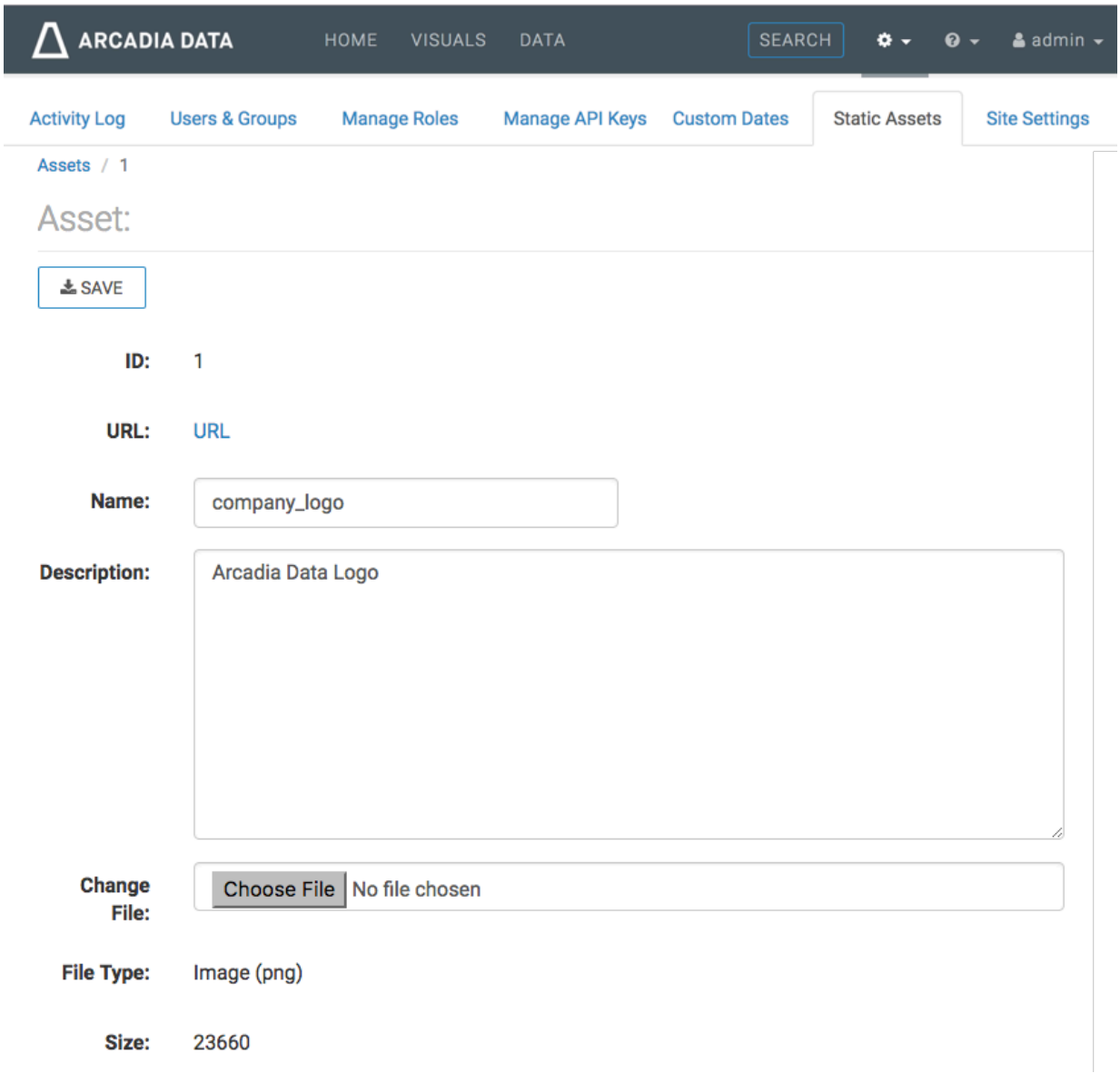
   More interestingly, it has a clickable URL for viewing its contents. This is equivalent to the linked ID on the Manage Images, CSS, and JS Assets interface. Also, note the navigation path to the asset; in our case, it is:

   ```
   http://127.0.0.1:8000/arc/reports/staticasset/raw/1.png
   ```

   In general, the link has the following form:

   ```
   [http|https]://ip_address/arc/reports/staticasset/raw/ID.file_extension
   ```

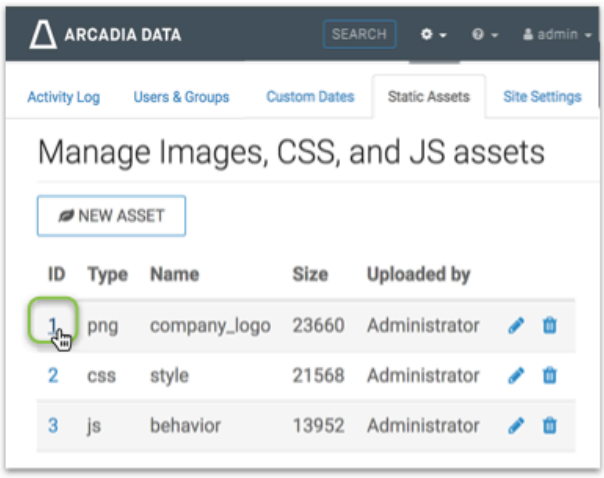
   Where ID is the ID of the asset as it appears on the interface, and file_extension is one of the supported file formats: png, jpg, css, or js.

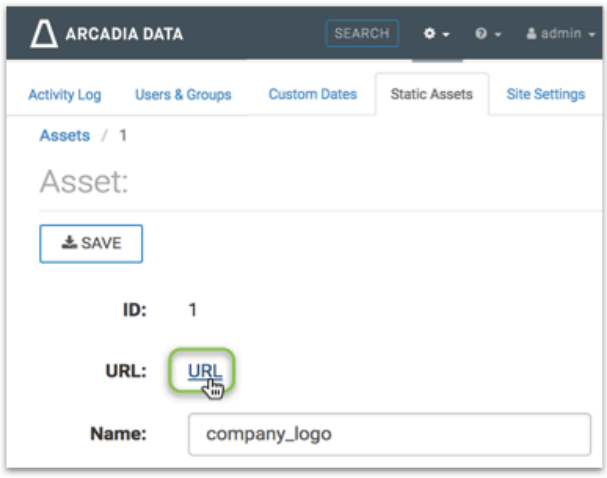


Viewing an existing asset

Procedure

You can view an existing asset either by clicking the linked ID of the asset in the Manage Images, CSS, and JS Assets interface, or by clicking URL when editing specific asset information.





The asset, in this case a png file, appears in the browser window.

Note that CSS and JS assets show the code listing.

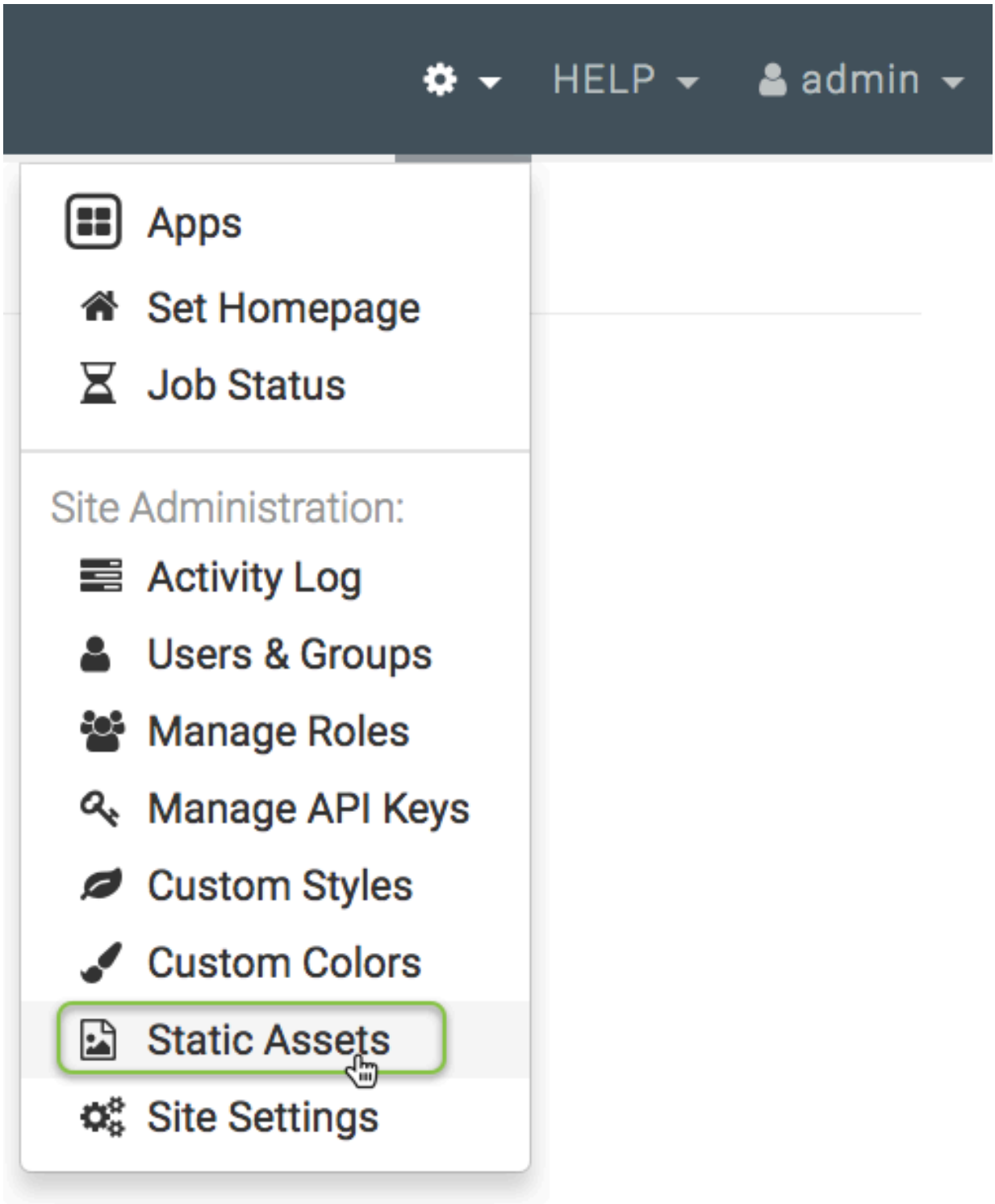
Changing existing assets

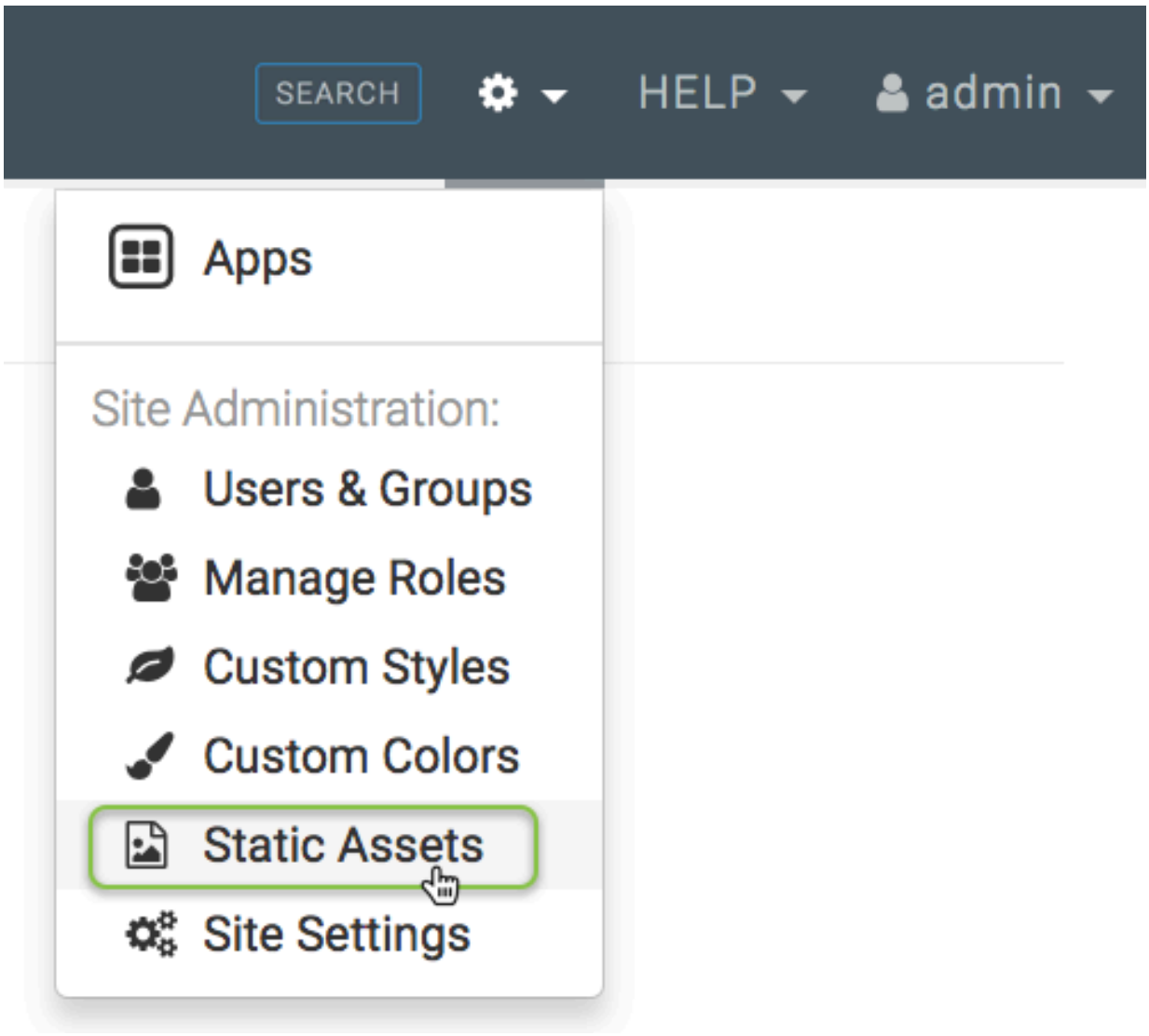
About this task

To change an existing asset, follow these steps.

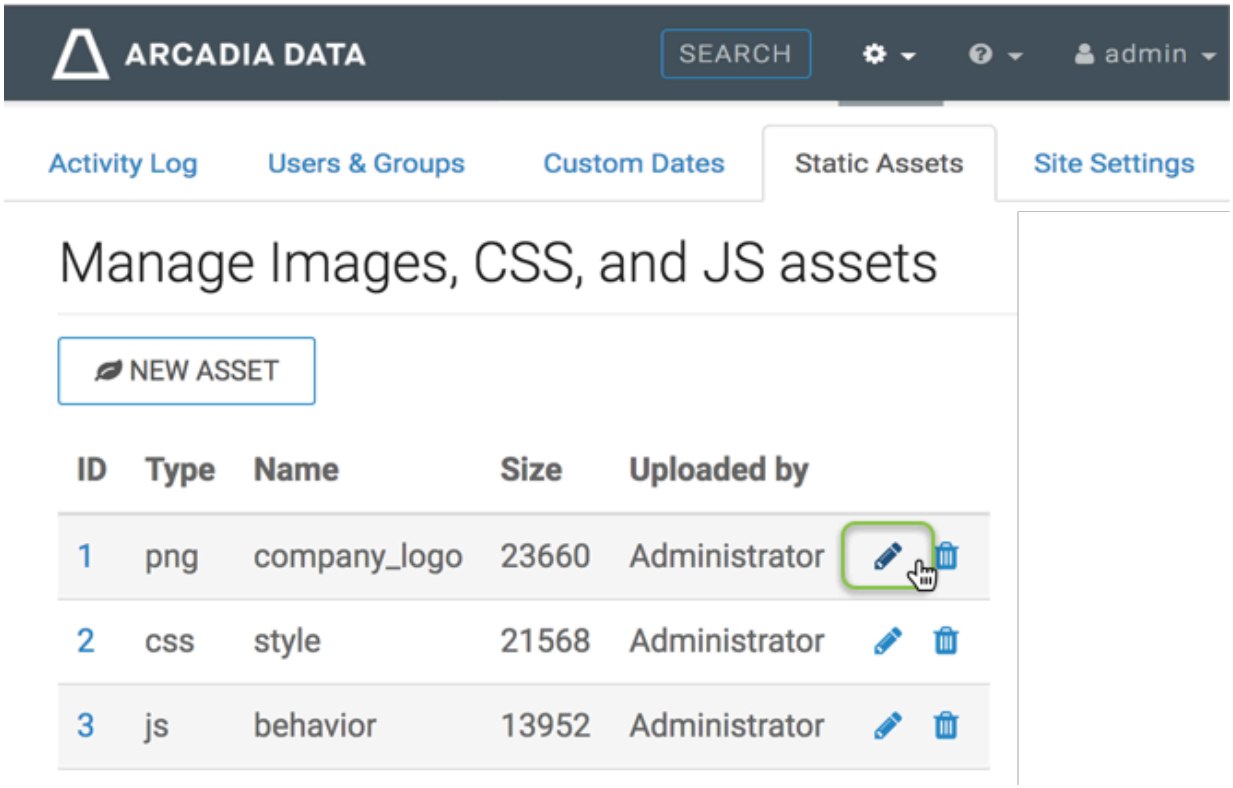
Procedure

1. Click the Gear icon to open the Administration menu, and select Static Assets.

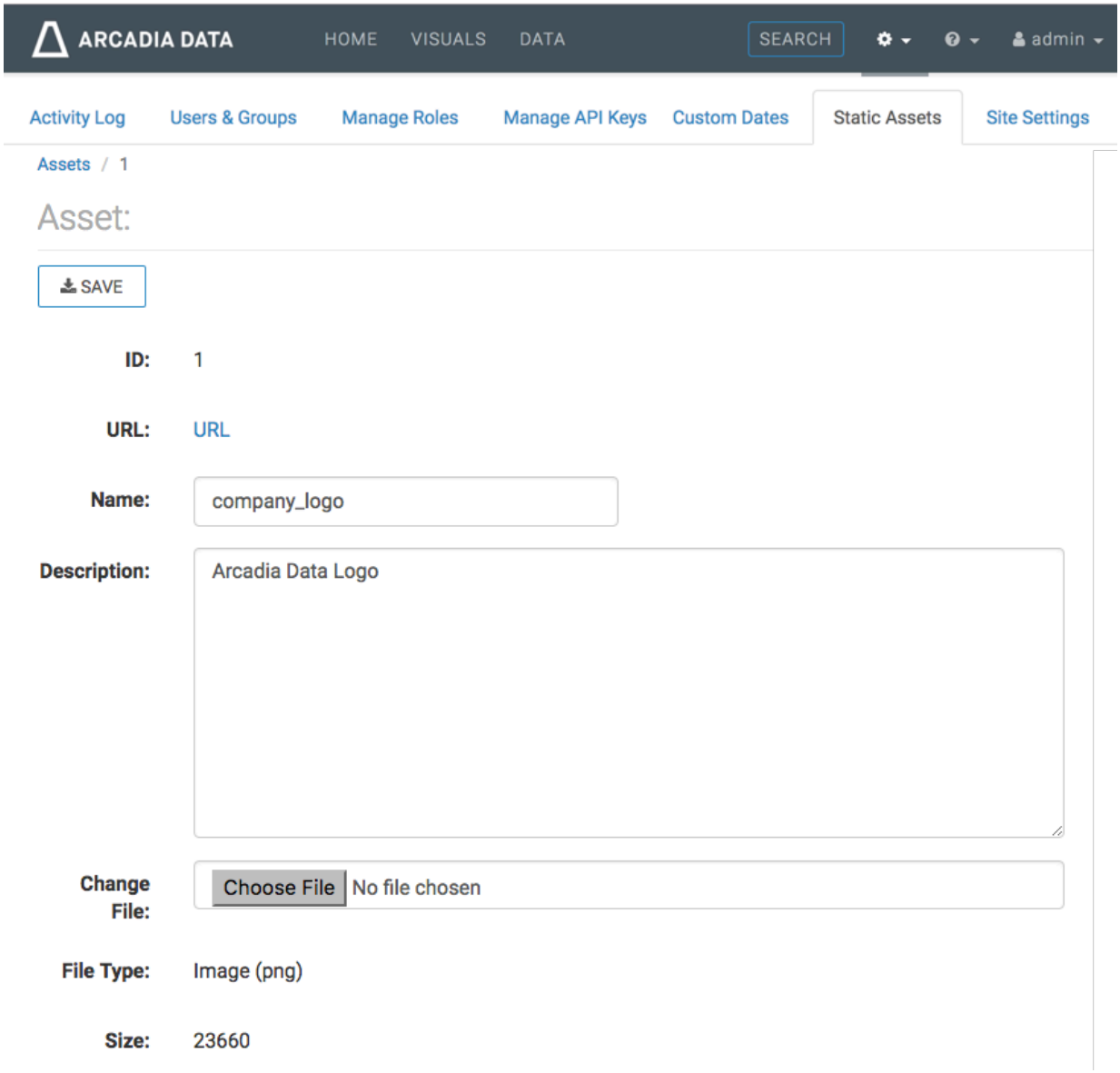



SEARCH
HELP
admin
Apps
Site Administration:
Users & Groups
Manage Roles
Custom Styles
Custom Colors
Static Assets
Site Settings

2. In the Manage Images, CSS, and JS Assets interface, click the Pencil icon that corresponds to the asset.



The Asset information interface appears. It contains the information about the asset.


ARCADIA DATA
HOME
VISUALS
DATA
SEARCH
admin
Activity Log
Users & Groups
Manage Roles
Manage API Keys
Custom Dates
Static Assets
Site Settings
Assets / 1
Asset:
SAVE
ID:
1
URL:
URL
Name:
company_logo
Description:
Arcadia Data Logo
Change File:
Choose File
No file chosen
File Type:
Image (png)
Size:
23660

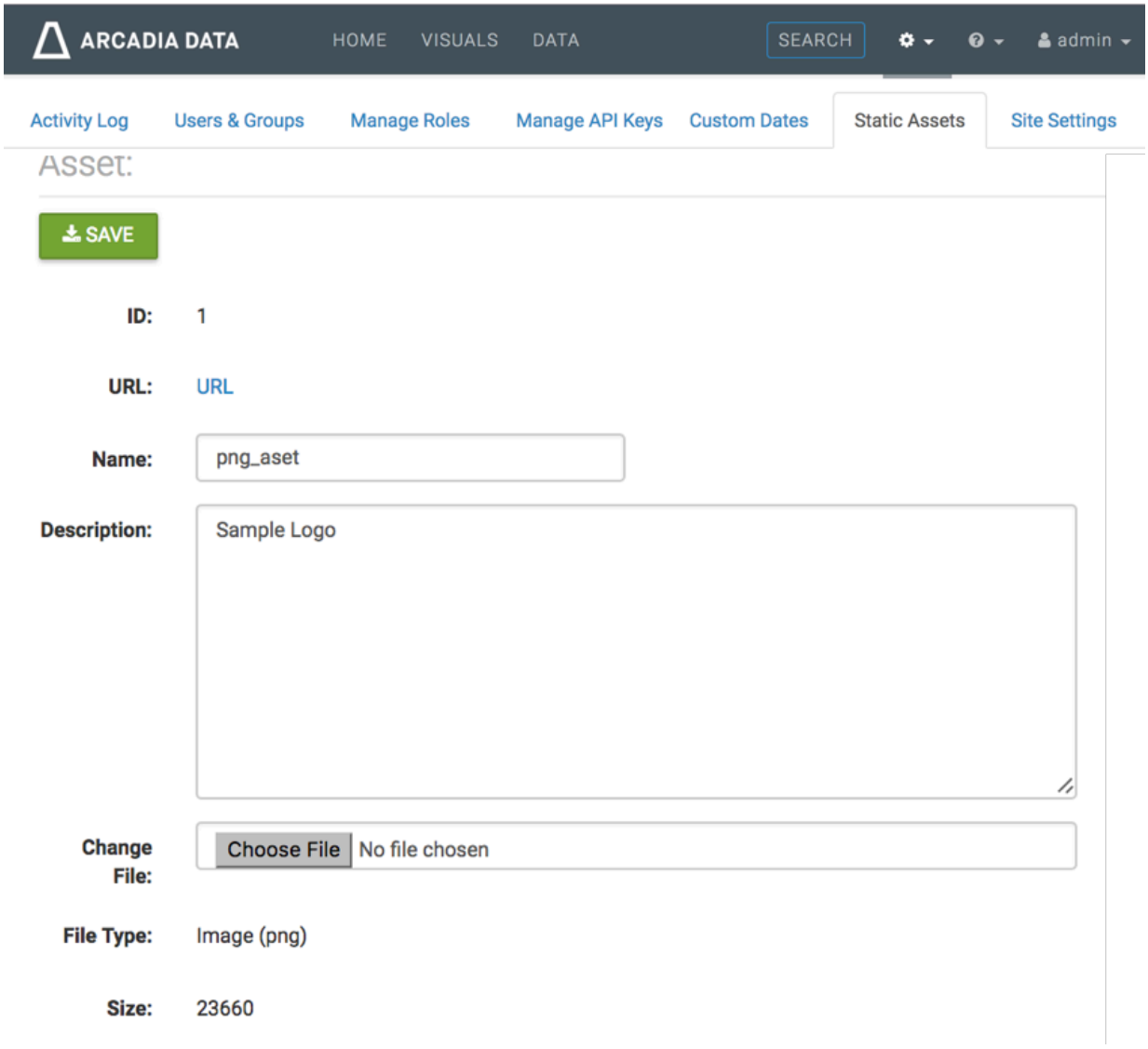
3. In the Asset interface, you can perform the following actions:
   - Change the Name of the asset.
   - Change the Description of the asset.
   - Click URL to view the asset. This is equivalent to the linked ID on the Manage Images, CSS, and JS Assets interface. Also, note the navigation path to the asset; in our case, it is:

     ```
     http://127.0.0.1:8000/arc/reports/staticasset/raw/1.png
     ```

     In general, the link has the following form:

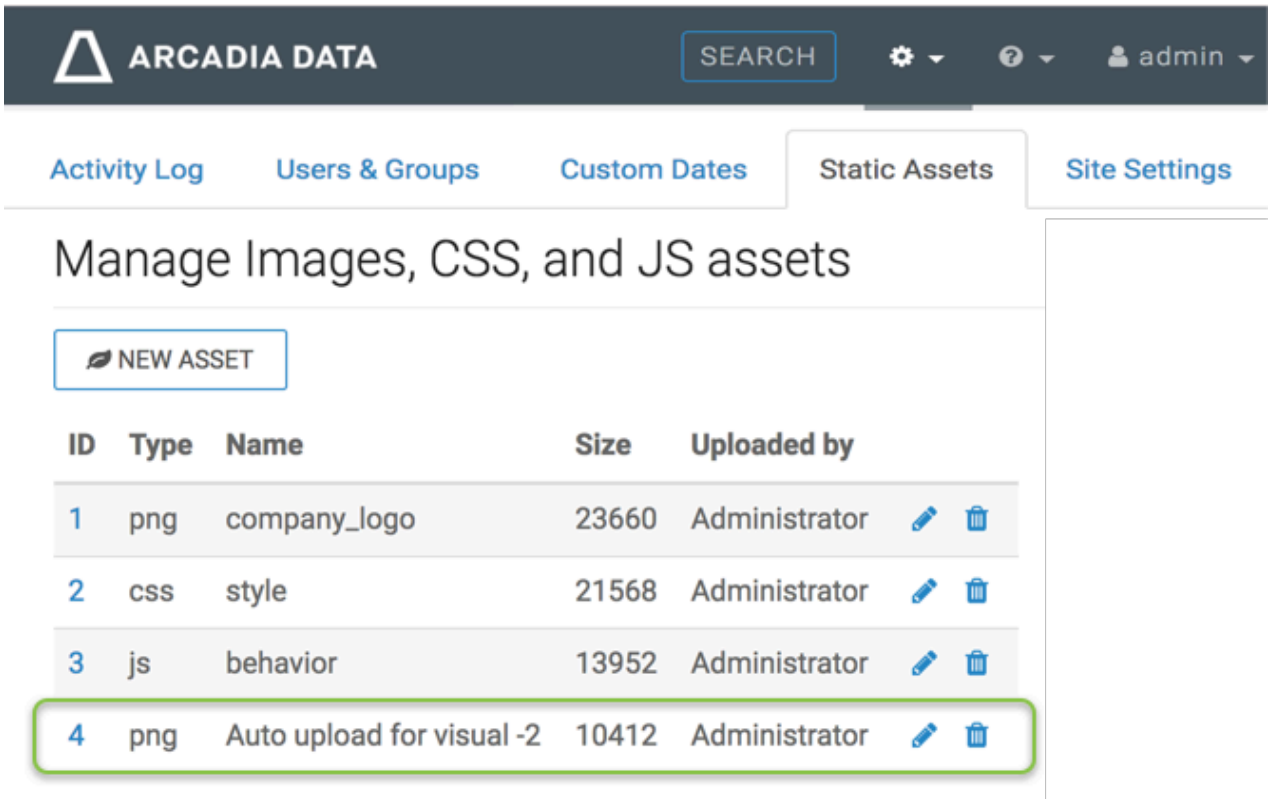
     ```
     [http|https]://ip_address/arc/reports/staticasset/raw/ID.file_extension
     ```

     Where ID is the ID of the asset as it appears on the interface, and file_extension is one of the supported file formats: png, jpg, css, or js.
   - To substitute the file by a newer version, click Change File and use the file system to select and upload a replacement.
   - Click Save after making changes.



Automatically uploading assets

When using the Rich Text visual, automatically uploads local files into the static asset database. These assets are identified as "Auto upload" in the static asset interface.



Proceed to edit the static asset description, as explained in *Changing existing assets*.

Related Information

Changing existing assets

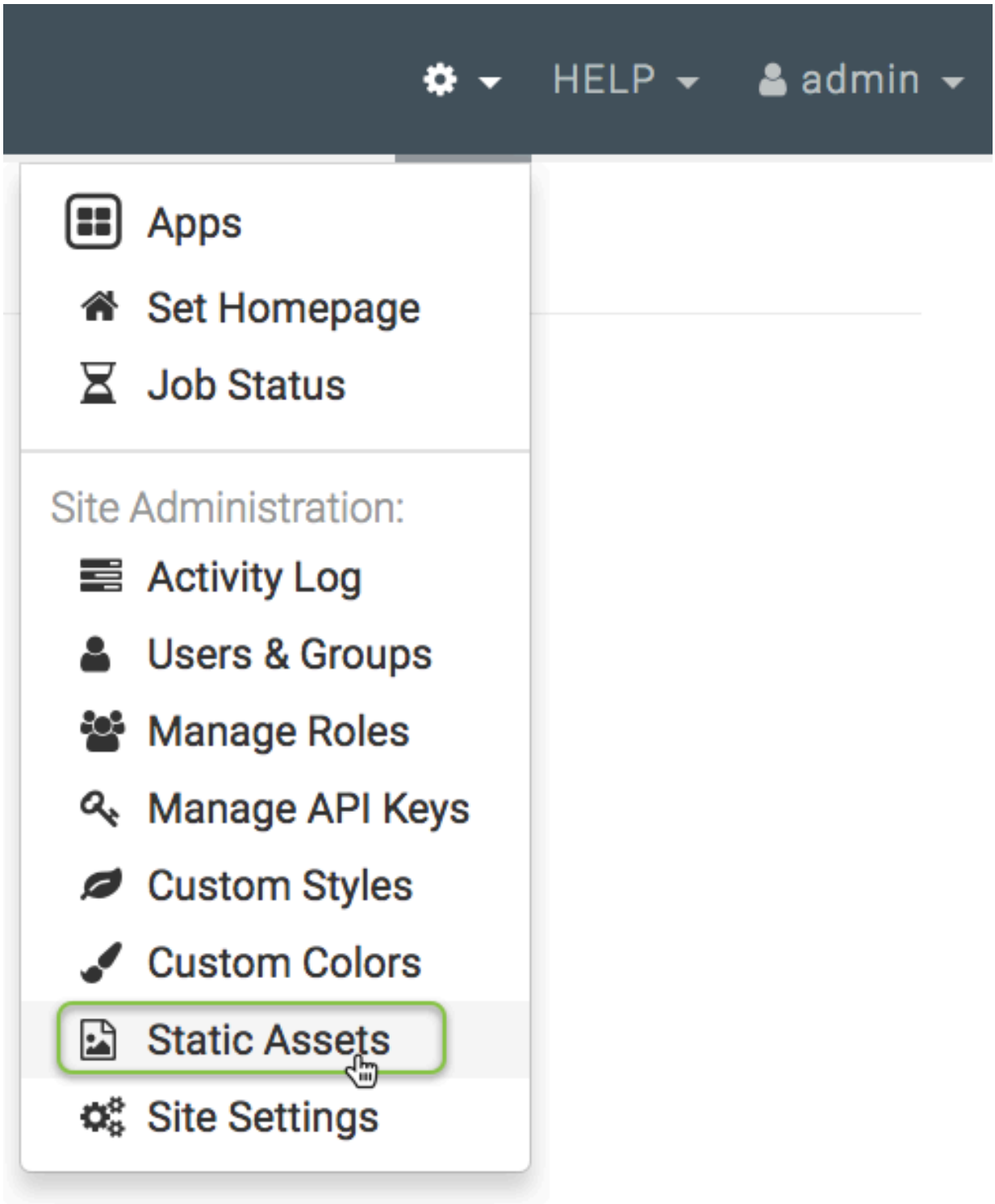
Deleting an existing asset

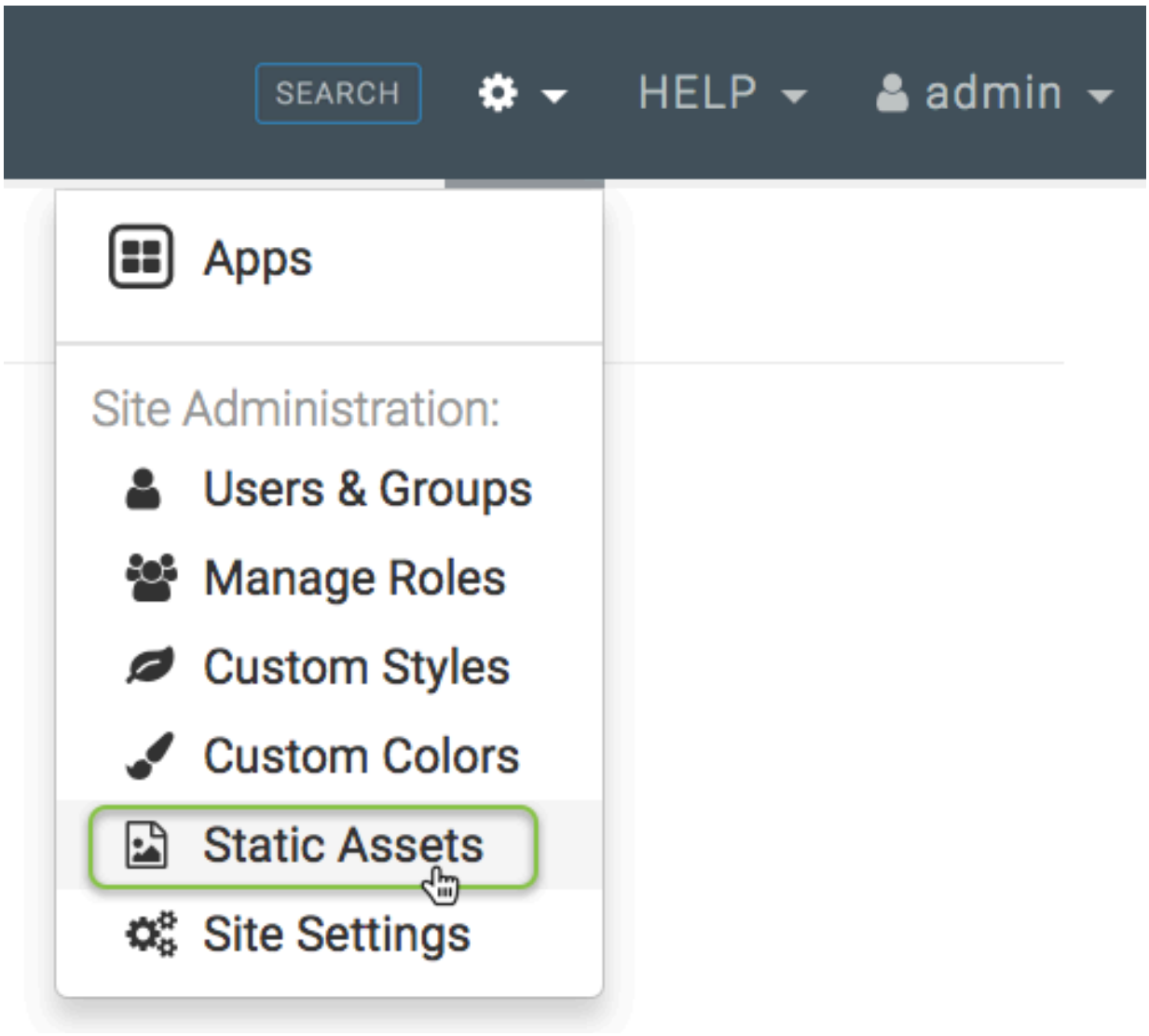
About this task

To delete an existing asset, follow these steps.

Procedure

1. Click the Gear icon to open the Administration menu, and select Static Assets.




SEARCH
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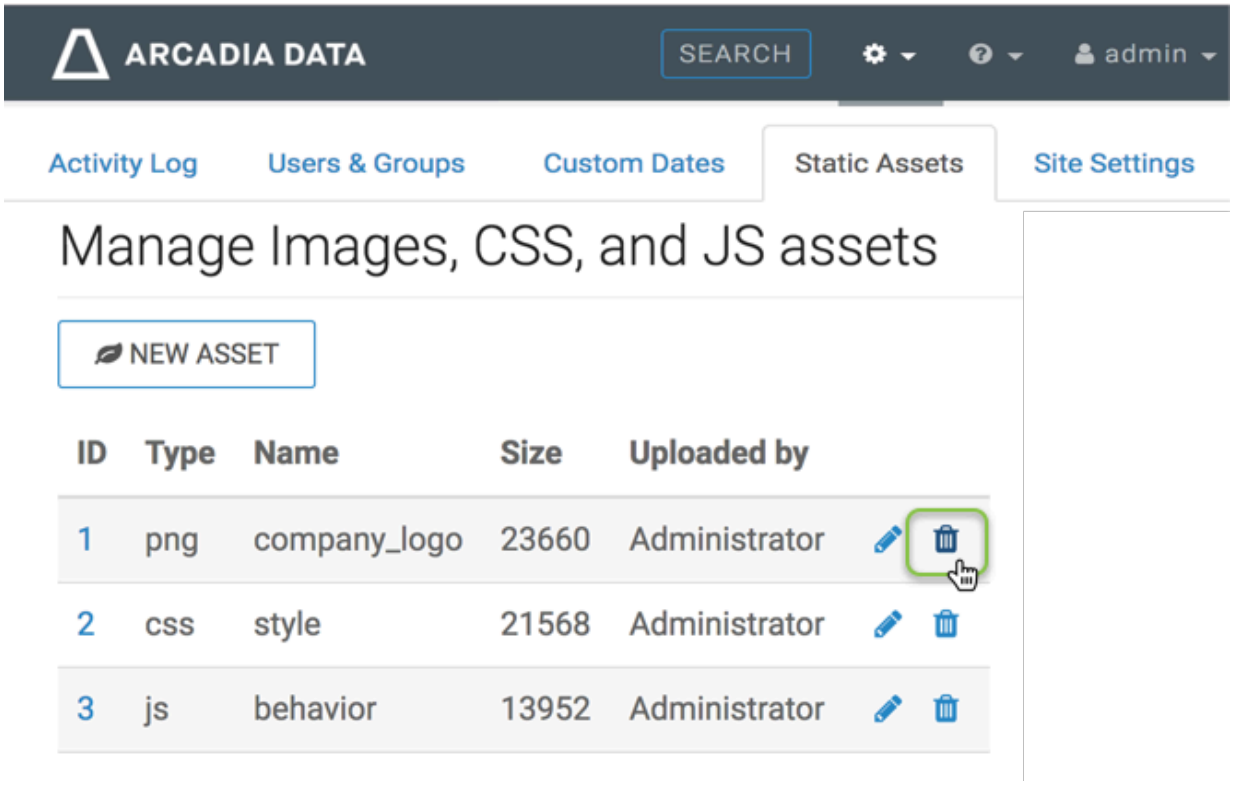
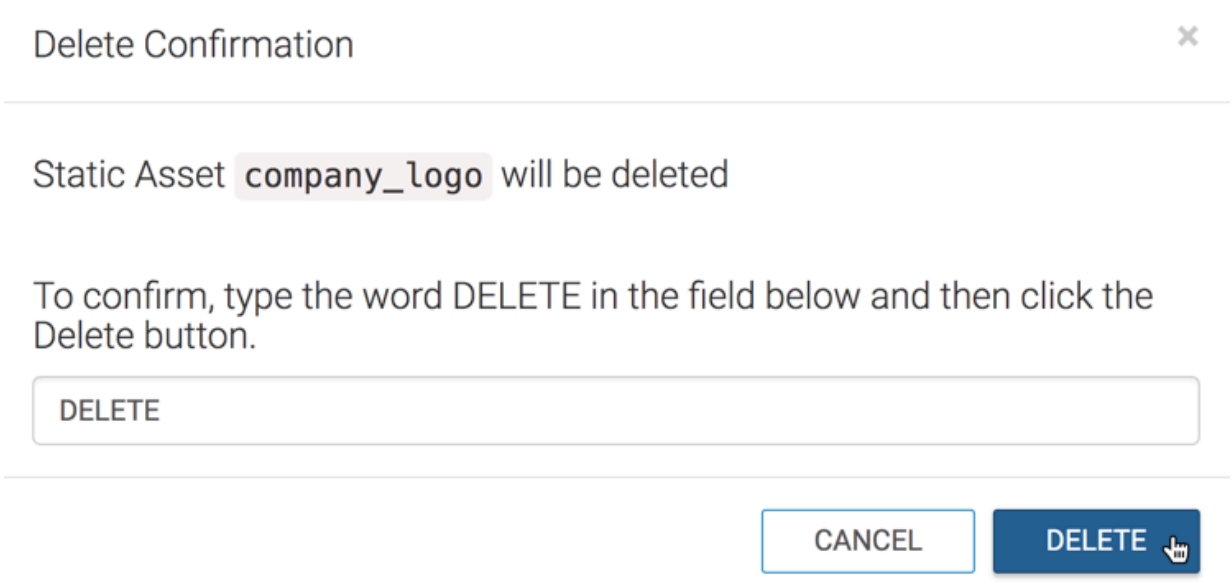
Users & Groups
Manage Roles
Custom Styles
Custom Colors
Static Assets
Site Settings

2. In the Manage Images, CSS, and JS Assets interface, click the Trashcan icon that corresponds to the asset.



3. The Delete Confirmation modal, type 'DELETE' and click Delete.