

Series Resource Documents and Image Management Guide

This documentation will assist content managers with Series information such as resource documents and images.

Series Resource Document Management

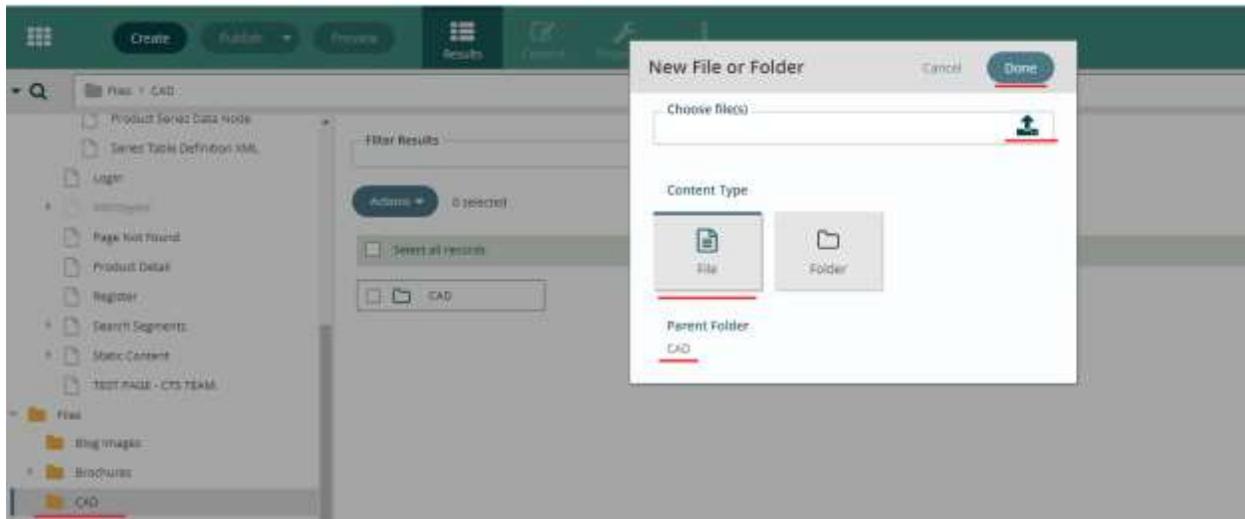
There are 5 resource document types currently built into the Series pages:

- CAD
- DataSheets
- ReachStatements
- ROHS
- Sales Flyers

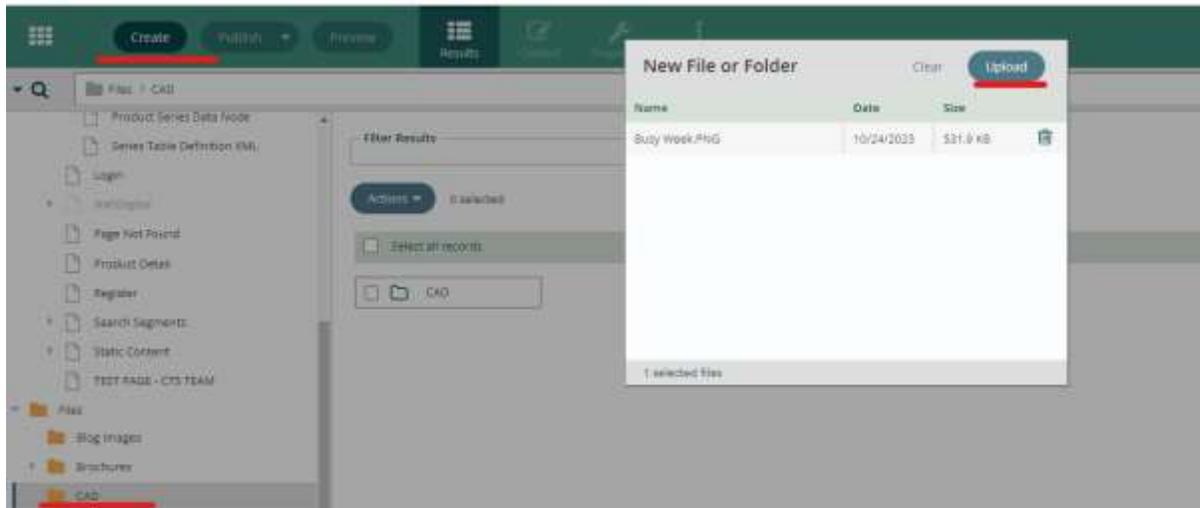
These document types each have their own folder in the File Pile. It is important to upload the files to the correct folders for them to render correctly on the display side of the website.

Upload Files (single or bulk)

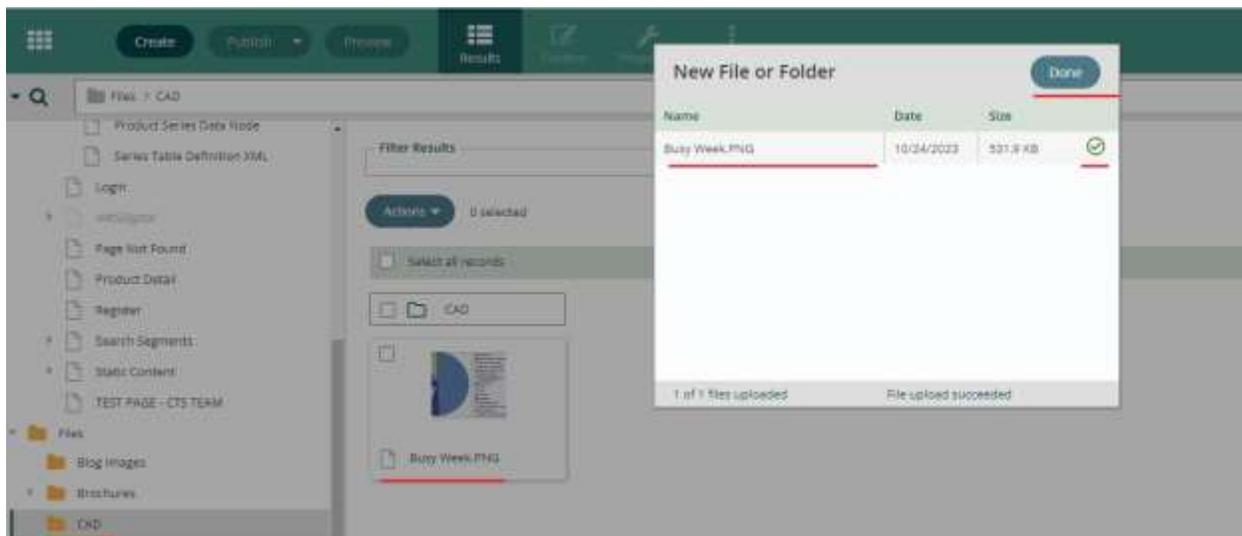
- Log in to Titan CMS
- Select the parent folder in the File Pile where the documents will live. In our example, CAD has been selected.
- In the upper left corner, click on Create
- In the pop-up, click on the upload icon located to the right in the Choose file(s) box. This will take you to your computer file system.



- Locate where you have the documents stored locally.
- Select as many as you would like by holding down the Shift key and clicking the applicable documents with your cursor.
- Once all are selected click on OPEN
- The pop-up will now list all of the file you selected to upload. If the listing looks correct, click Upload to start the process.



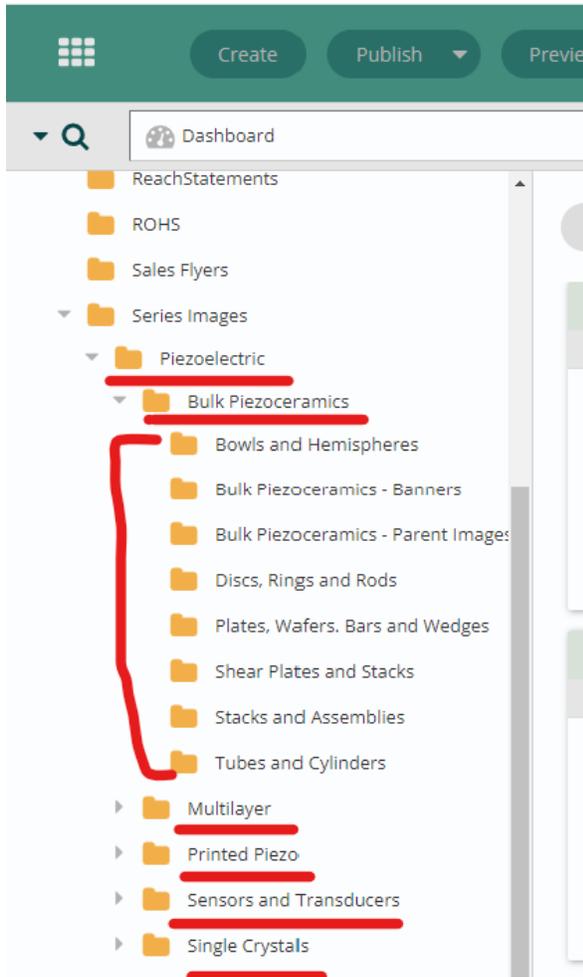
- When the upload is complete, the pop-up will show the completed uploads, as well as any errors. Click DONE to exit the pop-up.
- Your successfully uploaded documents will appear in the results window with a green checkmark beside them. If there are errors, they will be indicated with a red X.



This upload process is applicable for other folders too. You just need to update what your Parent folder is to ensure you have things uploading to the proper place.

Series Image Management

The images must be organized by Series, with each Family and Series having it's own subfolder within the "SERIES IMAGES" file pile. For example, Piezoelectric is shown below:

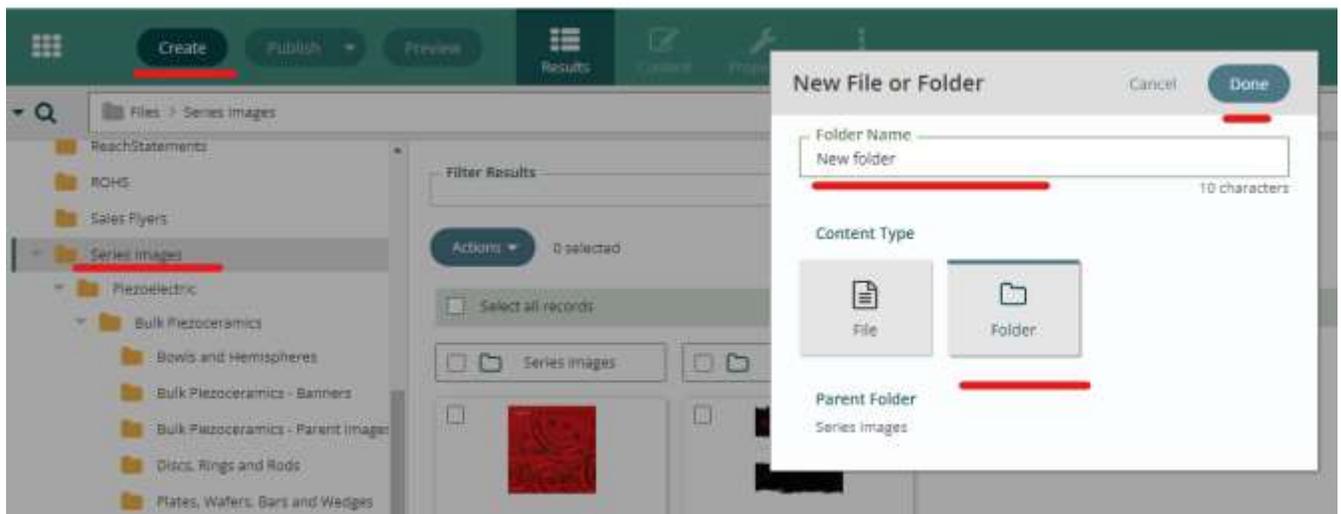


Before you can upload your images, it is recommended that you build out your File Pile Structure.

Creating new File Pile folders

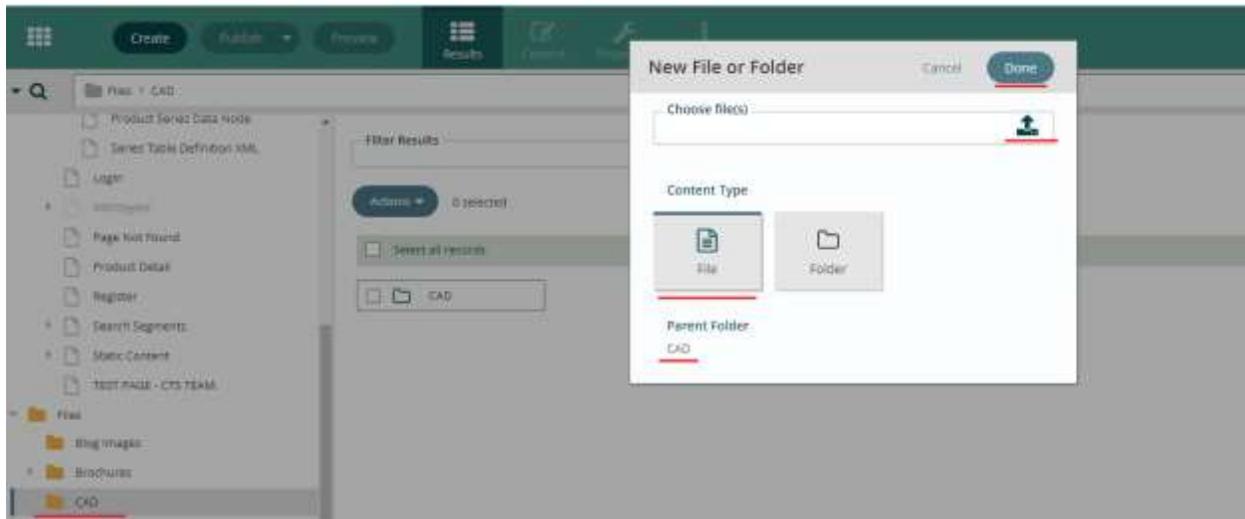
If it does not already exist, create the File Pile folder where you are going to store your documents or images.

- Click the Parent of where you want the new File Pile folder to exist. For example, click on Series Images to create a new Super Category folder.
- Click on Create in the upper left corner
- In the pop-up, click on Folder
- Enter the name of the folder.
- Click Done.

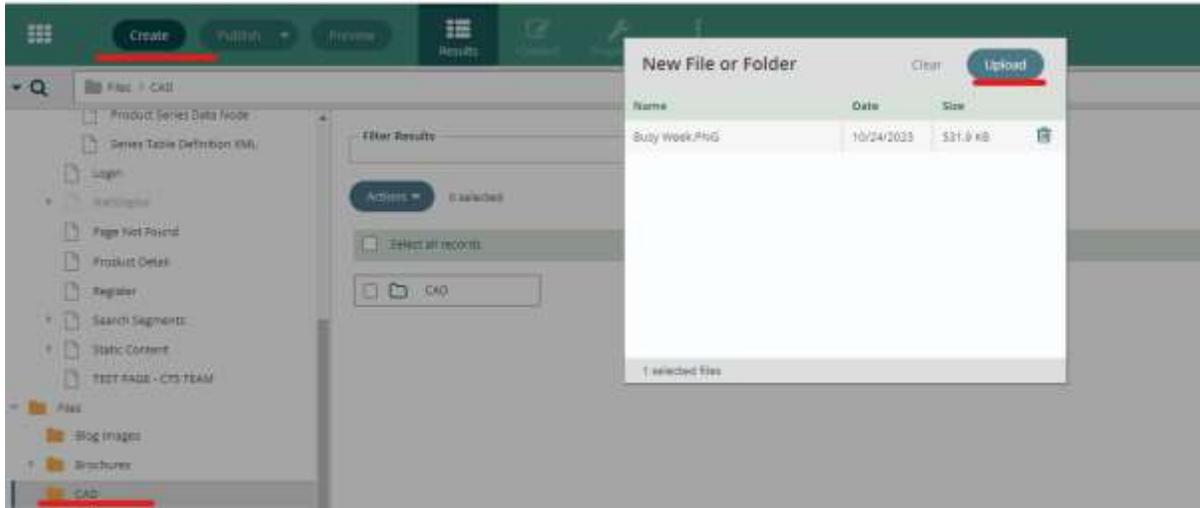


Upload Images (single or bulk)

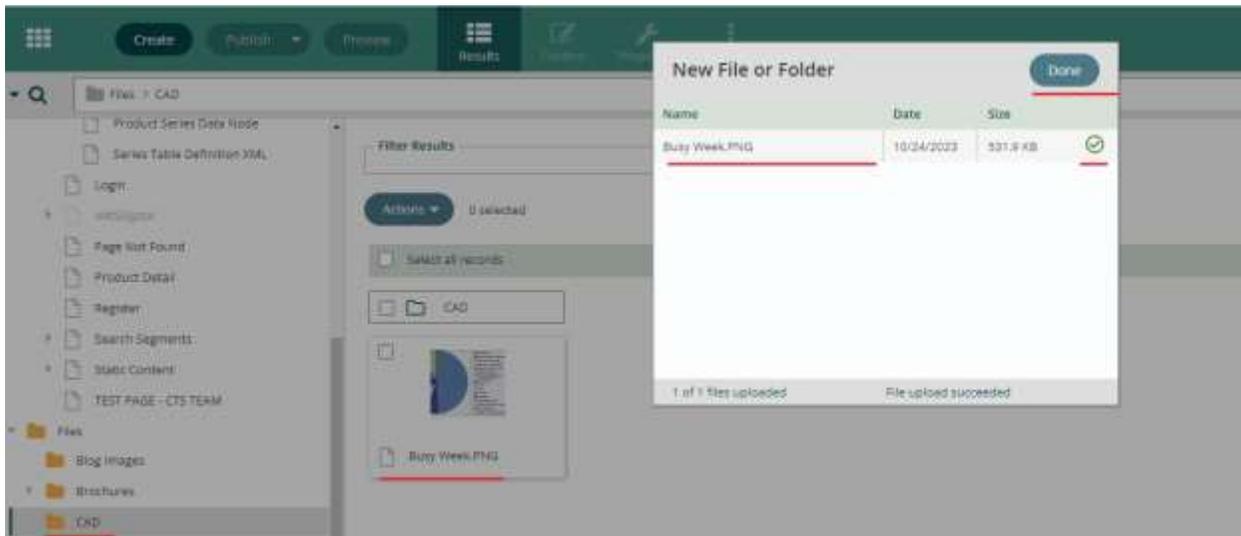
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