# **Cheat Sheet**

# **Uploading Docs/Images in Sitecore**

Login URL: <u>https://prodcm.lawa.org/sitecore/login</u> Use your email address: ITServiceDesk@lawa.org@lawa.org Password: **9>5L?v#tiHw** 

Screen after successful login:



### 1. Click on Media Library button:



- 2. Expand the corresponding folder on where you want to post the file:
  - a. Internal: LAWA Web > LAWA Employee Portal > Direct Links Only
    - b. External: LAWA Web > Direct Link Only
  - 🔺 ز LAWA Web
    - 🕨 🃁 LAWA Our LAX
    - 🔺 🃁 LAWA Employee Portal
      - 🕨 🎼 LAWA Media Files
      - Direct Links Only
      - Division and Groups
      - 🕨 🃁 Finance
      - 🕨 🃁 Flyers
      - 🕨 🎁 Human Resource
      - Landing page images
      - Emergency Management
      - Employee Milestones
      - Groups and Links
      - 🕨 🂋 IMTG
      - 🕨 🃁 IMTG images
      - 🕨 🃁 🕼
      - Inside LAWA Landing Page images
      - Mews\_for\_Airport\_Development
      - 🕨 🎁 News
      - 🕨 🎁 Videos
    - 🕨 🃁 LAWA Employee Portal NEWS
    - Ø B Process-To-Pay
    - Banner Images
    - Connecting LAX
    - Oirect Link Only
    - LAWA MSC North

- 3. For internal use only, go to LAWA Web > LAWA Employee Portal > Direct Links Only
- 4. Click on the **Upload file** button:



5. Click on **Choose File**, select from your HD or other network location of the file, then click o **Upload**.

Upload File Select a file. When done click the Upload bu	utton.	□×
File name: Choose File No file chosen		
	Upload	Cancel

6. Once the file is uploaded, click on the Sitecore logo



#### 7. Click on Content Editor

Sitecore Expe	rience Manag	ement
Content Editor	Experience Editor	Control Panel
Media Library	Workbox	Desktop
Recycle Bin		

8. Expand Content > LAWA > Home > HIstory > DIrectLink

### 🔺 🛃 Content 🔺 🌖 Lawa 🔺 🗔 Home ConnectingLAX Comment and Contact Us AAAE Innovation Award Groups and Divisions OC LAWA Businesses LAWA Employee Portal ▶ 😚 LAWA Employment Solution Control Co ▶ 🐕 LAWA Governance % LAWA Investor Relations ► + LAWA MSC North 🕨 📝 LAWA Our LAX LAWA Security Badge Office ► + LAWA Sustainability AWA Tenants 411 Newsletter Vews Releases Projects and Reports

- BZ Projects and reports
- Public Records Requests and Notific
- ▶ 将 Rules and Regulations
- ▶ 🖗 Volunteer Opportunities
- 🕨 🥝 History
  - 📝 DirectLink
  - 📝 TestVideo
  - 🏨 City of LA

### 10. Click on Lock and Edit



#### 11. Click on Show editor

		If you publish now, the selected version will not be visible on the Web Version 16 will be published instead.			
l	Page Title Section				
	Page Description				
	Page Headline:				
	Direct Link Access Only				
(	Page Context: Show editor Suggest fix Edit HTML				
	Flyer				
	Interr	nal Link			
	Exter	nal Link			
	Interr Exter	nal Link nal Link			

12. Select/Highlight Internal Link and click on Insert Sitecore Link icon:



13. Navigate to the uploaded file in **Media Items** tab: Media Library > LAWA Web > LAWA Employee Portal > Direct Links Only, then click on the file that you uploaded.

Insert Link Navigate to or search for the item that you want to insert a link to.			
INTERNAL LINK	MEDIA ITEMS	SEARCH	
IFlyVNY			
🕨 🍯 Images			
🔺 🍯 LAWA Web			
🕨 🎁 LAW/	A Our LAX		
<ul> <li>IAWA Employee Portal</li> </ul>			
► 🧔 LA	WA Media Files		
4 🧔 Di	rect Links Only		
L.	AKingshockeyairpo	rtnight-031718	
L.	Easter Holiday-032	818	
	LAX Edge4Vets FLY	ERWHL	
	Sharp Quick User G	Suide	

14. Then click Insert button from the bottom of the window:



15. Click Accept button:



#### 16. Save the change:



#### 17. Go to the Publish tab, click on Publish icon and select Publish item:



#### 18. Click on Publish.



19. Click on OK.



#### 20. Click on Close



Items processed: 48.

Result:

Job started: Publish to 'web' Items created: 1 Items deleted: 0 Items updated: 1 Items skipped: 46 Job ended: Publish to 'web' (units processed: 48)



- 21. Open a new browser tab and go to: <u>https://www.lawa.org/directlink</u>
- 22. Right click on the hyperlink to get the "Direct Link" address



## **Direct Link Access Only**

Internal Lipl	r	
	Open link in new tab	
E de la la la la	Open link in new window	
External Li	Open link in incognito windov	v
	Save link as	
	Copy link address	
	Inspect	Ctrl+Shift+I

- 23. Provide that address to the requester.
- 24. For the External Link (so people outside LAWA network can access it), navigate through Media Library and go to LAWA Web > Direct Link Only:
  - 🔺 🍯 LAWA Web
    - 🕨 🧔 LAWA Our LAX
    - LAWA Employee Portal
    - LAWA Employee Portal NEWS
    - Ø B Process-To-Pay
    - Ø Banner Images



25. Then follow step #2 and onwards.

# **Replacing Uploaded Document/Image**

a. Select the file you need to update/replace. Then click Lock and Edit, as shown below:



- b. Scroll down to Media tab.
  - a) Click Detach
  - b) Then Attach the new document you need to upload.



#### c. Then Publish the item:



d. **Note:** Link should stay the same. Make sure to clear browser cache before checking.