

# How to Rearrange or Reassign Content

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## Overview

Some objects in Media Manager can be moved to different categories and reassigned to different content types. For instance, you can move an episode to a different season or you can make a special into an episode.

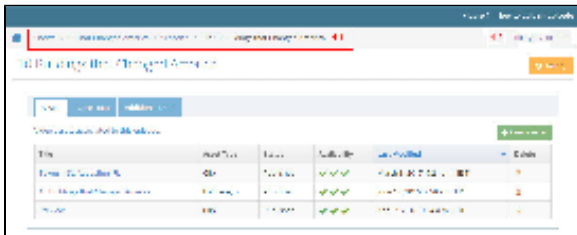
The following objects can be edited:

- [Specials](#)
- [Episodes](#)
- [Asset](#)
- [Extras](#)

## How to edit an episode

- Once you have opened the **episode** that you want to edit (Figure 1.1), click **Edit Type/Location** in the upper right corner (Figure 1.2).

Figure 1

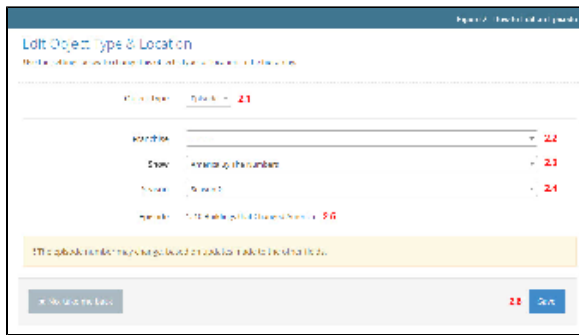


- Click the **Object Type dropdown menu** and select either **Episode** or **Special** (Figure 1.1). **i** The selection you make here determines the options available on the rest of the page. For example, a Special will not have the option of being assigned to a Season.
- Click the **Franchise dropdown menu** and click the **franchise** to which the object should belong (Figure 2.2).
- Click the **Show dropdown menu** and click the **show** to which you want to assign the object (Figure 2.3).
- Click the **Season dropdown menu** and click the **season** that should contain the object (Figure 2.4). **i** This field will not display if you have selected Special as the Object Type.
- The original episode number and name displays for your reference (Figure 2.5). The episode title cannot be changed from this page, you must go to the episode page to change it.
- When finished, click **Save** (Figure 2.6).

Figure 2

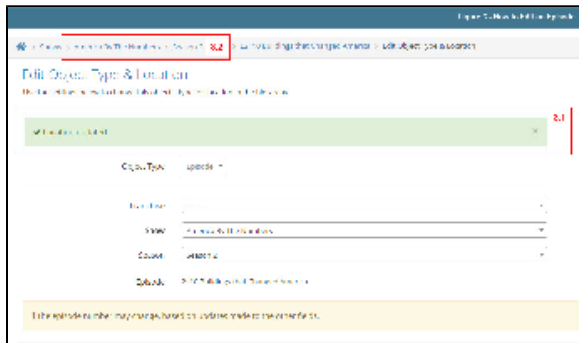
## Related pages

- [Getting Started](#)
- [Roles and Permissions](#)
- [Franchises](#)
- [Shows](#)
- [Seasons](#)
- [Episodes](#)
- [Specials](#)
- [Assets](#)
- [Extras](#)
- [Collections](#)
- [Remote Assets](#)
- [Glossary](#)
- [FAQ](#)



- A confirmation noting that the object has been updated displays (Figure 3.1).
- The new location of the object appears in the breadcrumbs at the top of the page (Figure 3.2).

Figure 3



## How to edit an extra

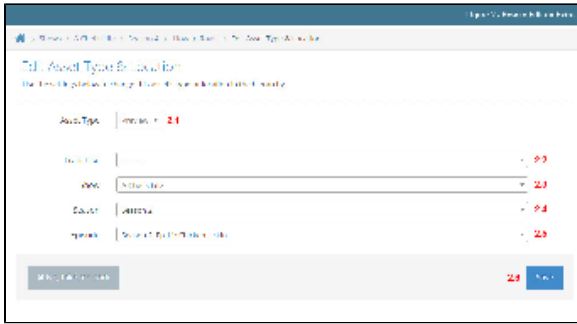
- Once you have opened the **extra** you want to edit (Figure 1.1), click **Edit Type/Location** in the upper right corner (Figure 1.2).

Figure 1



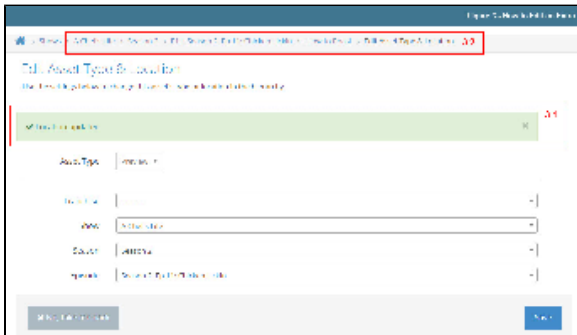
- Click the **Asset Type dropdown menu** and select either **Preview** or **Clip** (Figure 1.1).
- Click the **Franchise dropdown menu** and click the **franchise** to which the object should belong (Figure 2.2).
- Click the **Show dropdown menu** and click the **show** to which you want to assign the object (Figure 2.3).
- Click the **Season dropdown menu** and click the **season** that should contain the object (Figure 2.4).
- Click the **Episode dropdown menu** and click the **episode** to which the extra should belong (Figure 2.5).
- When finished, click **Save** (Figure 2.6).

Figure 2



- A confirmation displays noting that the object has been updated (Figure 3.1).
- The new location of the object appears in the breadcrumbs at the top of the page (Figure 3.2).

Figure 3



## How to edit a special

- Once you have opened the **special** you want to edit (Figure 1.1), click **Edit Type/Location** in the upper right corner (Figure 1.2).

Figure 1



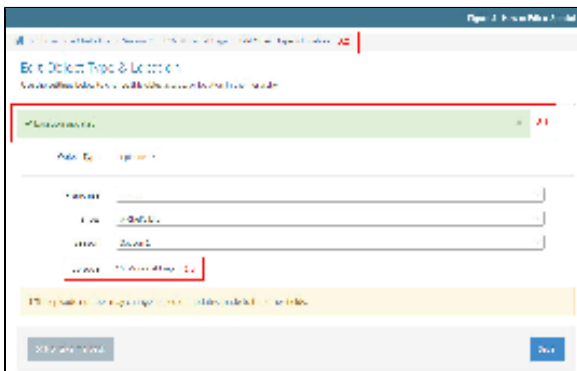
- Click the **Asset Type** dropdown menu and select **Episode** or leave it as a **Special** (Figure 1.1).
- Click the **Franchise** dropdown menu and click the **franchise** to which the object should belong (Figure 2.2).
- Click the **Show** dropdown menu and click the **show** to which you want to assign the object (Figure 2.3).
- Click the **Season** dropdown menu and click the **season** that should contain the object (Figure 2.4).
- The newly assigned Object Type displays (Figure 2.5).
- When finished, click **Save** (Figure 2.6).

Figure 2



- A confirmation displays noting that the object has been updated (Figure 3.1).
- The new location of the object appears in the breadcrumbs at the top of the page (Figure 3.2).
- The episode is added as the last episode in the selected season and is displayed on the page (Figure 3.3).

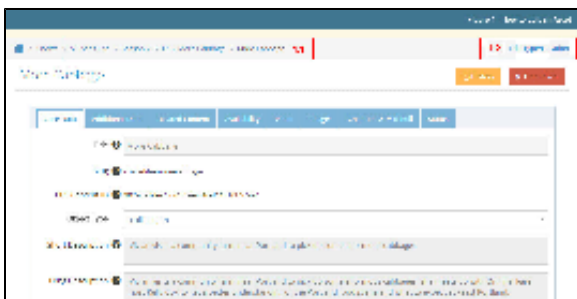
Figure 3



## How to edit an asset

- Once you have opened the **episode** you want to edit (Figure 1.1), click **Edit Type/Location** in the upper right corner (Figure 1.2).

Figure 1



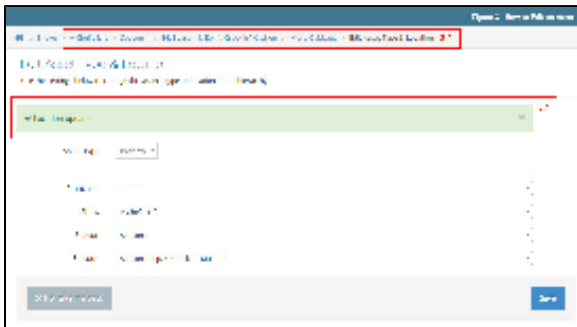
- Click the **Object Type** dropdown menu and select either **Full Length**, **Preview** or **Clip** (Figure 1.1).
- Click the **Franchise** dropdown menu and click the **franchise** to which the object should belong (Figure 2.2).
- Click the **Show** dropdown menu and click the **show** to which you want to assign the object (Figure 2.3).
- Click the **Season** dropdown menu and click the **season** that should contain the object (Figure 2.4).
- Click the **Episode** dropdown menu and click the **episode** to which the asset should belong (Figure 2.5).
- When finished, click **Save** (Figure 2.6).

Figure 2



- A confirmation displays noting that the object has been updated (Figure 3.1).
- The new location of the object appears in the breadcrumbs at the top of the page (Figure 3.2).

Figure 3



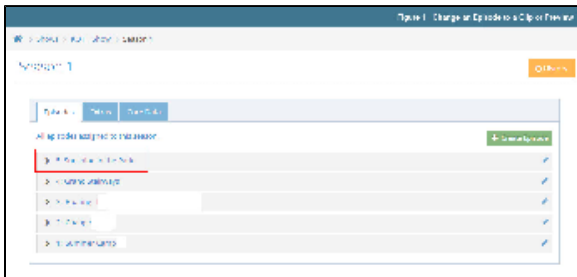
## How to change an episode to a clip or preview



Changing an episode to a clip must be done at the asset level, not the episode level.

- Click the **episode** that holds the full length asset you want to convert to a clip or preview (Figure 1).

Figure 1



- Check the Asset Type column to be sure you are choosing the Full Length asset (Figure 2.1).
- Click the **title of the full length asset** (Figure 2.2).

Figure 2



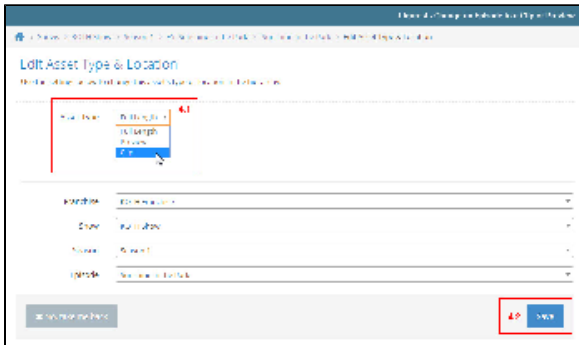
- Click **Edit Type/Location** located in the top right corner of the page (Figure 3).

Figure 3



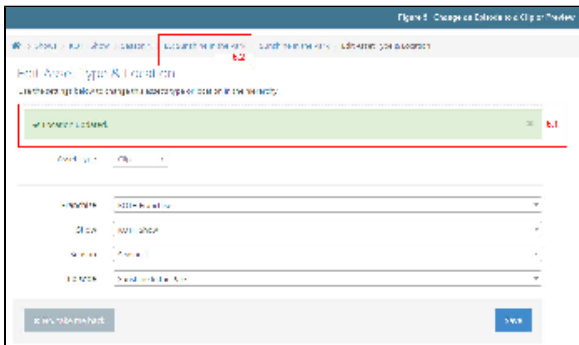
- Click the **Asset Type dropdown menu** and click **Preview** or **Clip** (Figure 4.1).
- Click **Save** (Figure 4.2).

Figure 4



- The location of the asset has been changed and a confirmation message appears in green (Figure 5.1).
- In the breadcrumbs at the top of the page, click the **episode link** to see the modified asset listed (Figure 5.2).

Figure 5




- Check the Asset Type column to see the the full length asset now categorized as a Clip or Preview (Figure 6).

Figure 6



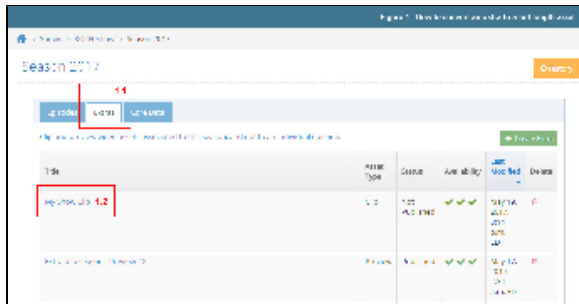
## How to convert an extra to a full length asset

Full length assets can only be included in episodes and specials, so when a full length asset is moved from a special to a season (or show) it must be classified as a clip or a preview. This section demonstrates how to convert an extra to a full length asset.

 **You must already have an existing special in which to place the asset. If the special does not exist, it needs to be created. [Create special](#) / [Create episode](#)**

- Open the **season-level extra** that you want to edit (Figure 1).

Figure 1



- Click **Edit Type/Location** in the upper right corner (Figure 2).

Figure 2



- Click the **Season dropdown menu** and select **no season**, represented by the "-----" (Figure 3.1).
- Click the **Episode dropdown menu** and click the **special** to which the asset should belong (Figure 3.2).
- Click the **Asset Type dropdown menu** and click **Full Episode** (Figure 3.3). **Full Episode will not appear as an option if the special already contains a full length asset. You must remove the existing full length asset in the special before assigning this asset.**
- Click **Save** (Figure 3.4).

Figure 3

