

# Navigating the Content Library



This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/Navigating\\_the\\_Content\\_Library](https://scribehow.com/embed-preview/Navigating_the_Content_Library)

**This guide provides an overview of the different icons and actions available in the Content Library. It walks you through various steps and clicks to demonstrate how to use the icons and actions effectively.**

- 1 Navigate to your GO Software URL and open the Content Library.

The screenshot shows the Content Library interface. On the left, there's a sidebar with a logo, a dropdown for 'The Avenir', a 'Create Content' button, an 'Export to CSV' button, and sections for 'Filters', 'DATES', 'TYPE', 'TAGS', and 'OPTIONS'. The main area has tabs for 'Libraries' and 'Assets', with 'Libraries' selected. Below that are tabs for 'Events', 'Venues', 'Content' (which is highlighted with a red circle), and 'Staff'. A search bar is followed by a table with columns: ACCESS, NAME, DESCRIPTION, TYPE, TAGS, ENDPOINTS, and CREATE. The table contains seven rows of content items, each with a 'Property' icon and a 'Copy ID' button.

ACCESS	NAME	DESCRIPTION	TYPE	TAGS	ENDPOINTS	CREATE
Property	Message David 1.0 Copy ID	Message message message	MESSAGE	--	All	8/27/20 6:50:35
Property	Information content 3.0 Copy ID	Information content 3.0	INFO	--	All	8/27/20 6:24:57
Property	Information content 2.0 Copy ID	Information content 2.0	INFO	PORT OF CALL PROMOTION	All	8/27/20 6:24:27
Property	Information content 1.0 Copy ID	Information content 1.0	INFO	TAG	All	8/27/20 6:23:54
Property	Message content 3.0 Copy ID	Message content 3.0	MESSAGE	PORT OF CALL	All	8/27/20 6:23:26
Property	Message content 2.0 Copy ID	Message content 2.0	MESSAGE	--	All	8/27/20 6:23:00
Property	Message content 1.0 Copy ID	Message content 1.0	MESSAGE	--	All	8/27/20 6:22:34

2 Click "Create Content" to add new content.

The screenshot shows a software interface for managing content. At the top, there are navigation tabs: Libraries, Assets, Events, Venues, Content (which is highlighted in dark grey), and Staff. Below the tabs is a search bar with the placeholder "Search...". The main area displays a table with the following data:

ACCESS	NAME	DESCRIPTION	ICON
Property	Message David 1.0	<b>Message message message</b>	Red
Property	Information content 3.0	Information content 3.0	Green
Property	Information content 2.0	Information content 2.0	Green
Property	Information content 1.0	Information content 1.0	Green

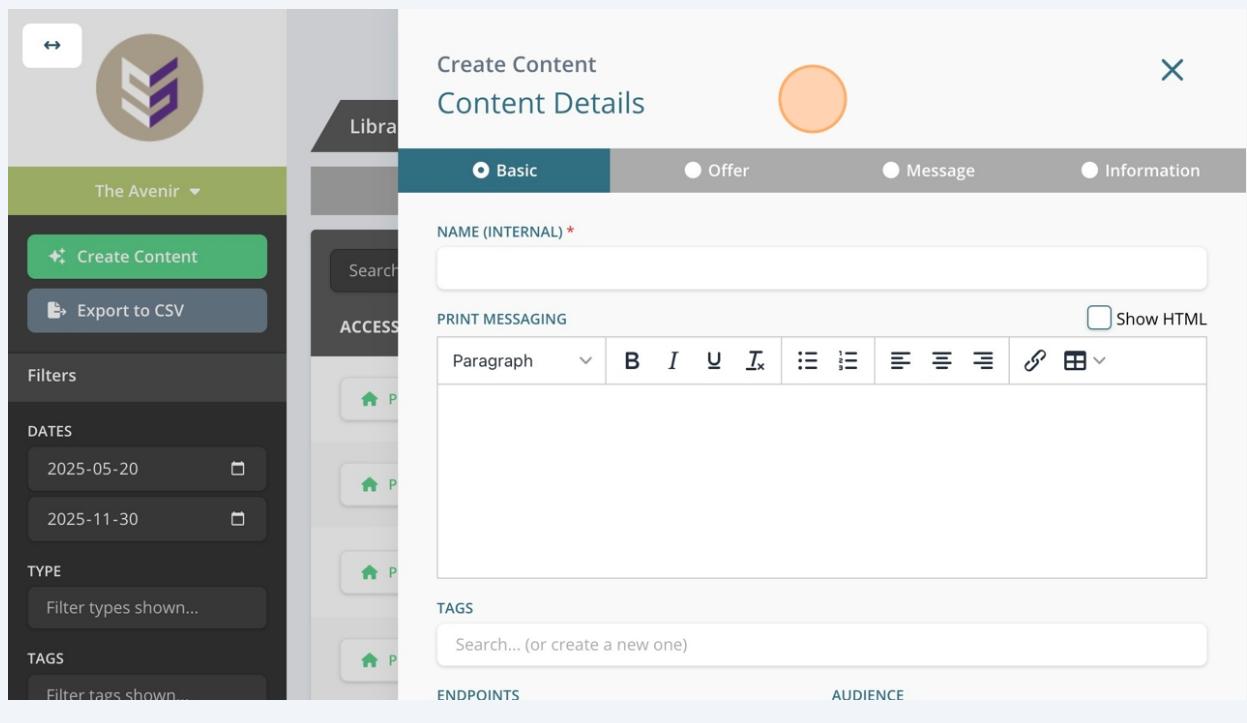
On the left side of the interface, there is a sidebar with the following sections and filters:

- The Avenir ▾
- Create Content** (highlighted with a red circle)
- Export to CSV**
- Filters
- DATES: 2025-05-20 to 2025-11-30
- TYPE: Filter types shown...
- TAGS: Filter tags shown...

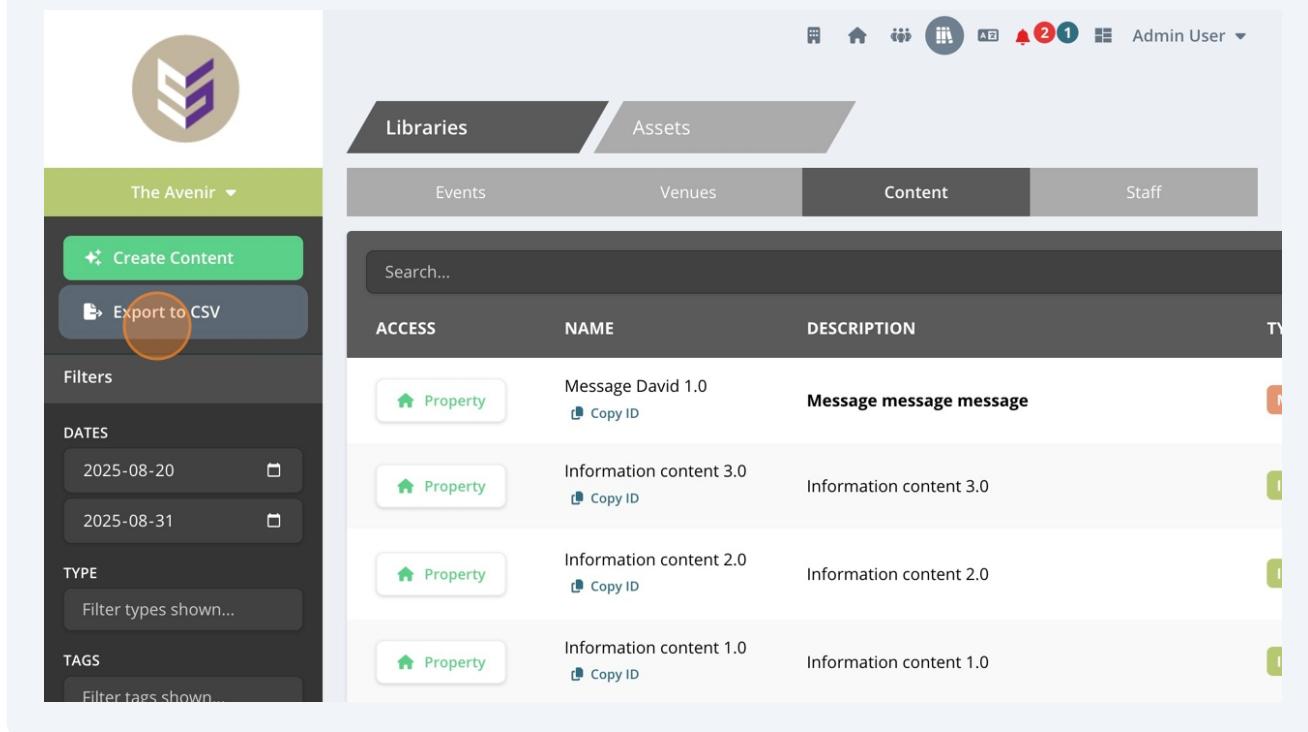
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From the Create Content option you can create 4 types of content:

1. Basic (Print program only)
2. Offers
3. Messages
4. Information



4 Click "Export to CSV" to export a CSV file of the content library.



The screenshot shows a software interface for managing content. At the top, there is a navigation bar with icons for mobile, home, users, notifications (2), and a dropdown for 'Admin User'. Below the navigation is a header with tabs: 'Libraries' (selected), 'Assets', 'Events', 'Venues', 'Content' (selected), and 'Staff'. A search bar is positioned above a table. The table has columns: 'ACCESS', 'NAME', and 'DESCRIPTION'. The data in the table is as follows:

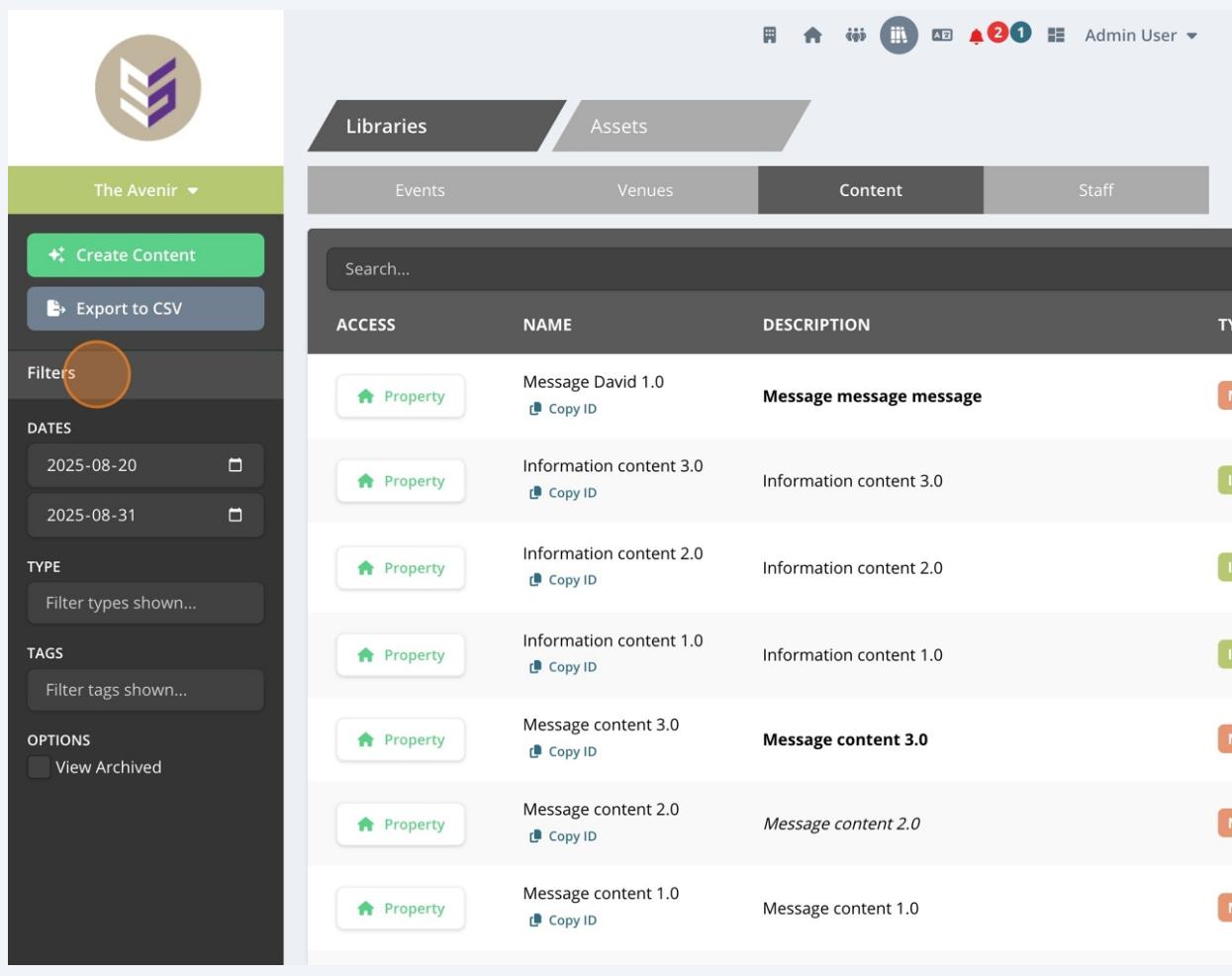
ACCESS	NAME	DESCRIPTION
Property	Message David 1.0 Copy ID	<b>Message message message</b>
Property	Information content 3.0 Copy ID	Information content 3.0
Property	Information content 2.0 Copy ID	Information content 2.0
Property	Information content 1.0 Copy ID	Information content 1.0

On the left side of the interface, there is a sidebar with the following sections and filters:

- The Avenir (dropdown)
- Create Content
- Export to CSV (button, highlighted with an orange circle)
- Filters
- DATES: 2025-08-20 to 2025-08-31
- TYPE: Filter types shown...
- TAGS: Filter tags shown...

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You can search for specific content in the content library by using the filters on the left hand side.



The screenshot shows the Content Library interface. On the left, there is a sidebar with the following filters:

- LIBRARIES:** The Avenir (selected)
- CREATE CONTENT:** Create Content (button)
- EXPORT TO CSV:** Export to CSV (button)
- FILTERS:** A button with a magnifying glass icon, circled in orange.
- DATES:** 2025-08-20 to 2025-08-31
- TYPE:** Filter types shown...
- TAGS:** Filter tags shown...
- OPTIONS:** View Archived

On the right, the main content list is displayed under the **Content** tab. The list includes the following items:

ACCESS	NAME	DESCRIPTION	TYPE
Property	Message David 1.0	<b>Message message message</b>	Message
Property	Information content 3.0	Information content 3.0	Information
Property	Information content 2.0	Information content 2.0	Information
Property	Information content 1.0	Information content 1.0	Information
Property	Message content 3.0	<b>Message content 3.0</b>	Message
Property	Message content 2.0	Message content 2.0	Message
Property	Message content 1.0	Message content 1.0	Message

## 6 Use the "DATES" filter to search for content by date created.

The screenshot shows the Content Management System interface. The 'Content' tab is selected. The 'Dates' filter is applied, showing results for August 20, 2025, to August 31, 2025. The results table lists seven items, all of which were created on August 27, 2025.

ACCESS	NAME	DESCRIPTION	TYPE	TAGS	ENDPOINTS	CREATED
Property	Message David 1.0	Message message message	MESSAGE		All	8/27/2025 6:50:35 PM
Property	Information content 3.0	Information content 3.0	INFO		All	8/27/2025 6:24:57 PM
Property	Information content 2.0	Information content 2.0	INFO	PORT OF CALL, PROMOTION	All	8/27/2025 6:24:27 PM
Property	Information content 1.0	Information content 1.0	INFO	TAG	All	8/27/2025 6:23:54 PM
Property	Message content 3.0	Message content 3.0	MESSAGE	PORT OF CALL	All	8/27/2025 6:23:26 PM
Property	Message content 2.0	Message content 2.0	MESSAGE		All	8/27/2025 6:23:00 PM
Property	Message content 1.0	Message content 1.0	MESSAGE		All	8/27/2025 6:22:34 PM

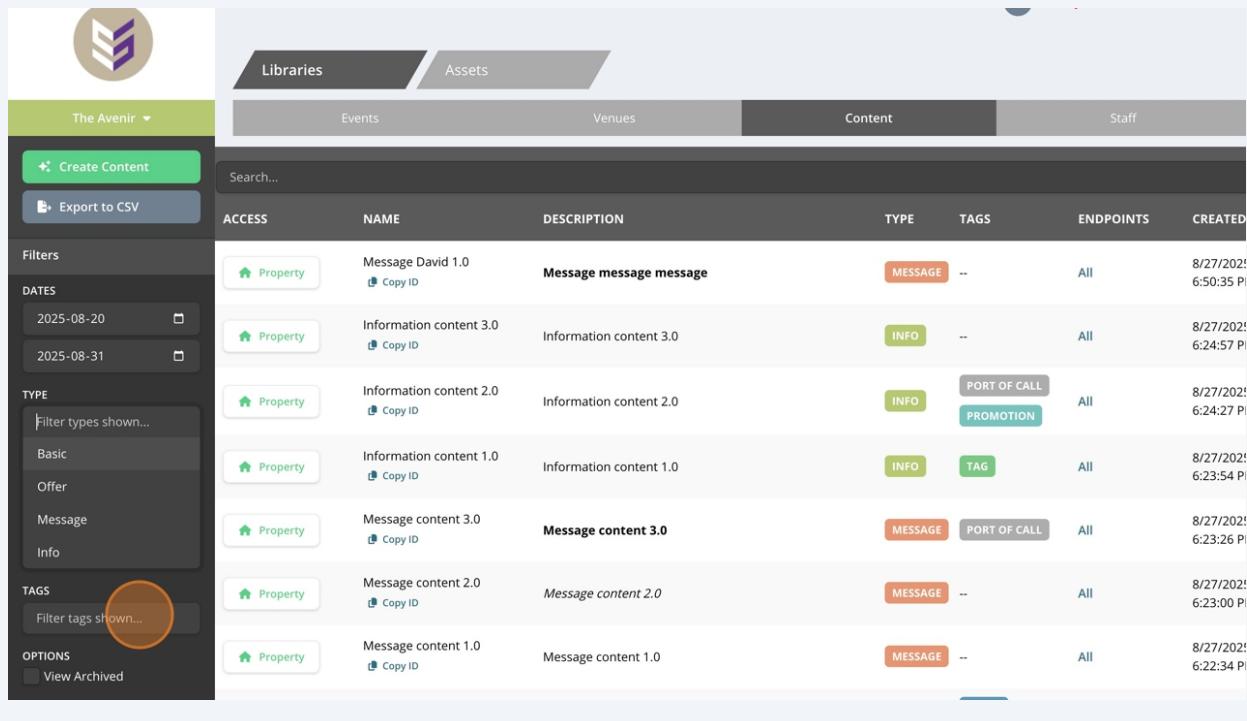
## 7 Use the "TYPE" filter to search by content type.

Basic, Offer, Message or Info

The screenshot shows the Content Management System interface. The 'Content' tab is selected. The 'Type' filter is applied, showing results for 'Basic'. The results table lists seven items, all of which are of type 'Basic'.

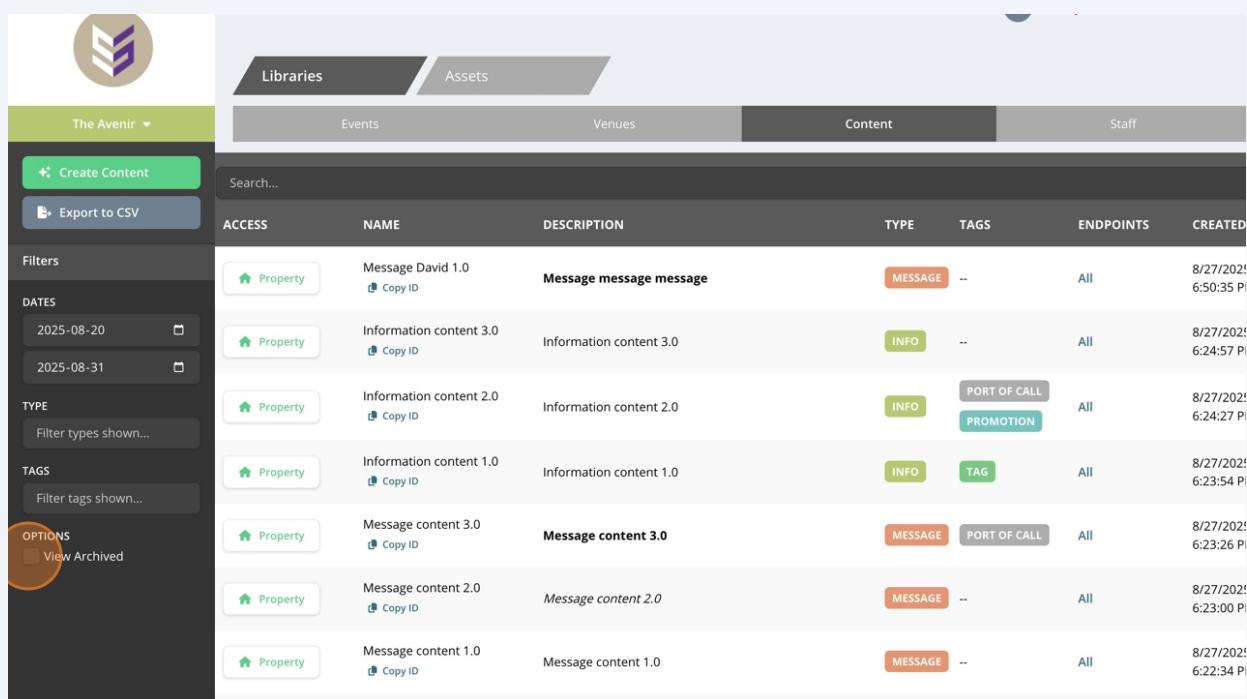
ACCESS	NAME	DESCRIPTION	TYPE	TAGS	ENDPOINTS	CREATED
Property	Message David 1.0	Message message message	MESSAGE		All	8/27/2025 6:50:35 PM
Property	Information content 3.0	Information content 3.0	INFO		All	8/27/2025 6:24:57 PM
Property	Information content 2.0	Information content 2.0	INFO	PORT OF CALL, PROMOTION	All	8/27/2025 6:24:27 PM
Property	Information content 1.0	Information content 1.0	INFO	TAG	All	8/27/2025 6:23:54 PM
Property	Message content 3.0	Message content 3.0	MESSAGE	PORT OF CALL	All	8/27/2025 6:23:26 PM
Property	Message content 2.0	Message content 2.0	MESSAGE		All	8/27/2025 6:23:00 PM
Property	Message content 1.0	Message content 1.0	MESSAGE		All	8/27/2025 6:22:34 PM

## 8 Use the "TAGS" filter to search by Tags applied to content.



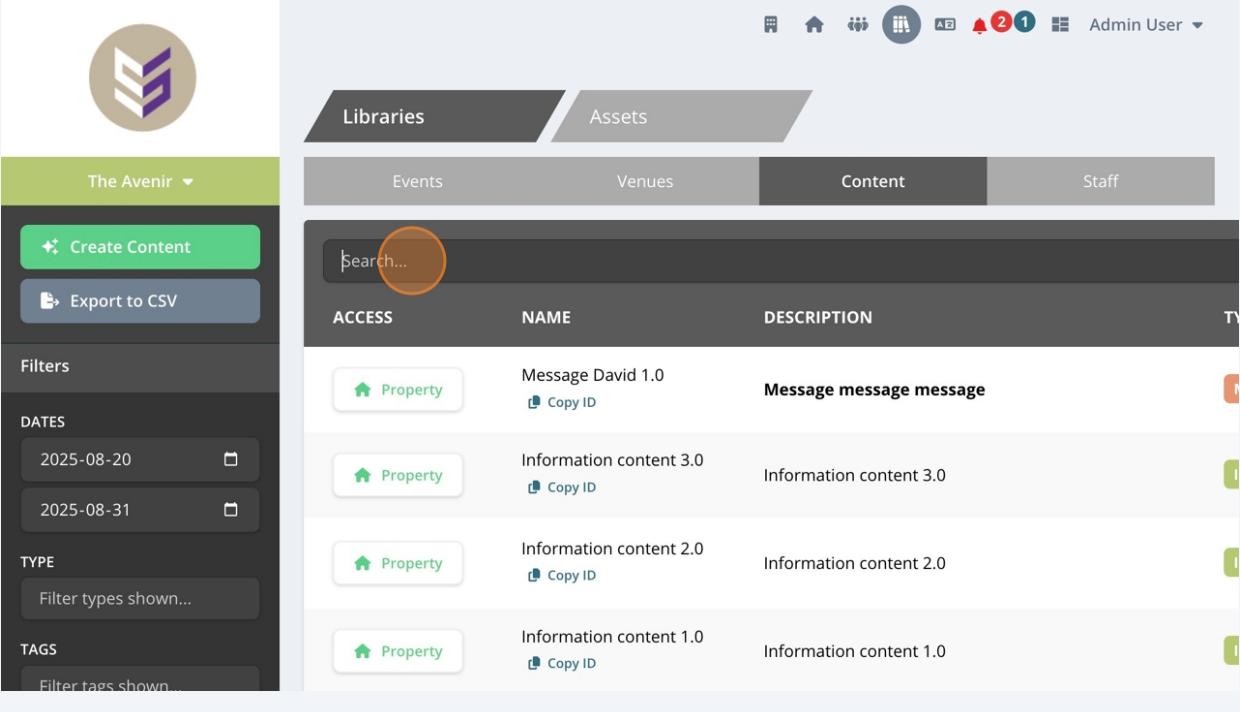
ACCESS	NAME	DESCRIPTION	TYPE	TAGS	ENDPOINTS	CREATED
Property	Message David 1.0 Copy ID	Message message message	MESSAGE	--	All	8/27/2021 6:50:35 PM
Property	Information content 3.0 Copy ID	Information content 3.0	INFO	--	All	8/27/2021 6:24:57 PM
Property	Information content 2.0 Copy ID	Information content 2.0	INFO	PORT OF CALL PROMOTION	All	8/27/2021 6:24:27 PM
Property	Information content 1.0 Copy ID	Information content 1.0	INFO	TAG	All	8/27/2021 6:23:54 PM
Property	Message content 3.0 Copy ID	Message content 3.0	MESSAGE	PORT OF CALL	All	8/27/2021 6:23:26 PM
Property	Message content 2.0 Copy ID	Message content 2.0	MESSAGE	--	All	8/27/2021 6:23:00 PM
Property	Message content 1.0 Copy ID	Message content 1.0	MESSAGE	--	All	8/27/2021 6:22:34 PM

## 9 Click "View Archived" to see archived content.



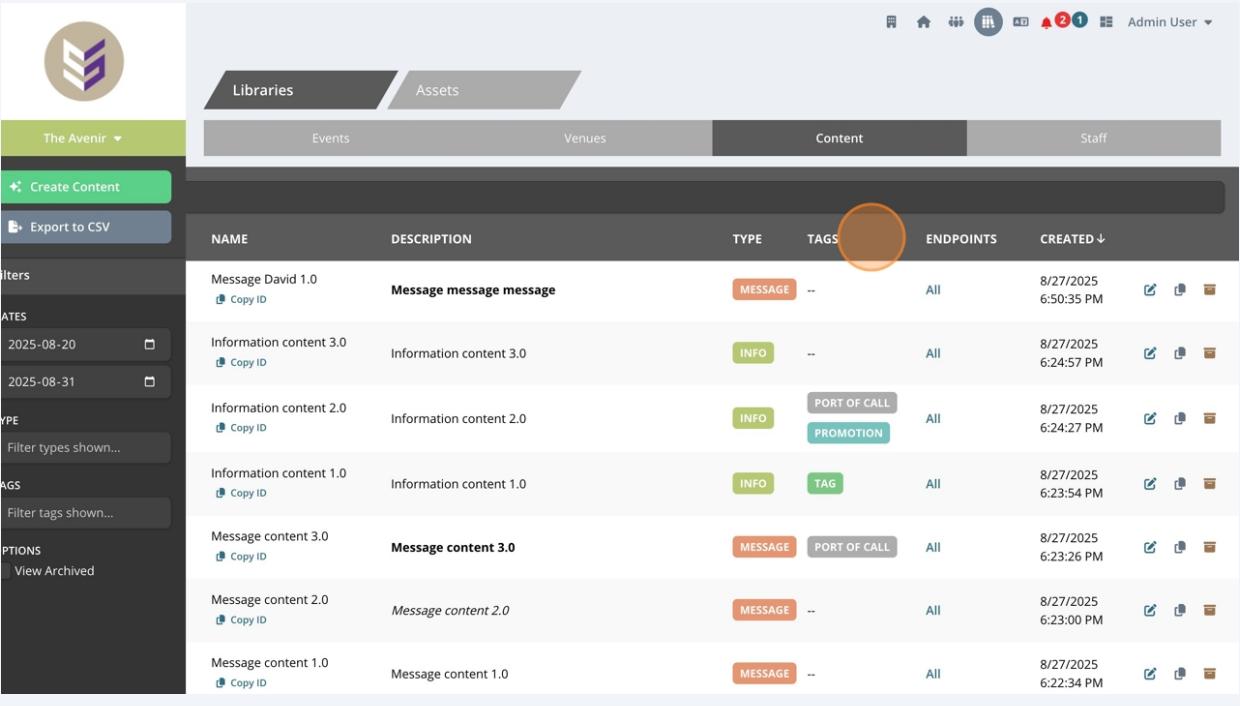
ACCESS	NAME	DESCRIPTION	TYPE	TAGS	ENDPOINTS	CREATED
Property	Message David 1.0 Copy ID	Message message message	MESSAGE	--	All	8/27/2021 6:50:35 PM
Property	Information content 3.0 Copy ID	Information content 3.0	INFO	--	All	8/27/2021 6:24:57 PM
Property	Information content 2.0 Copy ID	Information content 2.0	INFO	PORT OF CALL PROMOTION	All	8/27/2021 6:24:27 PM
Property	Information content 1.0 Copy ID	Information content 1.0	INFO	TAG	All	8/27/2021 6:23:54 PM
Property	Message content 3.0 Copy ID	Message content 3.0	MESSAGE	PORT OF CALL	All	8/27/2021 6:23:26 PM
Property	Message content 2.0 Copy ID	Message content 2.0	MESSAGE	--	All	8/27/2021 6:23:00 PM
Property	Message content 1.0 Copy ID	Message content 1.0	MESSAGE	--	All	8/27/2021 6:22:34 PM

10 Type in the "Search..." bar to search for content.



The screenshot shows the Content library home page. On the left, there is a sidebar with a logo, a dropdown menu for 'The Avenir', and buttons for 'Create Content' and 'Export to CSV'. Below these are sections for 'Filters', 'DATES' (with dropdowns for 2025-08-20 and 2025-08-31), 'TYPE' (with a 'Filter types shown...' button), and 'TAGS' (with a 'Filter tags shown...' button). The main area has tabs for 'Libraries' and 'Assets', with 'Content' selected. A search bar labeled 'Search...' is highlighted with a red circle. Below the search bar is a table with columns: 'ACCESS', 'NAME', and 'DESCRIPTION'. The table contains five rows of content items, each with a 'Property' icon and a 'Copy ID' button. The descriptions are: 'Message David 1.0' (Message message message), 'Information content 3.0' (Information content 3.0), 'Information content 2.0' (Information content 2.0), and 'Information content 1.0' (Information content 1.0).

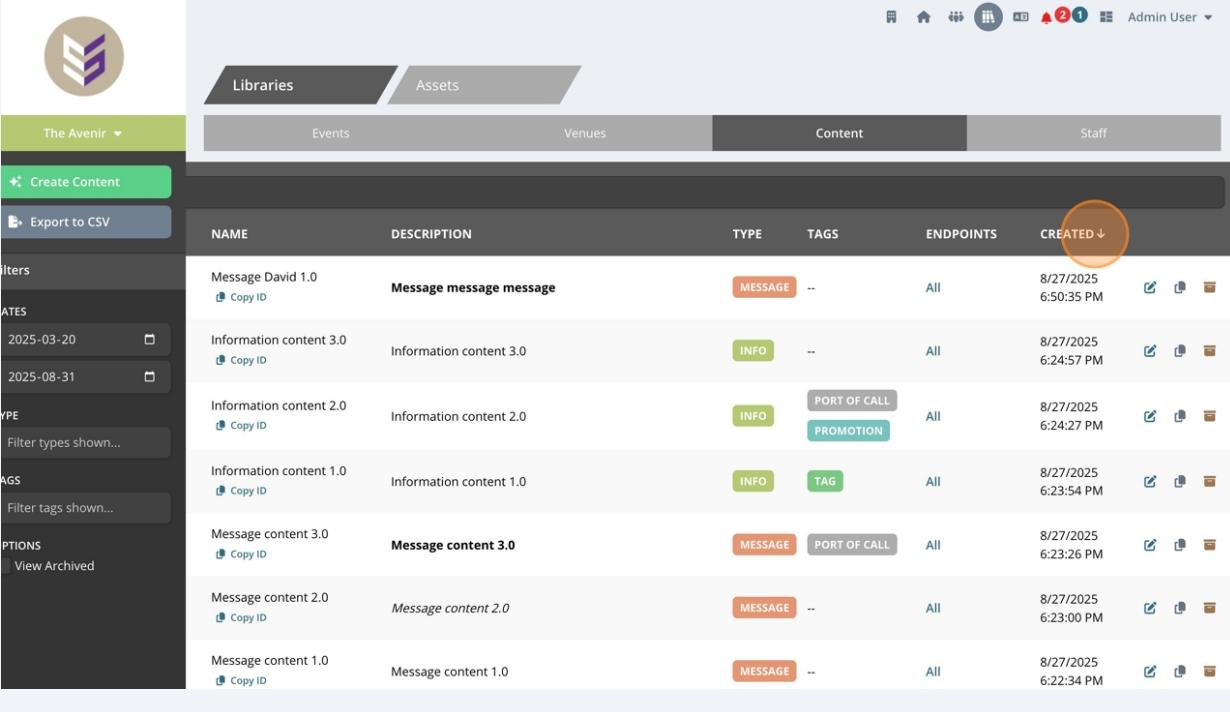
11 You can view content TYPE, TAGS, ENDPOINTS and DATE CREATED on the content library home page.



The screenshot shows the Content library home page. The layout is identical to the previous one, with a sidebar on the left and a main content area on the right. The main content area features a table with columns: 'NAME', 'DESCRIPTION', 'TYPE', 'TAGS', 'ENDPOINTS', and 'CREATED'. The 'TAGS' column is highlighted with a red circle. The table contains eight rows of content items, each with a 'Copy ID' button. The descriptions and types are: 'Message David 1.0' (Message message message, MESSAGE), 'Information content 3.0' (Information content 3.0, INFO), 'Information content 2.0' (Information content 2.0, INFO, PORT OF CALL, PROMOTION), 'Information content 1.0' (Information content 1.0, INFO, TAG), 'Message content 3.0' (Message content 3.0, MESSAGE, PORT OF CALL), 'Message content 2.0' (Message content 2.0, MESSAGE), and 'Message content 1.0' (Message content 1.0, MESSAGE).

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Click on the "Created" column header to change the chronological view of when the content was created. You can view content from the newest to oldest or oldest to newest.

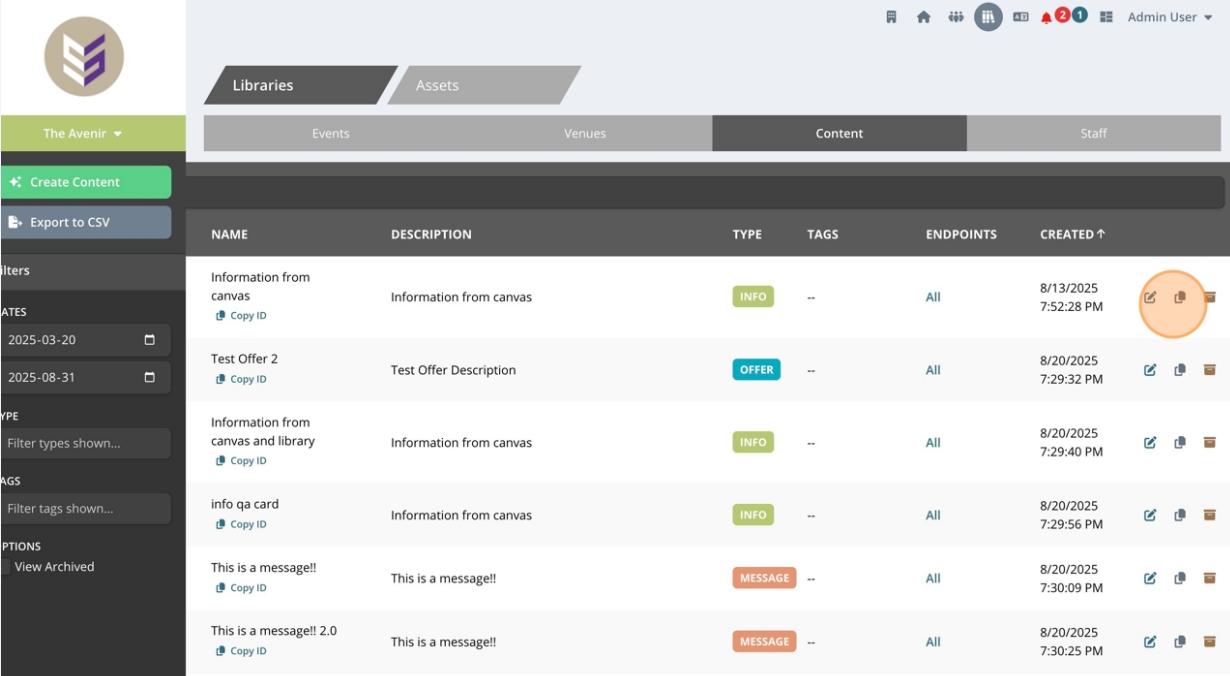


The screenshot shows a software interface for managing content. On the left, there's a sidebar with a logo, a 'Create Content' button, and filters for 'DATES', 'TYPE', and 'TAGS'. The main area has tabs for 'Libraries' and 'Assets', with 'Content' selected. A sub-navigation bar includes 'Events', 'Venues', 'Content', and 'Staff'. The main content area is a table with columns: NAME, DESCRIPTION, TYPE, TAGS, ENDPOINTS, and CREATED. The 'CREATED' column has a downward arrow icon, which is circled in orange. The table lists several items, such as 'Message David 1.0' and 'Information content 3.0', with their creation dates and times.

NAME	DESCRIPTION	TYPE	TAGS	ENDPOINTS	CREATED
Message David 1.0	Message message message	MESSAGE	--	All	8/27/2025 6:50:35 PM
Information content 3.0	Information content 3.0	INFO	--	All	8/27/2025 6:24:57 PM
Information content 2.0	Information content 2.0	INFO	PORT OF CALL, PROMOTION	All	8/27/2025 6:24:27 PM
Information content 1.0	Information content 1.0	INFO	TAG	All	8/27/2025 6:23:54 PM
Message content 3.0	Message content 3.0	MESSAGE	PORT OF CALL	All	8/27/2025 6:23:26 PM
Message content 2.0	Message content 2.0	MESSAGE	--	All	8/27/2025 6:23:00 PM
Message content 1.0	Message content 1.0	MESSAGE	--	All	8/27/2025 6:22:34 PM

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The action icons on the right hand side allow you to edit, duplicate or archive content.



This screenshot shows the same software interface as the previous one, but with a different set of items in the table. The 'CREATED' column header is now an upward arrow icon, indicating an older-to-newer view. The table lists items like 'Information from canvas', 'Test Offer 2', and 'This is a message!! 2.0'. The last row, 'This is a message!! 2.0', has its action icons (edit, duplicate, archive) circled in orange.

NAME	DESCRIPTION	TYPE	TAGS	ENDPOINTS	CREATED
Information from canvas	Information from canvas	INFO	--	All	8/13/2025 7:52:28 PM
Test Offer 2	Test Offer Description	OFFER	--	All	8/20/2025 7:29:32 PM
Information from canvas and library	Information from canvas	INFO	--	All	8/20/2025 7:29:40 PM
info qa card	Information from canvas	INFO	--	All	8/20/2025 7:29:56 PM
This is a message!!	This is a message!!	MESSAGE	--	All	8/20/2025 7:30:09 PM
This is a message!! 2.0	This is a message!!	MESSAGE	--	All	8/20/2025 7:30:25 PM

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The "ACCESS" column allows you to manage the access level of each piece of content.

The screenshot shows the Shoreside Content Management System interface. On the left, there's a sidebar with a green header 'The Avenir' and a 'Create Content' button. Below that are buttons for 'Export to CSV' and date ranges '2025-03-20' and '2025-08-31'. Further down are buttons for 'Offer types shown...' and 'Offer tags shown...'. The main area has tabs for 'Events', 'Venues', and 'Content'. The 'Content' tab is selected, showing a table with columns 'ACCESS', 'NAME', and 'DESCRIPTION'. The first row, 'Brand', has a 'Copy ID' button. The second row, 'Property', has a 'Copy ID' button and is highlighted with an orange circle. The third row, 'Multi', has a 'Copy ID' button. The fourth row, 'info qa card', is partially visible. A tooltip 'Click to manage the access' points to the 'Brand' access level.

ACCESS	NAME	DESCRIPTION
Brand	Information from canvas	Information from canvas
Property	Test Offer 2	Test Offer Description
Multi	Information from canvas and library	Information from canvas
	info qa card	



Note: This feature is only available to shoreside users with Brand access, and only editable on a shoreside instance.