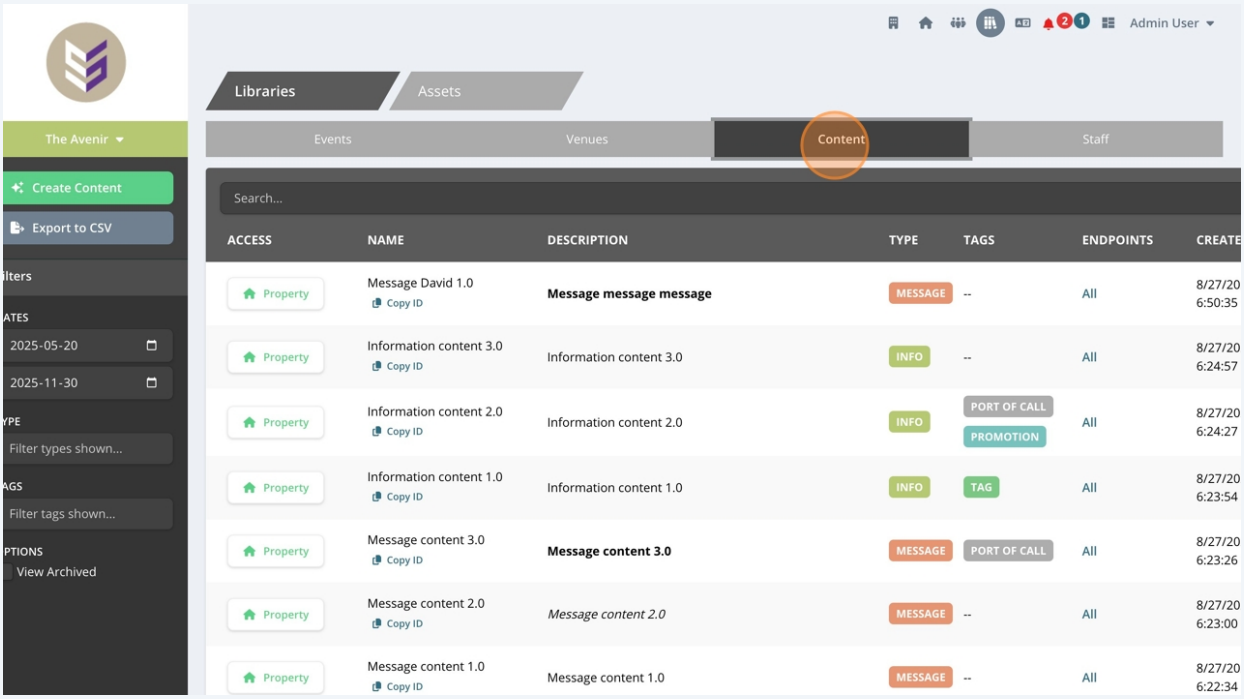
Navigating the Content Library

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

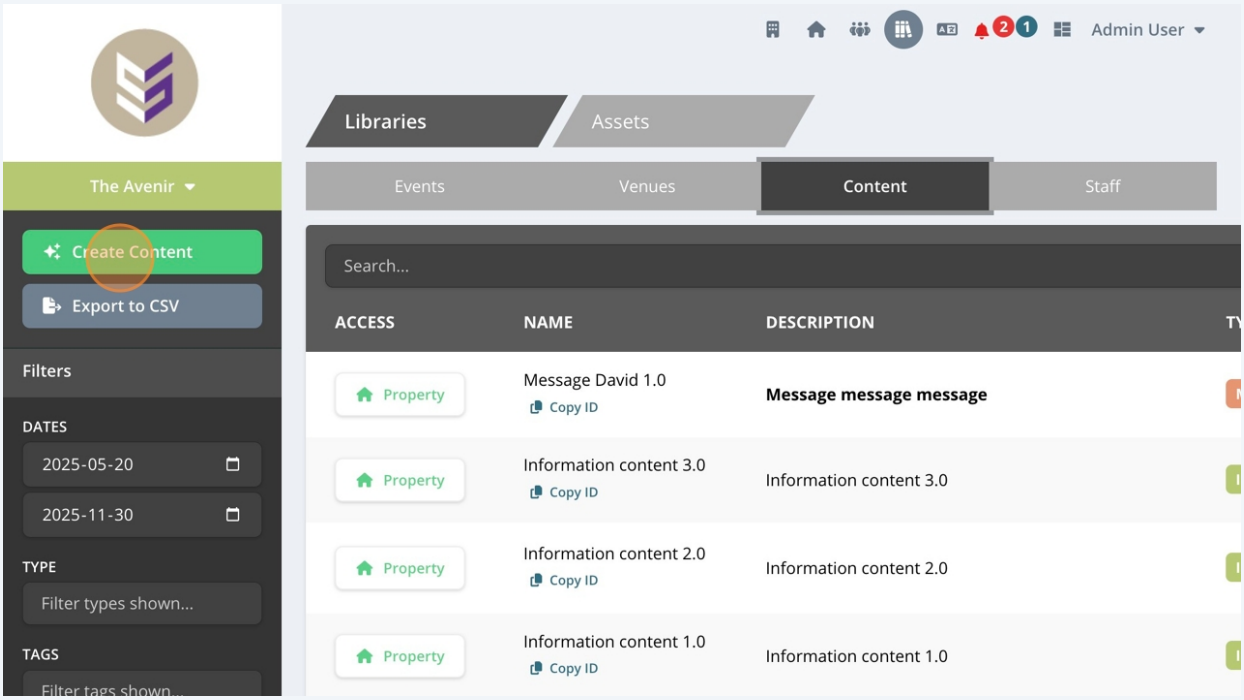
scribehow.com/embed-preview/Navigating_the_Cont...

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.

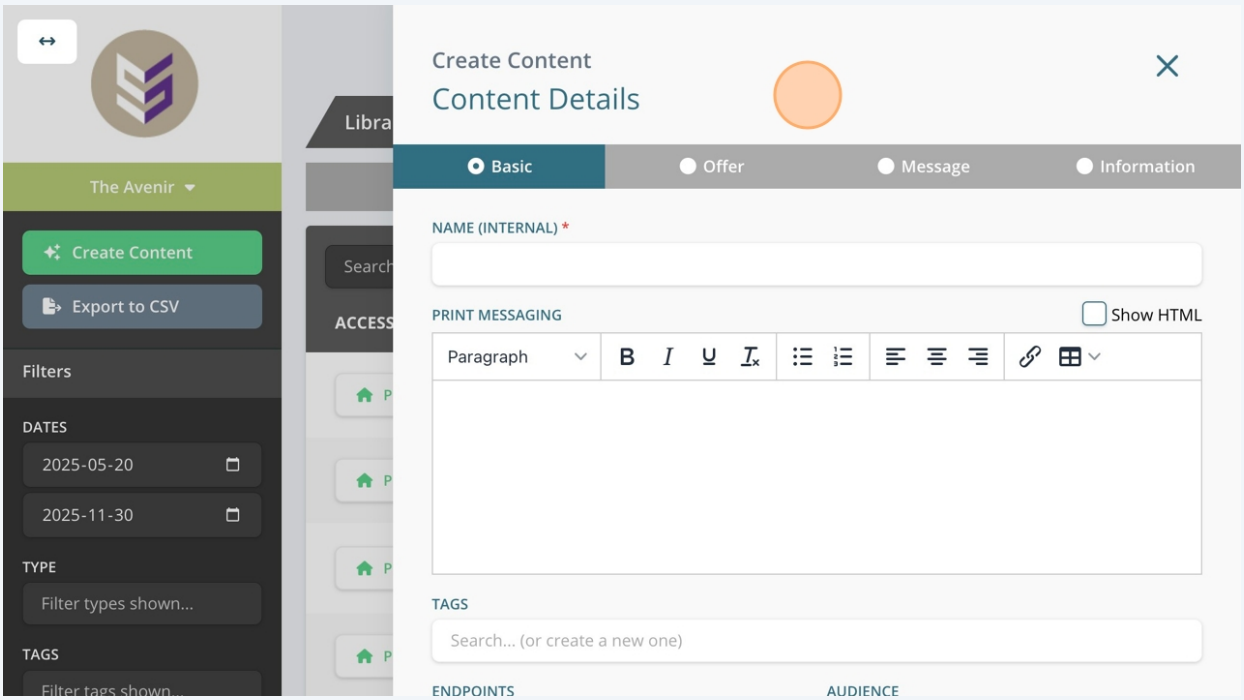


2 Click "Create Content" to add new content.

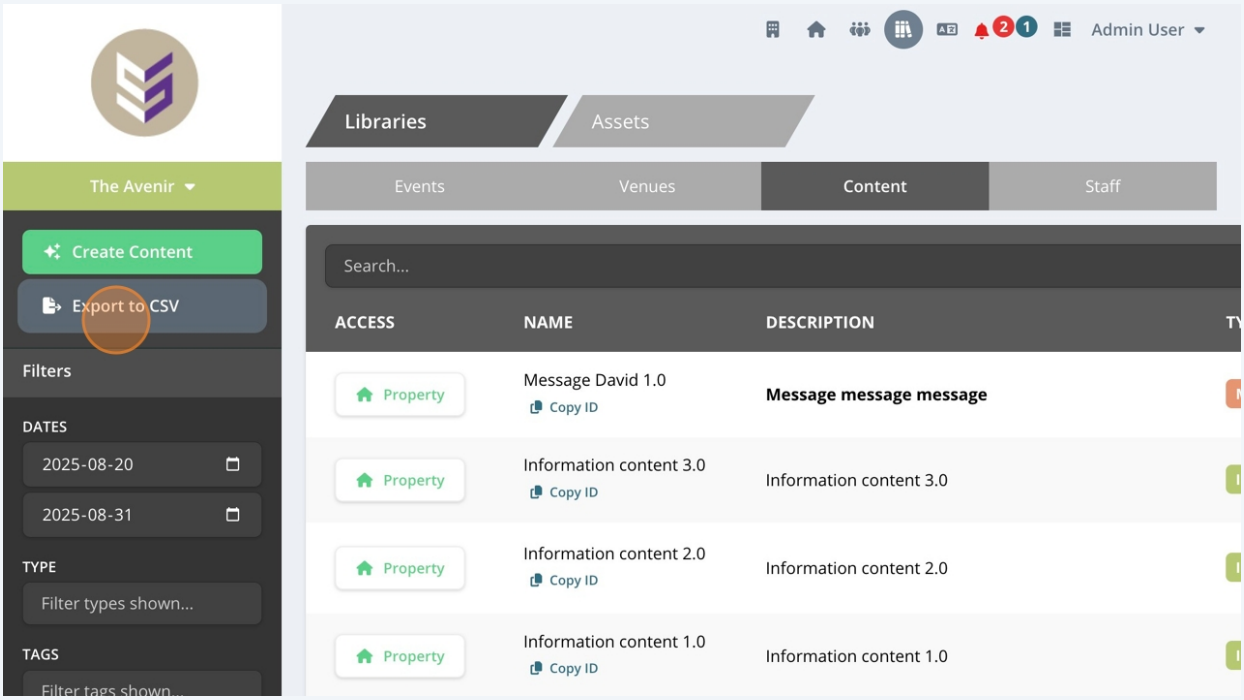


3 From the Create Content option you can create 4 types of content:

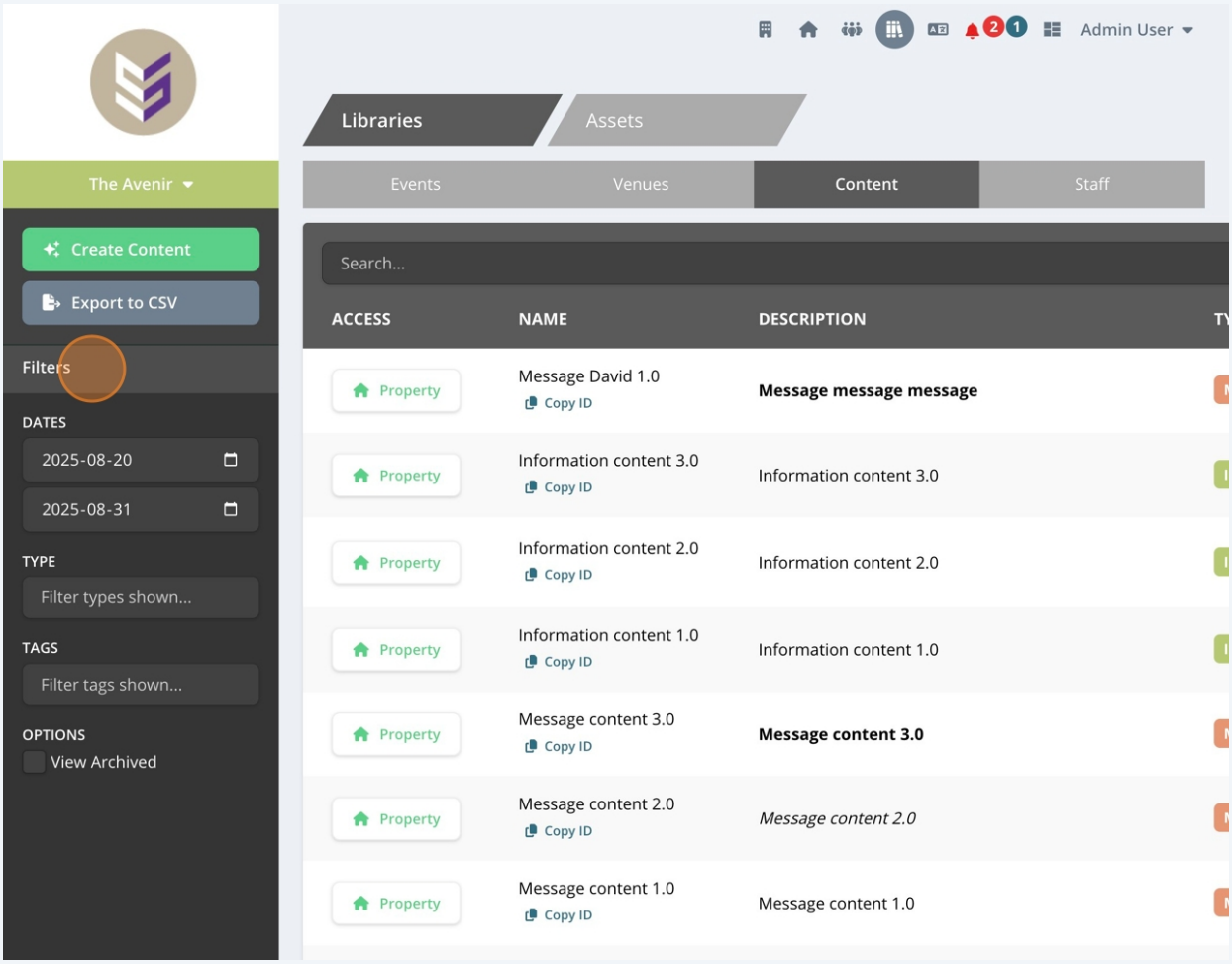
1. Basic (Print program only)
2. Offers
3. Messages
4. Information



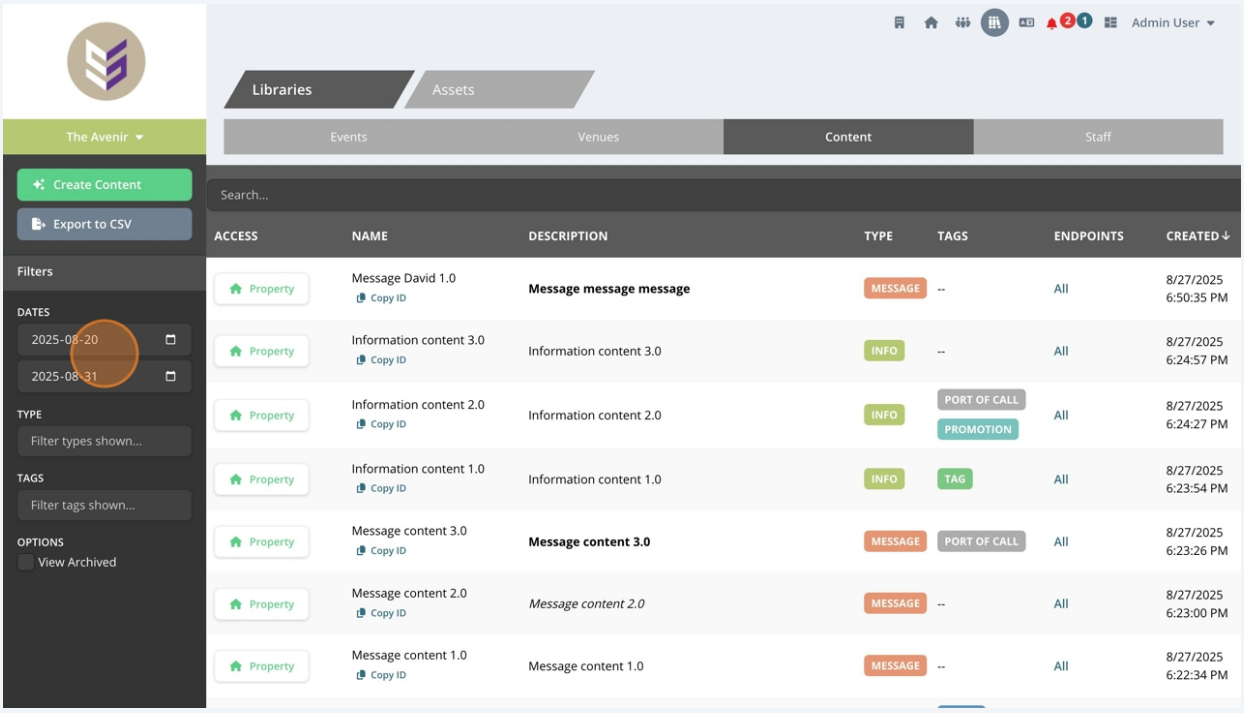
4 Click "Export to CSV" to export a CSV file of the content library.



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

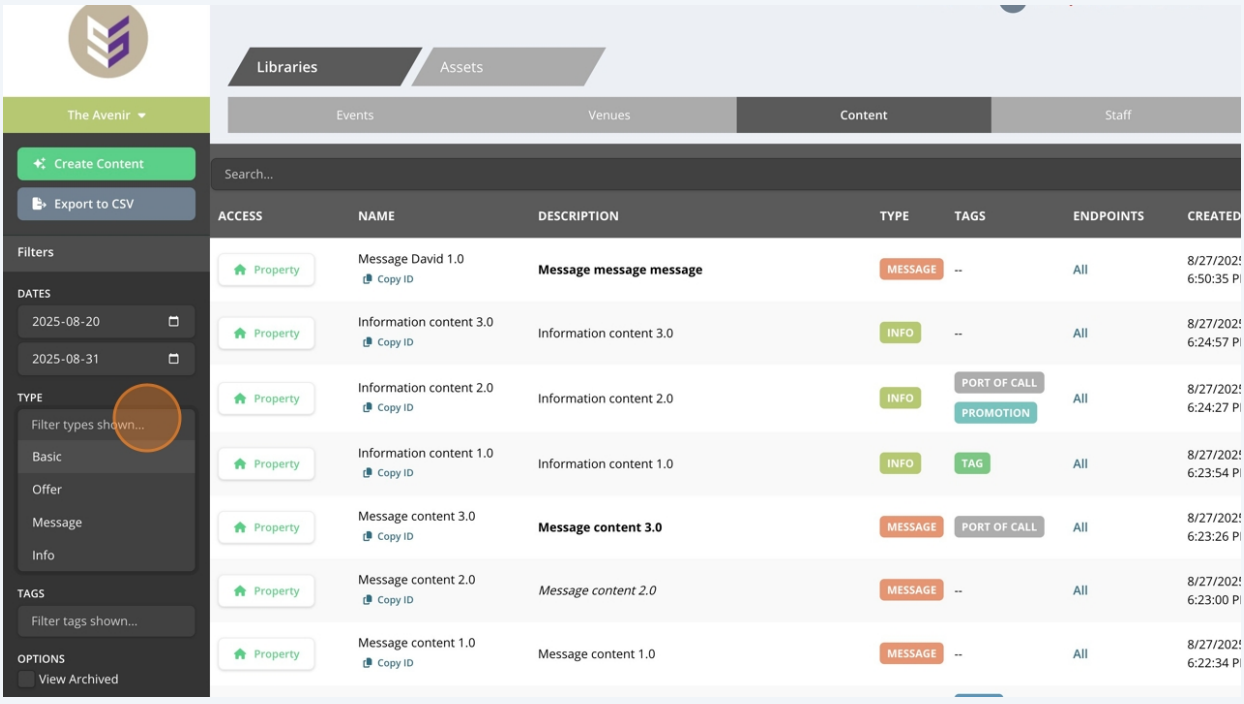


6 Use the "DATES" filter to search for content by date created.

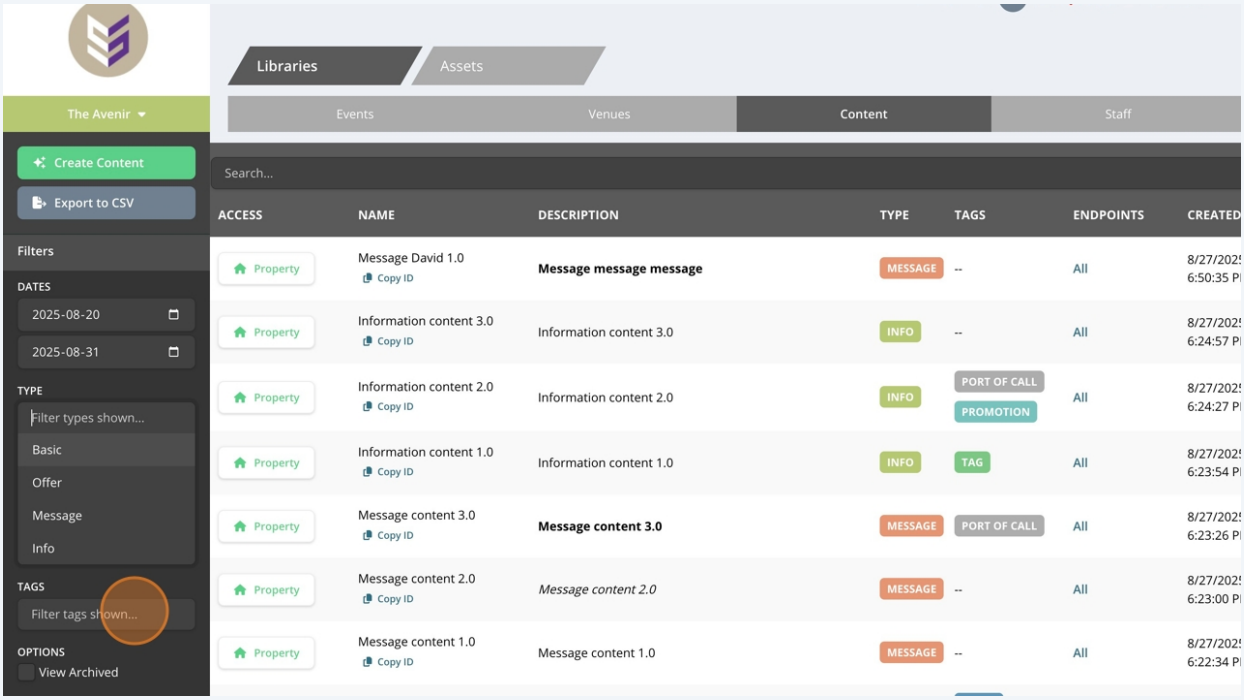


7 Use the "TYPE" filter to search by content type.

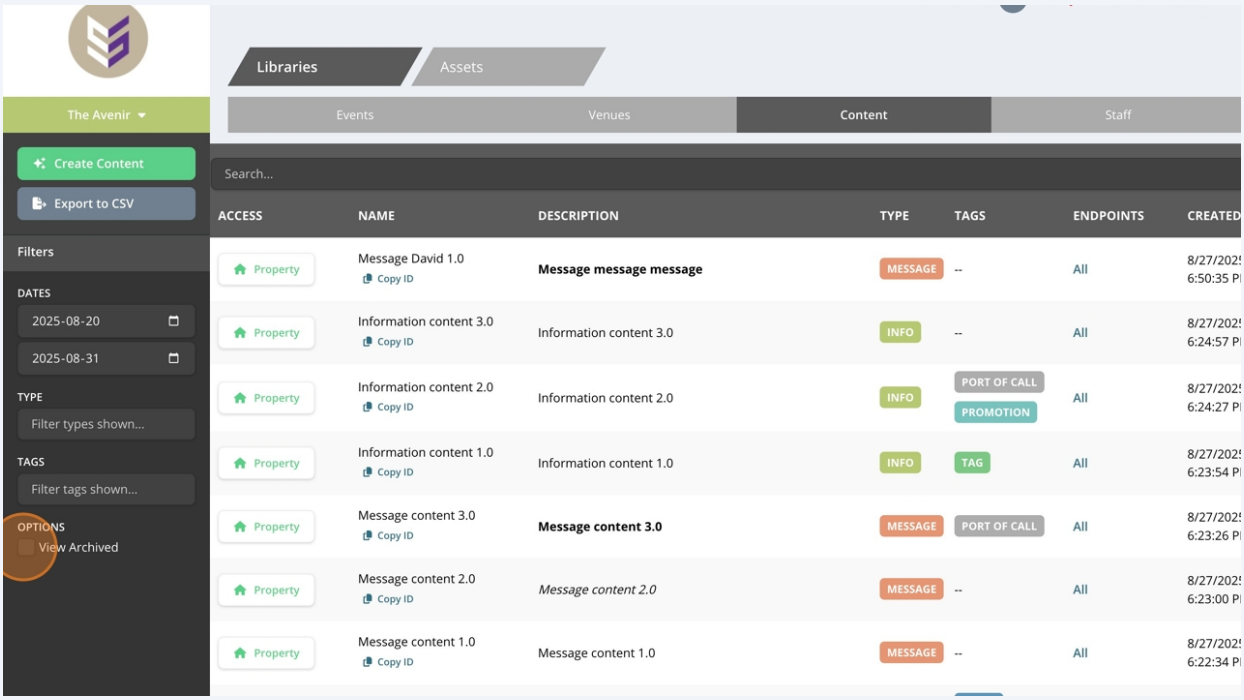
Basic, Offer, Message or Info



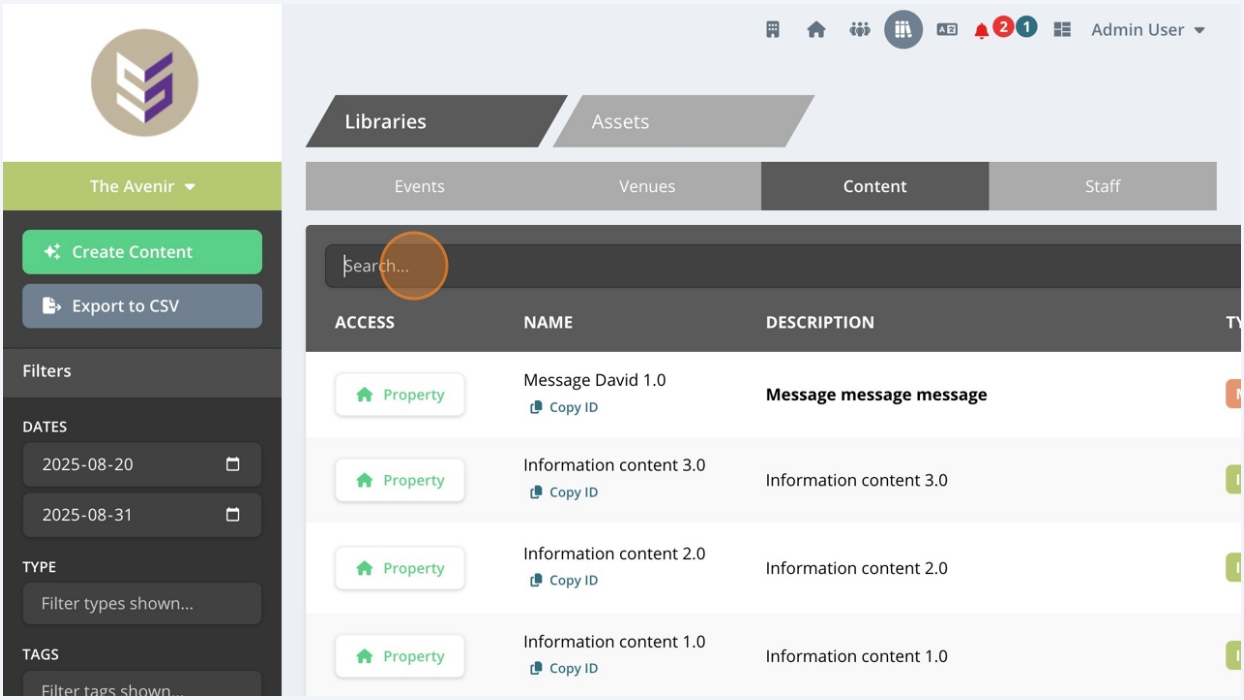
8 Use the "TAGS" filter to search by Tags applied to content.



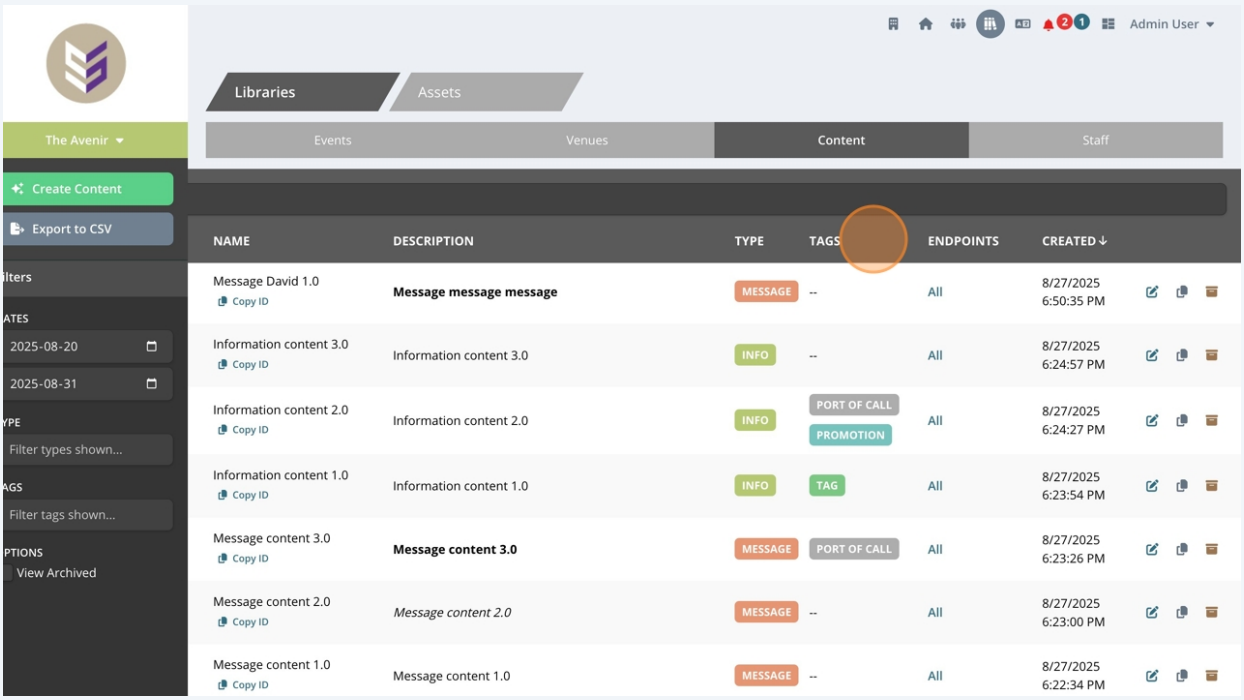
9 Click "View Archived" to see archived content.



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

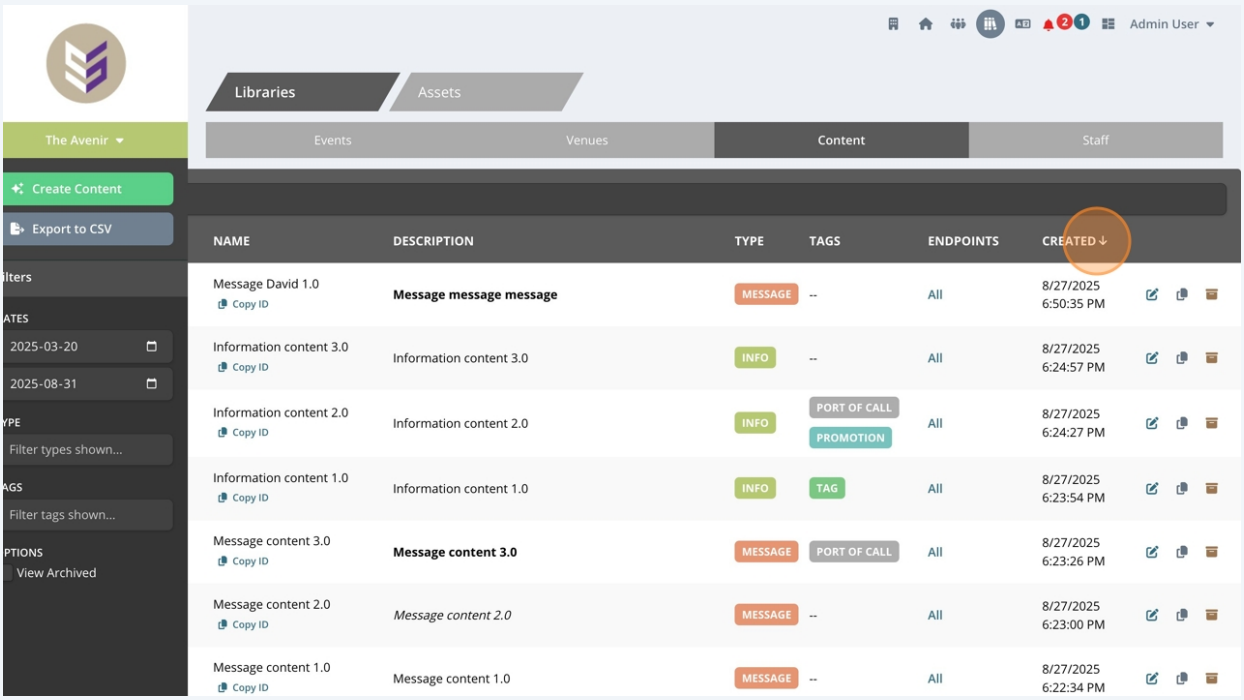


11 You can view content TYPE, TAGS, ENDPOINTS and DATE CREATED on the content library home page.



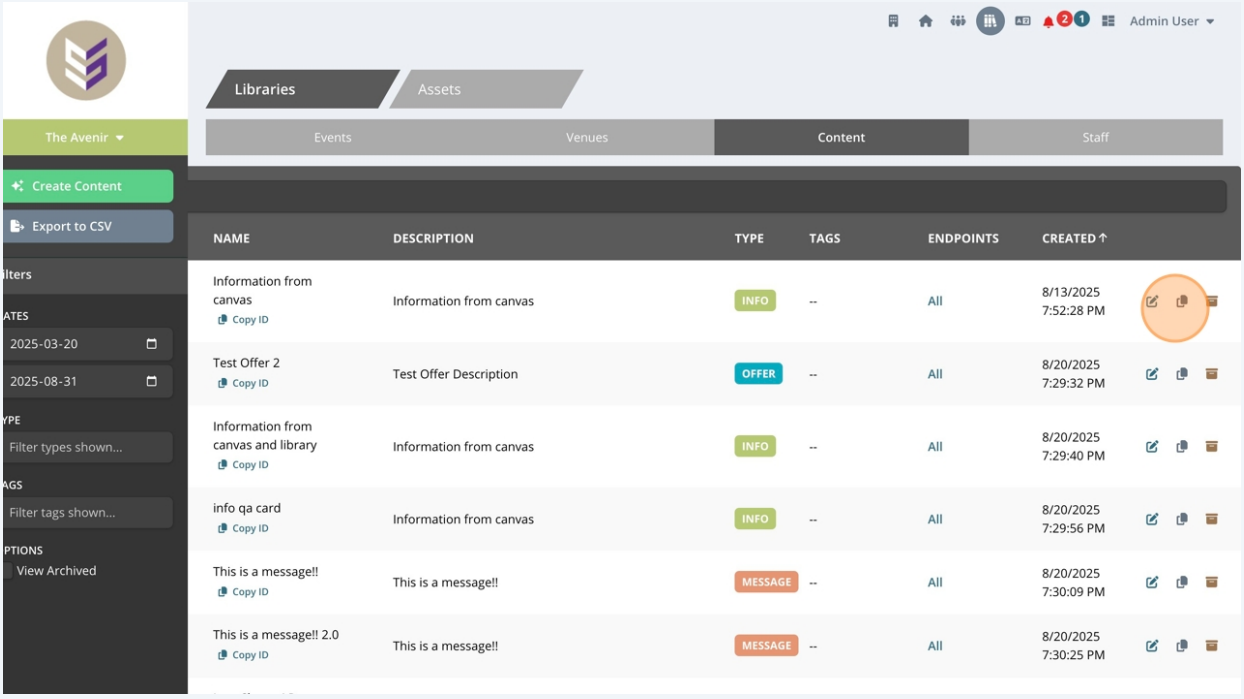
12

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.

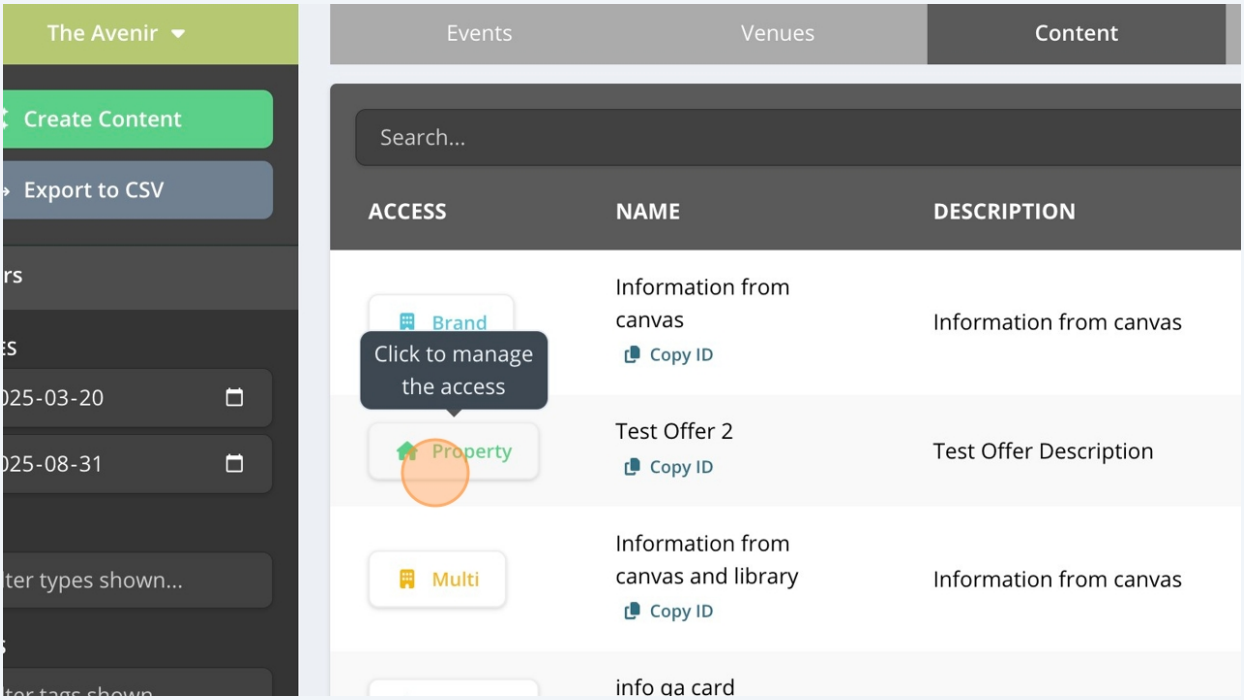


13

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



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



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