

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...](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 GO Software Content Library interface. The 'Content' tab is selected and highlighted with an orange circle. The interface displays a table of content items with the following columns: ACCESS, NAME, DESCRIPTION, TYPE, TAGS, ENDPOINTS, and CREATE. The table lists several items, including 'Message David 1.0', 'Information content 3.0', 'Information content 2.0', 'Information content 1.0', 'Message content 3.0', 'Message content 2.0', and 'Message content 1.0'. The 'Content' tab is highlighted with an orange circle.

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 displays a web application interface. On the left, a sidebar contains a logo, a dropdown menu labeled 'The Avenir', and two buttons: 'Create Content' (highlighted with an orange circle) and 'Export to CSV'. Below these are filter sections for 'DATES', 'TYPE', and 'TAGS'. The main area features a top navigation bar with 'Libraries' and 'Assets' tabs, and a secondary bar with 'Events', 'Venues', 'Content' (selected), and 'Staff' tabs. A search bar is present above a table with columns 'ACCESS', 'NAME', and 'DESCRIPTION'. The table lists four items, each with a 'Property' icon and a 'Copy ID' link.

ACCESS	NAME	DESCRIPTION
Property	Message David 1.0 Copy ID	Message message message
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

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

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

Create Content
Content Details

☒ Basic ☐ Offer ☐ Message ☐ Information

NAME (INTERNAL) *

PRINT MESSAGING ☐ Show HTML

Paragraph **B** *I* U ~~Ix~~

-

-

[Link](#)

TAGS

Search... (or create a new one)

ENDPOINTS AUDIENCE

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

The screenshot displays a web application interface for managing content. On the left, a sidebar contains a logo, a dropdown menu for 'The Avenir', and two buttons: 'Create Content' (green) and 'Export to CSV' (blue), with the latter being highlighted by an orange circle. Below these are filter sections for 'DATES', 'TYPE', and 'TAGS'. The main area features a top navigation bar with 'Libraries' and 'Assets' tabs, and a sub-navigation bar with 'Events', 'Venues', 'Content', and 'Staff' tabs. The 'Content' tab is active, showing a table with columns for 'ACCESS', 'NAME', 'DESCRIPTION', and 'TV'. The table lists four items: 'Message David 1.0', 'Information content 3.0', 'Information content 2.0', and 'Information content 1.0'. Each item has a 'Property' icon and a 'Copy ID' link. A search bar is located above the table.

ACCESS	NAME	DESCRIPTION	TV
Property	Message David 1.0 Copy ID	Message message message	
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	

5

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

The screenshot shows a web application interface for a content library. On the left is a sidebar with a logo, a dropdown menu set to 'The Avenir', and buttons for 'Create Content' and 'Export to CSV'. Below these are filter sections for 'DATES' (with date pickers for 2025-08-20 and 2025-08-31), 'TYPE' (with a 'Filter types shown...' button), 'TAGS' (with a 'Filter tags shown...' button), and 'OPTIONS' (with a 'View Archived' checkbox). The main area has tabs for 'Libraries' and 'Assets', with sub-tabs for 'Events', 'Venues', 'Content', and 'Staff'. The 'Content' sub-tab is active. A search bar is at the top of the content list. The list itself has columns for 'ACCESS', 'NAME', 'DESCRIPTION', and a partial 'TV' column. It contains seven items, each with a 'Property' icon, a 'Copy ID' link, and a description. The 'Filters' label in the sidebar is circled in orange.

ACCESS	NAME	DESCRIPTION	TV
Property	Message David 1.0 Copy ID	Message message message	
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	
Property	Message content 3.0 Copy ID	Message content 3.0	
Property	Message content 2.0 Copy ID	Message content 2.0	
Property	Message content 1.0 Copy ID	Message content 1.0	

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

The screenshot shows the 'Content' tab selected in the top navigation bar. The left sidebar contains a 'Filters' section with a 'DATES' filter set to '2025-08-20' to '2025-08-31'. The main table displays a list of content items with columns: ACCESS, NAME, DESCRIPTION, TYPE, TAGS, ENDPOINTS, and CREATED. The 'TYPE' column shows 'MESSAGE' and 'INFO' items. The 'TAGS' column shows 'PORT OF CALL', 'PROMOTION', and 'TAG' tags. The 'ENDPOINTS' column shows 'All' for all items. The 'CREATED' column shows dates from 8/27/2025 6:50:35 PM to 6:22:34 PM.

ACCESS	NAME	DESCRIPTION	TYPE	TAGS	ENDPOINTS	CREATED
Property	Message David 1.0 Copy ID	Message message message	MESSAGE	--	All	8/27/2025 6:50:35 PM
Property	Information content 3.0 Copy ID	Information content 3.0	INFO	--	All	8/27/2025 6:24:57 PM
Property	Information content 2.0 Copy ID	Information content 2.0	INFO	PORT OF CALL PROMOTION	All	8/27/2025 6:24:27 PM
Property	Information content 1.0 Copy ID	Information content 1.0	INFO	TAG	All	8/27/2025 6:23:54 PM
Property	Message content 3.0 Copy ID	Message content 3.0	MESSAGE	PORT OF CALL	All	8/27/2025 6:23:26 PM
Property	Message content 2.0 Copy ID	Message content 2.0	MESSAGE	--	All	8/27/2025 6:23:00 PM
Property	Message content 1.0 Copy ID	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' tab selected in the top navigation bar. The left sidebar contains a 'Filters' section with a 'TYPE' filter set to 'Basic', 'Offer', 'Message', and 'Info'. The main table displays a list of content items with columns: ACCESS, NAME, DESCRIPTION, TYPE, TAGS, ENDPOINTS, and CREATED. The 'TYPE' column shows 'MESSAGE' and 'INFO' items. The 'TAGS' column shows 'PORT OF CALL', 'PROMOTION', and 'TAG' tags. The 'ENDPOINTS' column shows 'All' for all items. The 'CREATED' column shows dates from 8/27/2025 6:50:35 PM to 6:22:34 PM.

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

The screenshot shows a web application interface for managing content. On the left, a sidebar contains a 'Filters' section with 'TAGS' selected. The 'TAGS' filter has a search input 'Filter tags shown...' and a list of tags: 'Basic', 'Offer', 'Message', 'Info', and 'TAG'. The 'TAGS' section is highlighted with an orange circle. The main content area displays a table of content items. The table has columns: ACCESS, NAME, DESCRIPTION, TYPE, TAGS, ENDPOINTS, and CREATED. The table lists several content items, including 'Message David 1.0', 'Information content 3.0', 'Information content 2.0', 'Information content 1.0', 'Message content 3.0', 'Message content 2.0', and 'Message content 1.0'. The 'TAGS' column shows various tags applied to the content, such as 'MESSAGE', 'INFO', 'PORT OF CALL', 'PROMOTION', and 'TAG'. The 'TAGS' filter is highlighted with an orange circle.

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

9 Click "View Archived" to see archived content.

The screenshot shows the same web application interface as before, but with the 'View Archived' option selected in the 'OPTIONS' section of the sidebar. The 'View Archived' option is highlighted with an orange circle. The main content area displays the same table of content items as before.

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

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

The screenshot shows the 'Content' library view. A search bar is highlighted with an orange circle. The left sidebar contains filters for 'The Avenir', 'Create Content', 'Export to CSV', 'DATES' (2025-08-20, 2025-08-31), 'TYPE' (Filter types shown...), and 'TAGS' (Filter tags shown...). The main table lists content items with columns: ACCESS, NAME, DESCRIPTION, and TV. The items are:

ACCESS	NAME	DESCRIPTION	TV
Property	Message David 1.0 Copy ID	Message message message	
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	

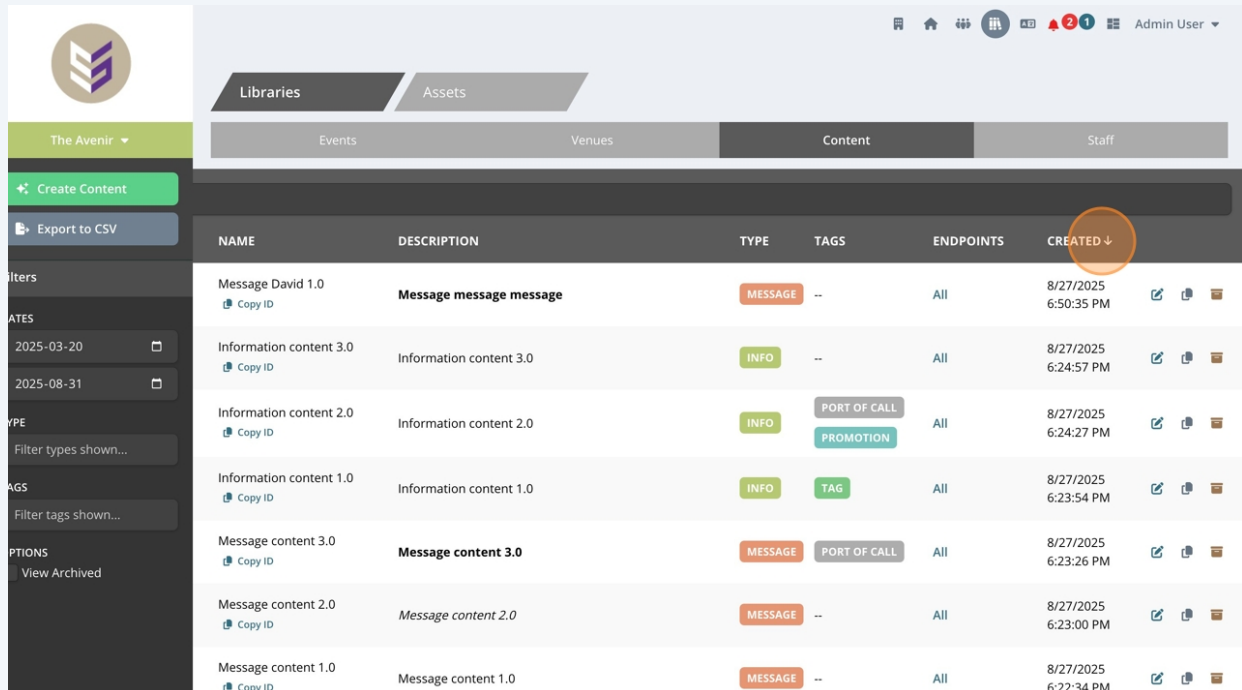
11 You can view content TYPE, TAGS, ENDPOINTS and DATE CREATED on the content library home page.

The screenshot shows the 'Content' library view with a detailed table. The 'TAGS' column is highlighted with an orange circle. The left sidebar contains filters for 'The Avenir', 'Create Content', 'Export to CSV', 'DATES' (2025-08-20, 2025-08-31), 'TYPE' (Filter types shown...), 'TAGS' (Filter tags shown...), and 'OPTIONS' (View Archived). The main table lists content items with columns: NAME, DESCRIPTION, TYPE, TAGS, ENDPOINTS, and CREATED. The items are:

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

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.

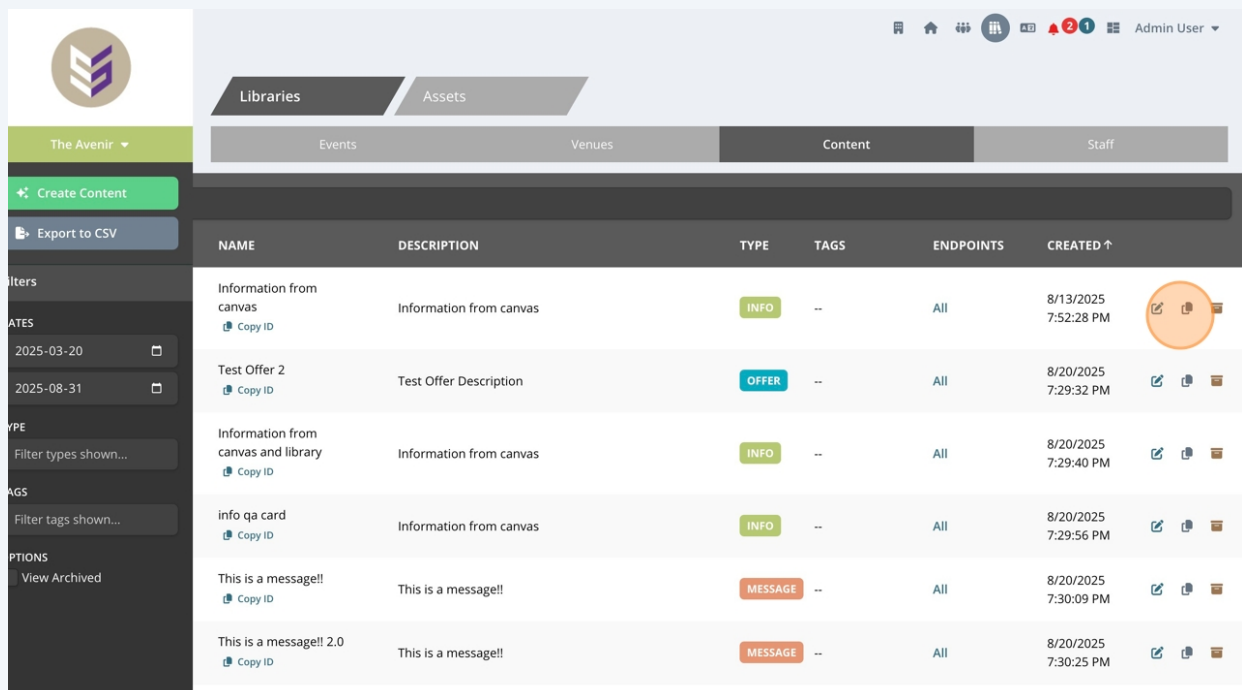


The screenshot shows a dashboard with a sidebar on the left containing navigation links like 'The Avenir', 'Create Content', 'Export to CSV', and filters. The main area displays a table of content items under the 'Content' tab. The table has columns: NAME, DESCRIPTION, TYPE, TAGS, ENDPOINTS, and CREATED. The 'CREATED' column header is circled in orange. The table lists several items, including 'Message David 1.0', 'Information content 3.0', 'Information content 2.0', 'Information content 1.0', 'Message content 3.0', 'Message content 2.0', and 'Message content 1.0'. Each item has a 'Copy ID' link and a set of action icons (edit, duplicate, archive) on the right.

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

13

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



The screenshot shows the same dashboard as before, but with the 'CREATED' column header sorted in ascending order (indicated by an upward arrow). The table lists several items, including 'Information from canvas', 'Test Offer 2', 'Information from canvas and library', 'info qa card', 'This is a message!!', and 'This is a message!! 2.0'. Each item has a 'Copy ID' link and a set of action icons (edit, duplicate, archive) on the right. The action icons for the first item are circled in orange.

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

14

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

ACCESS	NAME	DESCRIPTION
Brand Click to manage the access Copy ID	Information from canvas	Information from canvas
Property Copy ID	Test Offer 2	Test Offer Description
Multi Copy ID	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.