

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 content management system 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 tabs for 'Libraries' and 'Assets', with sub-tabs for 'Events', 'Venues', 'Content' (selected), and 'Staff'. A search bar is located above a table with columns 'ACCESS', 'NAME', and 'DESCRIPTION'. The table lists four items:

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

The screenshot shows a 'Create Content' dialog box with the title 'Content Details'. The dialog has four tabs: 'Basic' (selected), 'Offer', 'Message', and 'Information'. The 'Basic' tab contains the following fields and controls:

- NAME (INTERNAL) ***: A text input field.
- PRINT MESSAGING**: A section with a 'Show HTML' checkbox and a rich text editor toolbar. The toolbar includes a paragraph dropdown, bold (B), italic (I), underline (U), strikethrough (I_x), bulleted list, numbered list, indent, outdent, link, and table icons.
- TAGS**: A search input field with the placeholder text 'Search... (or create a new one)'.
- ENDPOINTS** and **AUDIENCE**: Labels for additional fields at the bottom of the dialog.

In the background, a sidebar is visible with a logo, a search bar, and filter sections for 'DATES' (2025-05-20, 2025-11-30) and 'TAGS'.

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' and 'Export to CSV'. The 'Export to CSV' button is circled in orange. 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', and 'DESCRIPTION'. The table lists four items, each with a 'Property' icon and a 'Copy ID' link. The first item is 'Message David 1.0' with the description 'Message message message'. The other three items are 'Information content 3.0', 'Information content 2.0', and 'Information content 1.0', all with the description 'Information content 3.0', 'Information content 2.0', and 'Information content 1.0' respectively.

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

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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 a web application interface for a content library. On the left is a sidebar with a logo at the top, followed by a green bar labeled 'The Avenir'. Below this are buttons for 'Create Content' and 'Export to CSV'. A 'Filters' section is highlighted with a red circle, containing sub-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 a top navigation bar with 'Libraries' and 'Assets' tabs, and a sub-navigation bar with 'Events', 'Venues', 'Content' (selected), and 'Staff' tabs. Below this is a search bar and a table of content items. The table has columns for 'ACCESS', 'NAME', 'DESCRIPTION', and a partially visible 'TV' column. Each row includes a 'Property' icon, a 'Copy ID' link, and a description. The items listed are: 'Message David 1.0' (Description: Message message message), 'Information content 3.0', 'Information content 2.0', 'Information content 1.0', 'Message content 3.0' (Description: Message content 3.0), 'Message content 2.0' (Description: Message content 2.0), and 'Message content 1.0'.

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', 'TAG', 'PORT OF CALL', and 'PROMOTION'. The 'TAGS' filter 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 the tags applied to each item, such as 'MESSAGE', 'INFO', 'TAG', 'PORT OF CALL', and 'PROMOTION'. 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 a web application interface for content management. On the left is a sidebar with a logo, a dropdown menu for 'The Avenir', and buttons for 'Create Content' and 'Export to CSV'. Below these are filter sections for 'DATES', 'TYPE', and 'TAGS'. 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 with the placeholder 'Search...' is highlighted with an orange circle. Below the search bar is 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

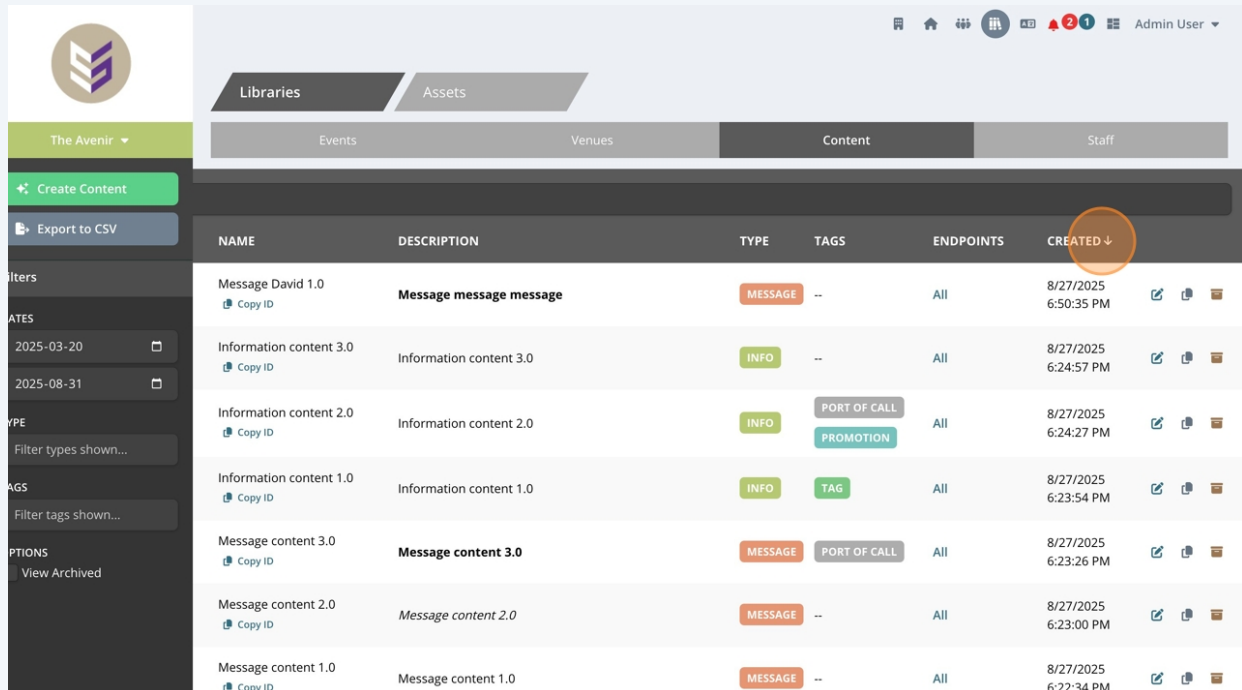
11 You can view content TYPE, TAGS, ENDPOINTS and DATE CREATED on the content library home page.

The screenshot shows the same web application interface as before, but with the 'Content' sub-tab selected. The search bar is still highlighted with an orange circle. The table below it has more columns: 'NAME', 'DESCRIPTION', 'TYPE', 'TAGS', 'ENDPOINTS', and 'CREATED'. The 'TAGS' column is highlighted with an orange circle. The table lists eight items, each with a 'Copy ID' link and a 'Created' timestamp.

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

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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.

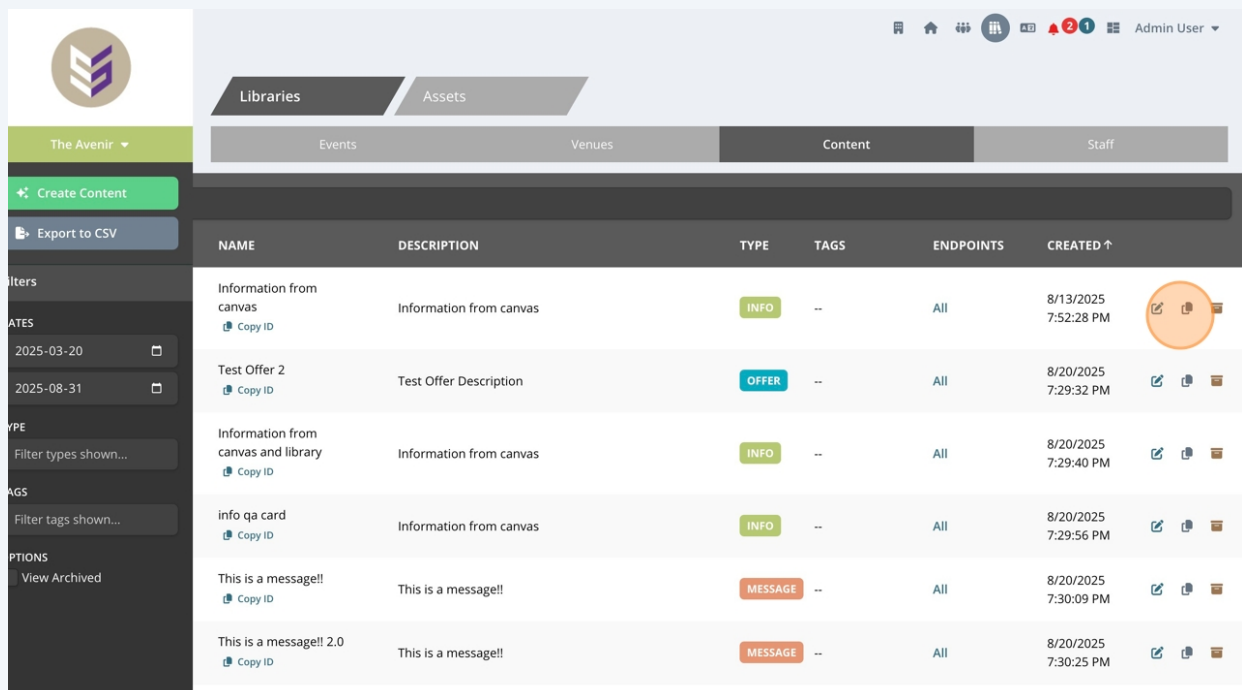


The screenshot shows a dashboard with a sidebar on the left containing navigation links like 'The Avenir', 'Create Content', 'Export to CSV', and various filters. The main area displays a table of content items under the 'Content' tab. The table has columns for NAME, DESCRIPTION, TYPE, TAGS, ENDPOINTS, and CREATED. The 'CREATED' column header is circled in orange, indicating it can be clicked to sort content chronologically.

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

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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. The action icons (edit, duplicate, archive) on the right side of the table are circled in orange, indicating they can be used to manage content.

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

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

The Avenir ▼

Create Content

Export to CSV

Events Venues Content

Search...

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.