ASA Connect

Connected Community App

Group Libraries

Contents

Group Libraries

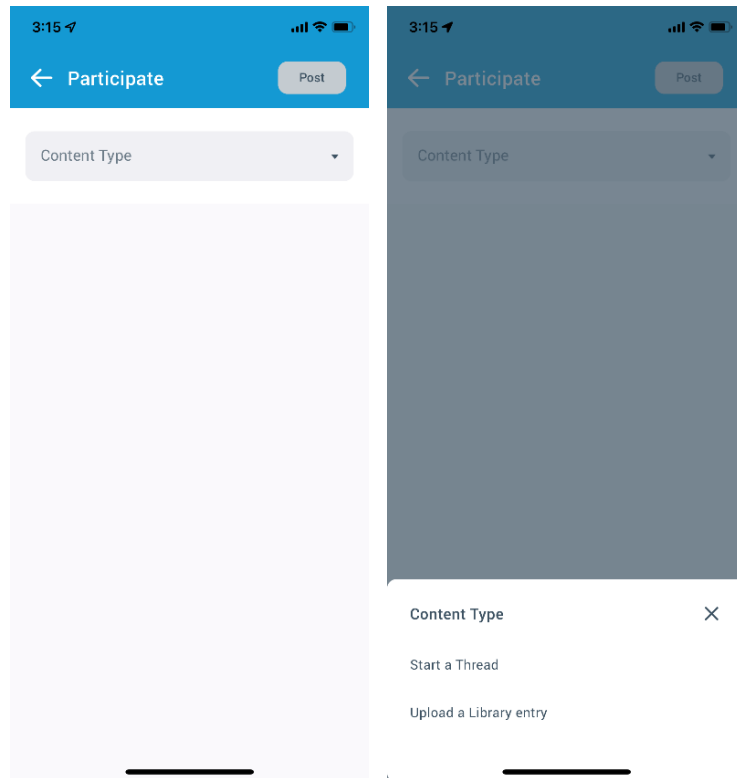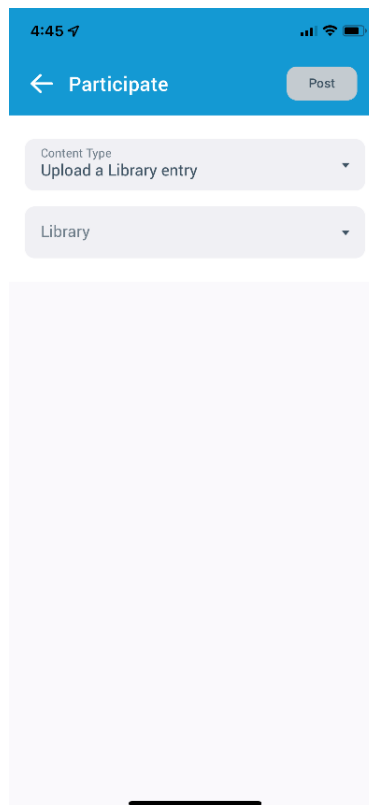## Uploading a File

To create a new entry to an ASA Connect Group's Library, tap the plus sign (+) inside of the blue circle from the Discussion Feed.
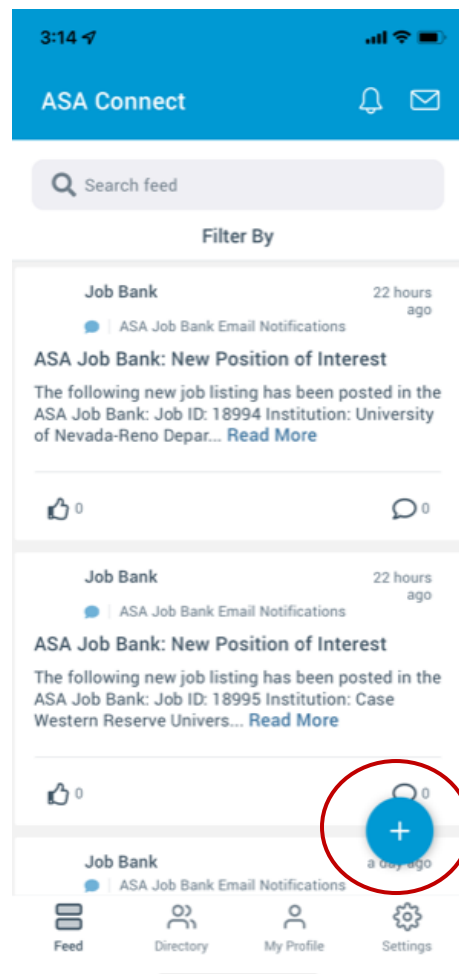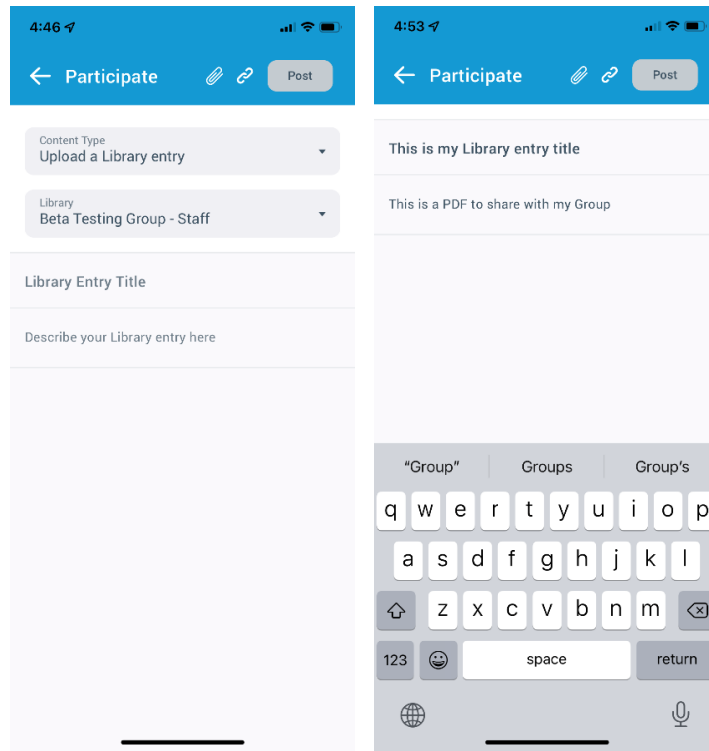
Tap Content Type and on the next screen, select Upload a Library entry.

Tap on the Library drop-down menu to select which Group Library you would like to add your file to.


3

Once the Library has been selected, enter in the Title of your document and a description of what it is.

Tap the paperclip icon on the top blue menu bar to select a file from your phone. When you find your file, tap on it.
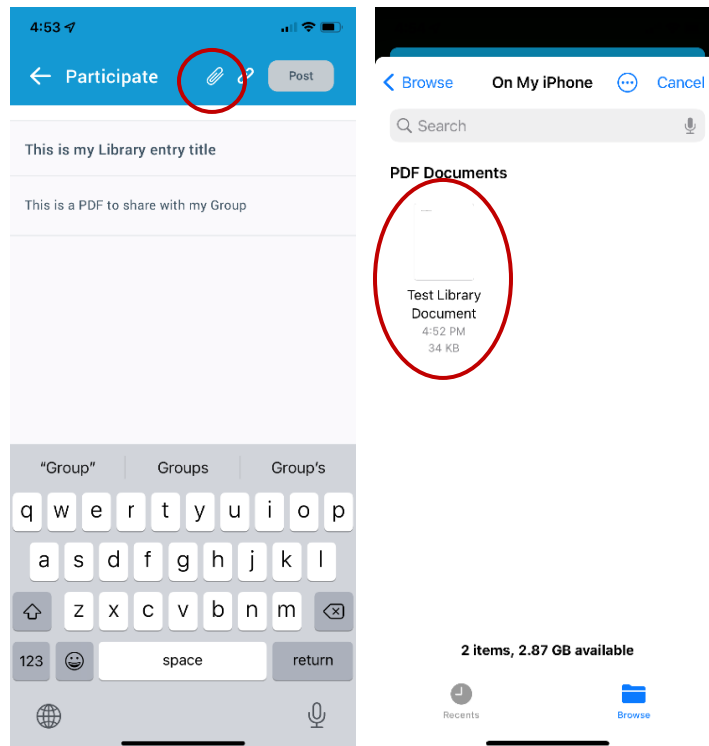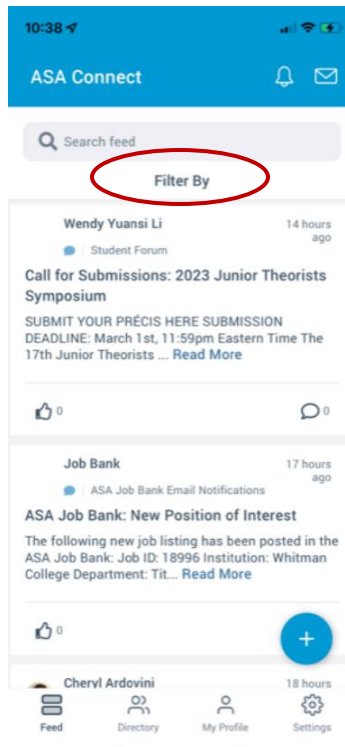
The file will then load beneath your description. If you accidentally selected the wrong file, tap the X by the file name to remove the file. After reviewing your Subject, Description, and File name, tap Post.
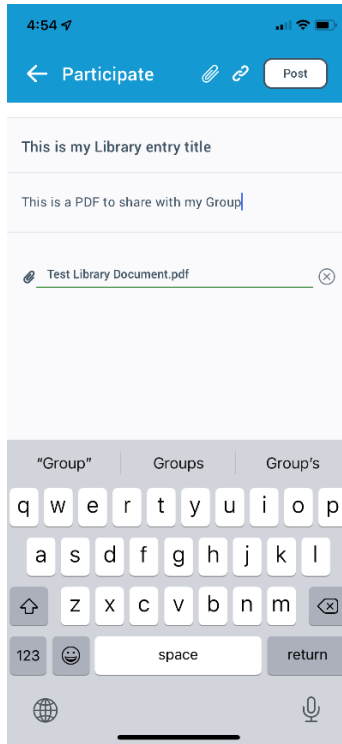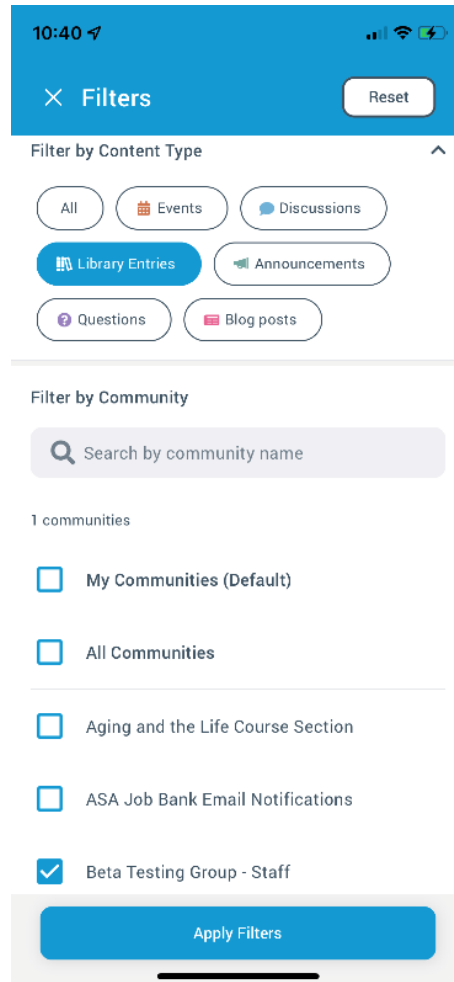

Viewing Library Entries

To view Library Entries, tap Filter By on the Discussion Feed screen.

For Filter by Content Type, tap Library Entries. The default setting is that all of your Group Libraries will be selected. (My Communities (Default) will be checked). If you want to search for a specific ASA Connect Group Library, you can type the beginning letters of the name of your Group in the Filter by Community text box and then tap Apply Filters.

The Library Entries for the selected Group will populate on the next screen. To view a specific file, tap on the link by the paperclip. To close the file, click Close and you will return to your filtered Discussion Feed. To remove the Library Entry filter, tap the X in the 2 Filters applied bar and then tap Confirm.