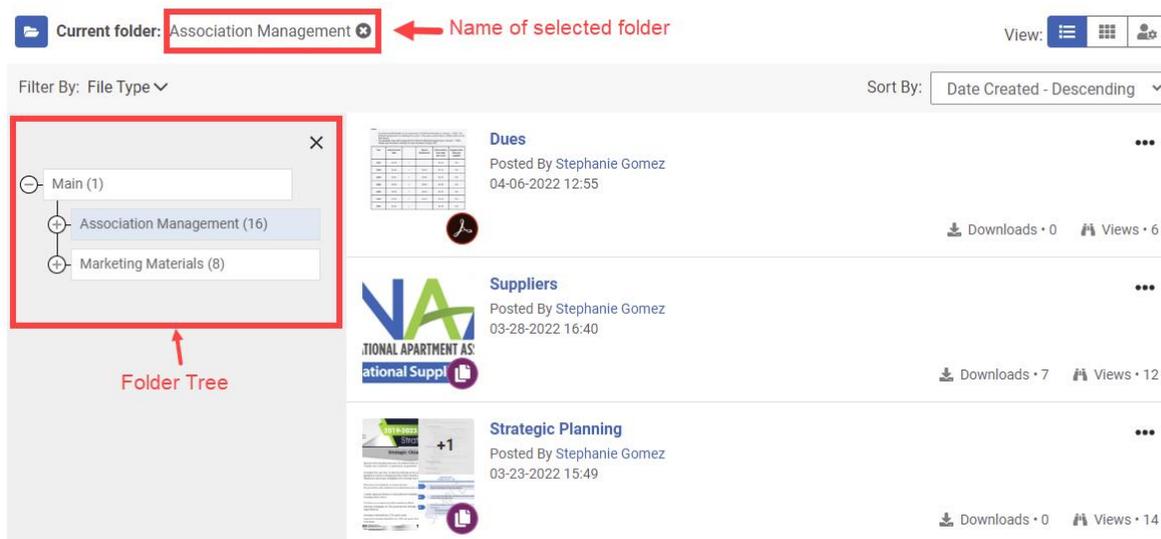


In a group library, files are directly uploaded to what are called “Library Entries” and are then available for download by members of the community group. Through the group library, members can view and share a variety of file types (including multimedia) that other members can comment on and recommend.

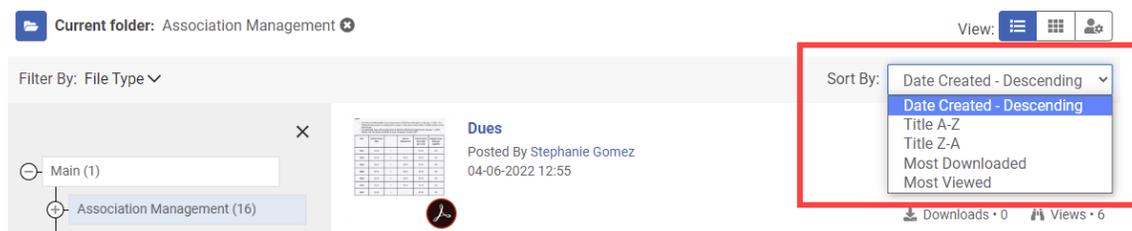
In a group library, you will immediately view two panels:

- A “Folder Tree” on the left
- And the contents of a selected Folder (i.e., the Library Entries saved in that Folder) on the right

To view Library Entries in a Folder, select the Folder in the Folder Tree. The Folder selected will be filled light blue, and the name of the Folder will appear above the Folder Tree.



You can also select the “Sort By” drop-down menu to sort the Library Entries in a selected Folder in desired order.



Viewing a Library Entry

Selecting the name of a Library Entry will open a panel to the right that displays a quick view of the contents of that Library Entry.

- Note that some Library Entries will contain files available for download. From the quick view, you can choose to download the contents of the Library Entry.

The screenshot shows a library interface with a sidebar on the left containing a tree view with folders: Main (1), Association Management (16), and Marketing Materials (8). The main area displays a list of library entries: 'Dues' (posted 04-06-2022 12:55), 'Suppliers' (posted 03-28-2022 16:40), 'Strategic Planning' (posted 03-23-2022 15:49), 'Standards for Affiliate Associations' (posted 03-23-2022 15:41), and 'Performance Management' (posted 03-23-2022 15:31). A red box highlights the 'Association Management (16)' folder in the sidebar and the 'Strategic Planning' entry in the list. To the right, a quick view panel for 'Strategic Planning' is shown, featuring a 'Download All' button, a 'Show All' button, and a list of three files: 'San Antonio Apartment...' (734 KB), 'Sample Strategic Plan and Operating...' (273 KB), and 'Strategic Planning Process Template' (96 KB).

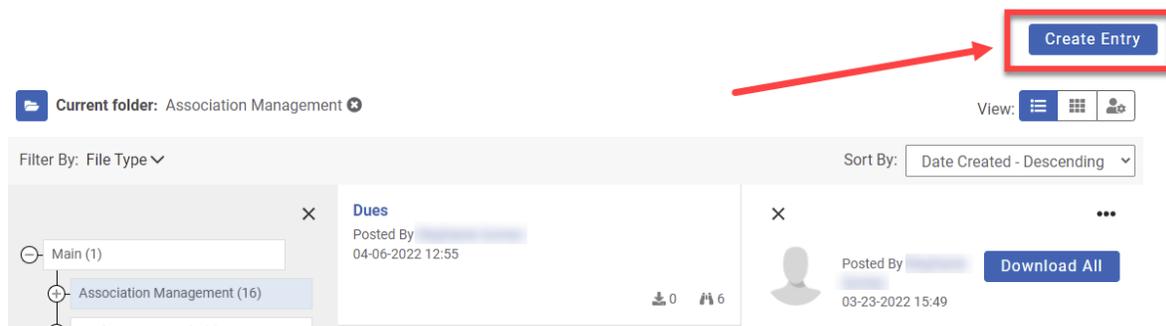
To view the Library Entry page, select the ellipses in the top right corner of the quick view and select “View Entry Page.” Once you’ve opened the page, you can download files separately and view and add comments about the contents of the Library Entry

This screenshot shows the same library interface as above, but with the quick view panel for 'Strategic Planning' expanded. A red arrow points to the three-dot menu icon in the top right corner of the quick view panel. A dropdown menu is open, showing the following options: 'View Entry Page', 'Edit', 'Pin', 'Copy Permalink', 'Mark as Inappropriate', 'Follow', and 'Delete'. The 'View Entry Page' option is highlighted with a red box.

Adding a Library Entry

Depending on the permission settings of a Community Library, members of the Community may be able to create Library Entries and upload files (in many cases, only the Community administrators have the ability to create Library entries). You can follow the steps below if you wish to share a resource and are a member of a Community that enables all members to create Library Entries.

First, select “Create Entry” in the top right corner



In the New Entry window:

1. Add a title
2. From the drop-down menu, select the Library Subfolder where the Library Entry should save
3. Enter content in the Description editor (optional)
4. Select the file type from the dropdown menu

Select “Next.”

