

# Admin Console





## Introduction

This support information serves as an introduction to the ProInteract™ Admin console for Presentations in Content management

*Please note that every module in the admin console is role and permission specific.*


## Indicators

The following indicators are used throughout this ProInteract™ Admin console support material:


Package Type Legend
 <b>Lite</b>
 <b>Regular</b>
 <b>Advanced</b>
 <b>Custom</b>

**Licence Package Information:** Availability of features corresponds to the product package that has been purchased by your organization. This manual describes all compatible features for each of the product packages.


*To the left is the legend shown throughout this manual for any feature not available to all packages.*




**TIP**  
Text with this icon informs you about useful tips while performing various operations.



**DO YOU KNOW?**  
Text with this gives you additional information about the current topic.



**CAUTION**  
Text with this icon cautions you about the consequence of an action which cannot be undone.



**IMPORTANT**  
Text with this icon informs you about important information of procedures to follow.

## Working with Library – Presentation Category



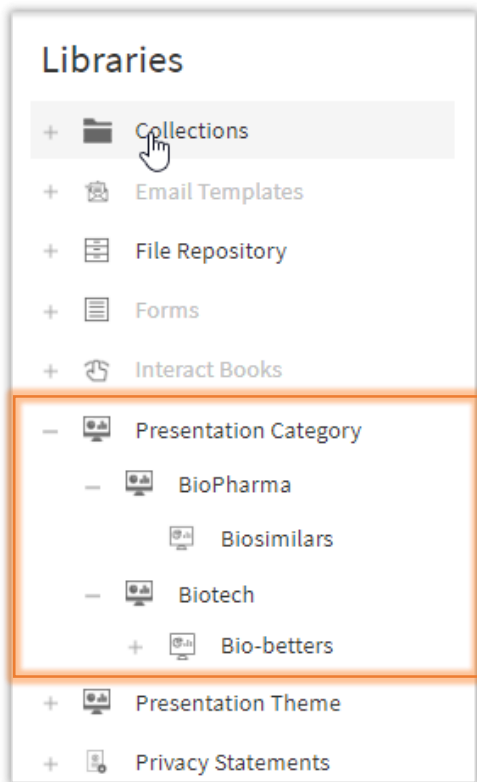
Presentation category contains slides which are uploaded by the administrator for use by the Sales Rep, without having the option to make any edits to the slide in terms of content or naming. On the mobile application, this is referred to as '*Company presentations*' within the Slide Show feature.

To begin, note the following default Content types are mapped to the Presentation library.

To know more information on the Library types, Content types and Library rules, please refer to the help section [Content management: Important Information](#)

Library Type	Default File Type (extension)
Presentation Category	
Presentation Category -> Slide	HTML (ZIP format only)

Go to the Libraries pane on the Manage Content screen and start creating the Folder/File hierarchy. Refer to the tree structure in the below diagram where 'Presentation Category' is the Library, which can house unlimited Category Folders; In the below diagram, 'BioPharma' is the Category Folder within the Library). A Category Folder can house unlimited Presentations; In the below diagram, 'BioSimilar' is the Presentation within the Category Folder.



Once a Presentation has been created within a Presentation Category, User can add files to the presentation. Following the example given in the above diagram, below is the representation of different slides within 'Biosimilars.'

**Manage Content**

Environment: DEV | Workflow: ALL

**Libraries**

- + Collections
- + Email Templates
- + File Repository
- + Forms
- + Interact Books
- Presentation Category
  - BioPharma
    - Biosimilars**
  - Biotech
    - + Bio-betters
- + Presentation Theme
- + Privacy Statements
- + Product Plus

**Folders**

Library	Title	Type	Last Modified	Status	Workflow Status	Environment	Workflow	Actions
No folders found under Biosimilars, please click '+Add' button under Folders section to add folders.								

**Assets**

Showing 1-4 of 4 items.

Asset Type	Title	Type	Last Modified	Status	Workflow Status	Environment	Workflow	Actions
3	slide 1	Slide	2019-03-27	PUBLISHED	Dev(Approved)	DEV	Default	[Icons]
3	slide 2	Slide	2019-03-27	PUBLISHED	Dev(Approved)	DEV	Default	[Icons]
3	slide 3	Slide	2019-03-27	PUBLISHED	Dev(Approved)	DEV	Default	[Icons]
3	slide 4	Slide	2019-03-27	PUBLISHED	Dev(Approved)	DEV	Default	[Icons]

Drag and drop files not allowed, Content type 'File' not mapped to currently selected library type.

NOTE: Optimized for PC.

## Working with Library – Presentation Themes



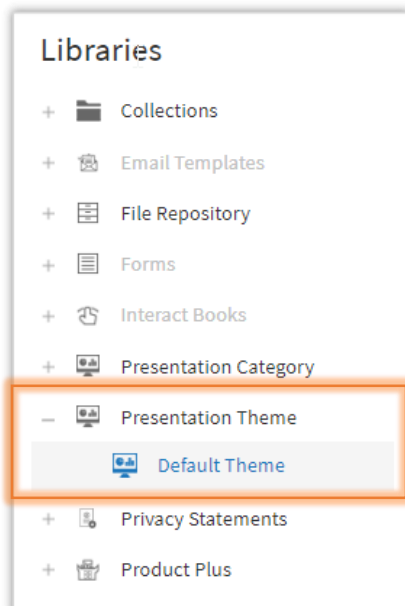
Presentation themes are default slide templates that exist as part of your product package and can be customized for use by the Sales Rep. On the mobile application, these themes are available under 'User presentations → Slide template' of the Slide show.

With these slide template layouts, a Sales Rep can then customize with text only.

To know more information on the Library types, Content types and Library rules, please refer to the help section [Content management: Important Information](#)

Library Type	Default File Type (extension)
Presentation Theme category	
Presentation theme-> Slide template	HTML (ZIP format only)

Go to the Libraries pane on the Manage Content screen. Refer to the tree structure in the below diagram where 'Presentation Theme' is the library which can house unlimited number of Theme folders. 'Default Theme' is one of the theme folders. On the right-hand panel, you can see the default slide templates added as part of your package.



The whole of 'Presentation themes' library is managed by the super admin alone. Admin of an organization cannot create the Folder/File hierarchy.

INTERACT™ Pharma Pharma Division 1 Pharma Workspace Admin User

Content Manage Content

Environment: DEV Workflow: ALL + Help Video

### Libraries

- + Collections
- + Email Templates
- + File Repository
- + Forms
- + Interact Books
- + Presentation Category
- Presentation Theme
  - Default Theme
- + Privacy Statements
- + Product Plus

### Default Theme

#### Folders

+ Add

Library	Title	Type	Last Modified	Status	Workflow Status	Environment	Workflow	Actions
No folders found under Default Theme, please click '+Add' button under Folders section to add folders.								

#### Assets

+ Add

Showing 1-5 of 5 items.

Asset Type	Title	Type	Last Modified	Status	Workflow Status	Environment	Workflow	Actions
2 column	2 column	Slide Tem...	2019-04-17	PUBLISHED	Dev(Approved)	DEV	Default	View Edit Delete
3 column	3 column	Slide Tem...	2019-04-17	PUBLISHED	Dev(Approved)	DEV	Default	View Edit Delete
quote_with_...	quote_with_...	Slide Tem...	2019-04-16	PUBLISHED	Dev(Approved)	DEV	Default	View Edit Delete
title	title	Slide Tem...	2019-04-16	PUBLISHED	Dev(Approved)	DEV	Default	View Edit Delete
title_and_co...	title_and_co...	Slide Tem...	2019-04-16	PUBLISHED	Dev(Approved)	DEV	Default	View Edit Delete

Drag and drop files not allowed. Content type 'File' not mapped to currently selected library type.