

Admin Console

Introduction

This support information serves as an introduction to the ProInteract™ Admin console for File Repository 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
INTERACT Lite
INTERACT Regular
INTERACT Advanced
INTERACT Custom

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 – File Repository



File Repository is a central place where all the Folders and Files can be added and from there it can be Moved/Copied to different Libraries depending on the Library Rules configured.

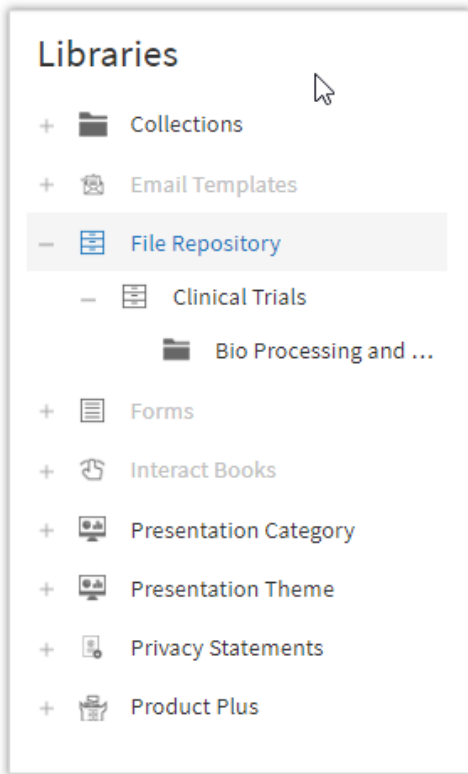
To know more information on the Library types, Content types and Library rules, please refer to the help section [Content management: Library Management](#)

Library Type	Default File Type (extension)
File Repository	
File	PDF (pdf) Video (mp4) HTML (ZIP format only) MS PowerPoint (ppt, pptx) MS Excel (xls,xlsx) MS Word (DOC, DOCX)

To begin with, start by defining rules for the Library 'File Repository'.

Once the hierarchy has been defined, go to Manage Libraries to start adding Folders and Files under 'File Repository'.

Go to the Libraries pane on the Manage Content screen. Refer to the tree structure in the below diagram where 'File repository 'is the library which can house unlimited number of repository folders. 'Clinical Trials' is an example of a Repository folder.



Once a Folder has been created within the File Repository library, admin can add files(assets) to it. Below is the example of the Folder/File hierarchy where 'Clinical trials' is the parent Folder and 'Bio Processing and Commercialization' is the sub folder which contains the File mapped to it.

