





Introduction

This support information serves as an introduction to the ProInteract™ Admin console for Collections 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
 Lite
 Regular
 Advanced
 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.

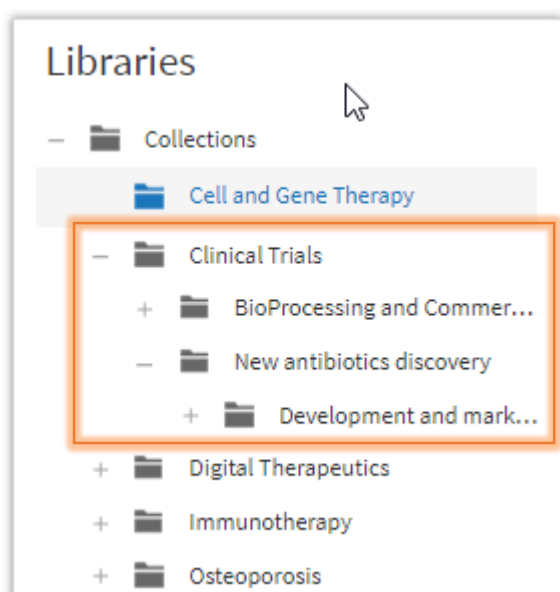
Working with Library – Collections

To begin, note the following default Content types are mapped to the Collections 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)
Collections	PDF (pdf) Video (MP4, M4V, MOV, M3U8) Images (JPG, JPEG, PNG) HTML (ZIP format only) MS PowerPoint (ppt, pptx) MS Excel (xls, xlsx) MS Word (DOC, DOCX)


Go to the Libraries pane on the Manage Content screen and start creating the Folder/File hierarchy under 'Collections'. Refer to the tree structure in the below diagram where 'Collections' is the library, 'Clinical Trials' is the folder and 'BioProcessing' is an example of a sub-folder. Folder/File hierarchy can span across multiple levels.



Below is the representation of Folder/File hierarchy. Different content types can be added under each Folder.

The screenshot shows the 'Manage Content' interface in the INTERACT system. The left sidebar contains a 'Libraries' menu with various content types. The main area is titled 'Cell and Gene Therapy' and is divided into 'Folders' and 'Assets' sections. The 'Folders' section is currently empty, with a message: 'No folders found under Cell and Gene Therapy, please click '+Add' button under Folders section to add folders.' The 'Assets' section shows a table of 18 items, with the first five rows highlighted in orange. The table columns are: Asset Type, Title, Type, Last Modified, Status, Workflow Status, Environment, Workflow, and Actions.

Asset Type	Title	Type	Last Modified	Status	Workflow Status	Environment	Workflow	Actions
[Icon]	Cell and Gen...	File	2019-05-01	PUBLISHED	Dev(Approved)	DEV	Default	[Icons]
[Icon]	Cell and Gen...	File	2019-05-08	PUBLISHED	Dev(Approved)	DEV	Default	[Icons]
[Icon]	Gene therap...	File	2019-05-21	PUBLISHED	Dev(Approved)	DEV	Default	[Icons]
[Icon]	Manufacturi...	File	2019-04-26	PUBLISHED	Dev(Approved)	DEV	Default	[Icons]
[Icon]	Developmen...	File	2019-04-26	PUBLISHED	Dev(Approved)	DEV	Default	[Icons]

 **DO YOU KNOW?** For any Library type, the Files (individual assets) will not be shown in the tree structure but can instead be seen in the right panel.