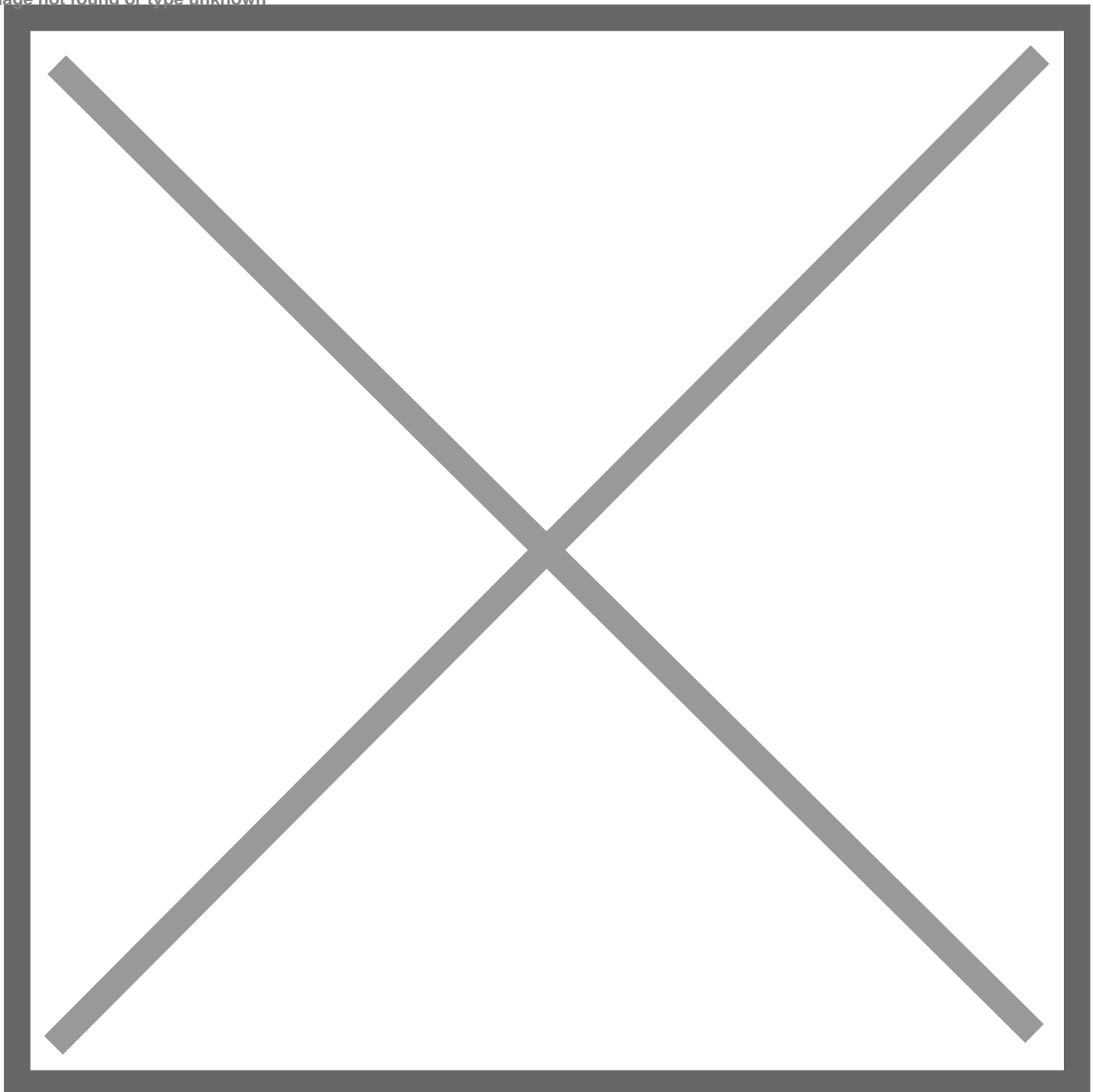


Consolidate and share your creative efforts among your teams.

The **Library** page allows you to add assets that you (and other social posters) can then use in post creation. Review metrics on published posts, such as how many times they've been viewed and published, before scheduling for other locations.

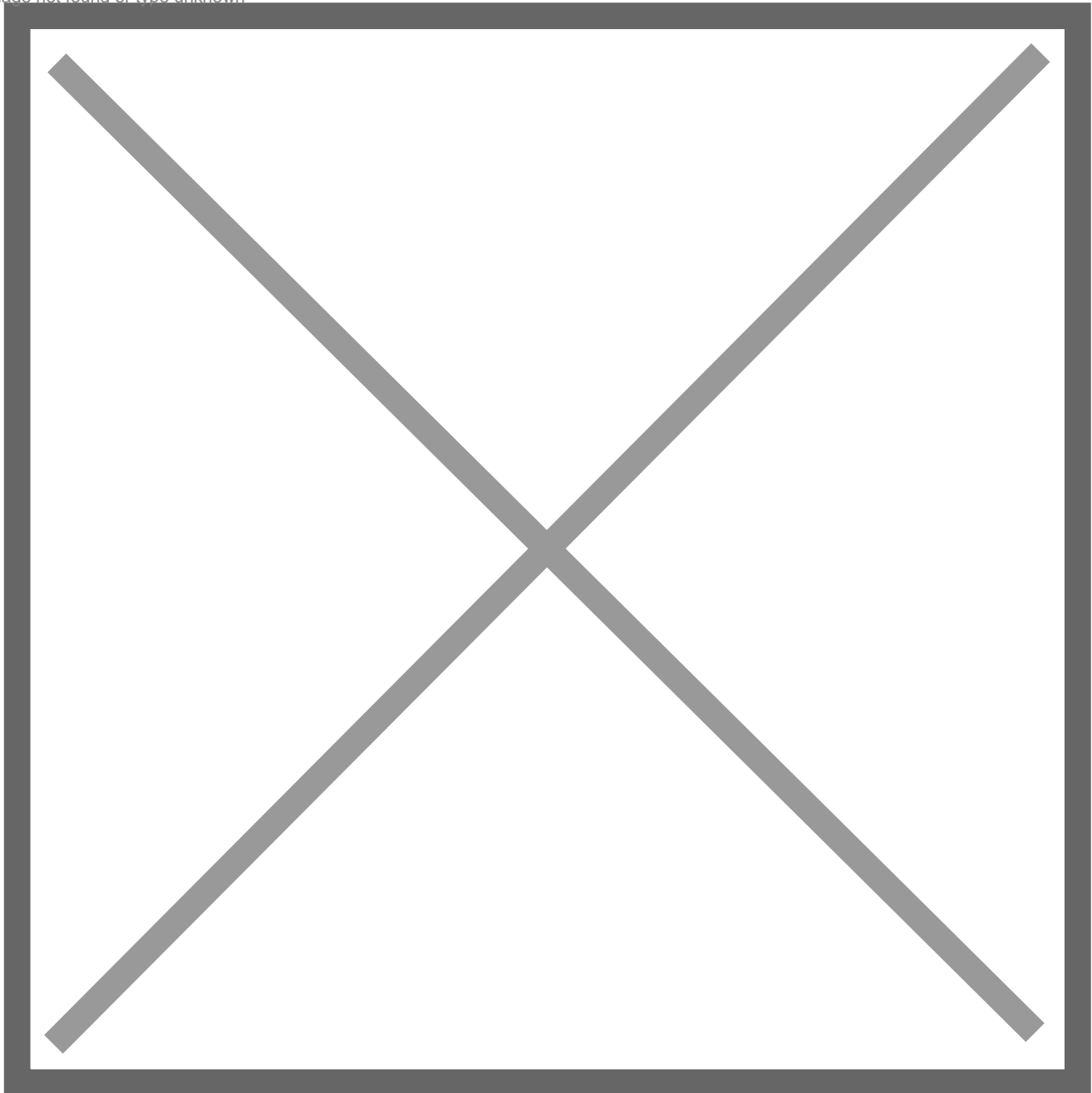
Content Library

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Searching the Library

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You can filter and sort posts by the following types:

Type	Description
Top Line Filters	Drill down to see posts available or created for specific locations. Date range filters for the date posts were created or modified.
Search by Tags	Tags include social sites and custom tags added to content. Select one or many.

Type	Description
Sort By	Select date created or date modified.
Content Type	See custom content or posts included in campaigns. Select one or both.
RSS Feed	Toggle over to view RSS feed content.

Adding Content to the Library

The content library is shared by other social posters in your company. Users see only the posts that are allowed by location access.

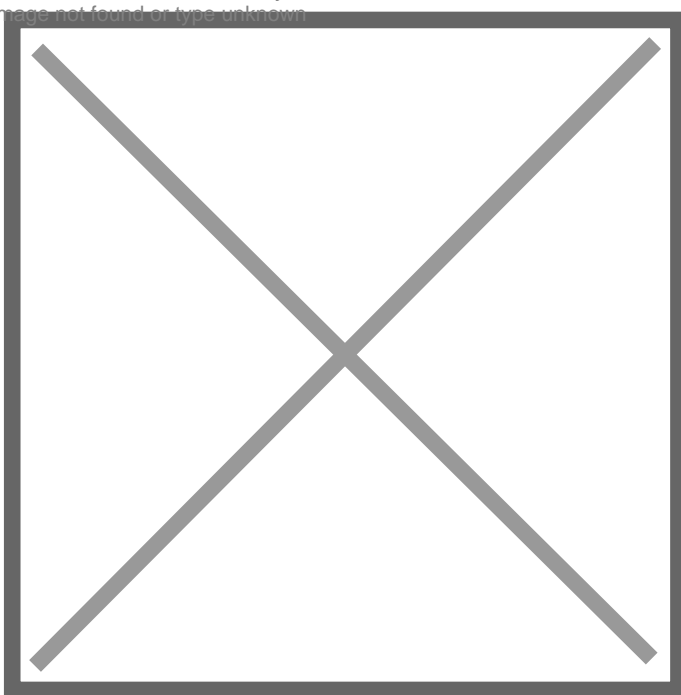
See posting tutorial.

Using Content

You can schedule or publish a post from the content library to your location's social pages. Only posts that are available to your location can be scheduled or published.

To schedule a post:

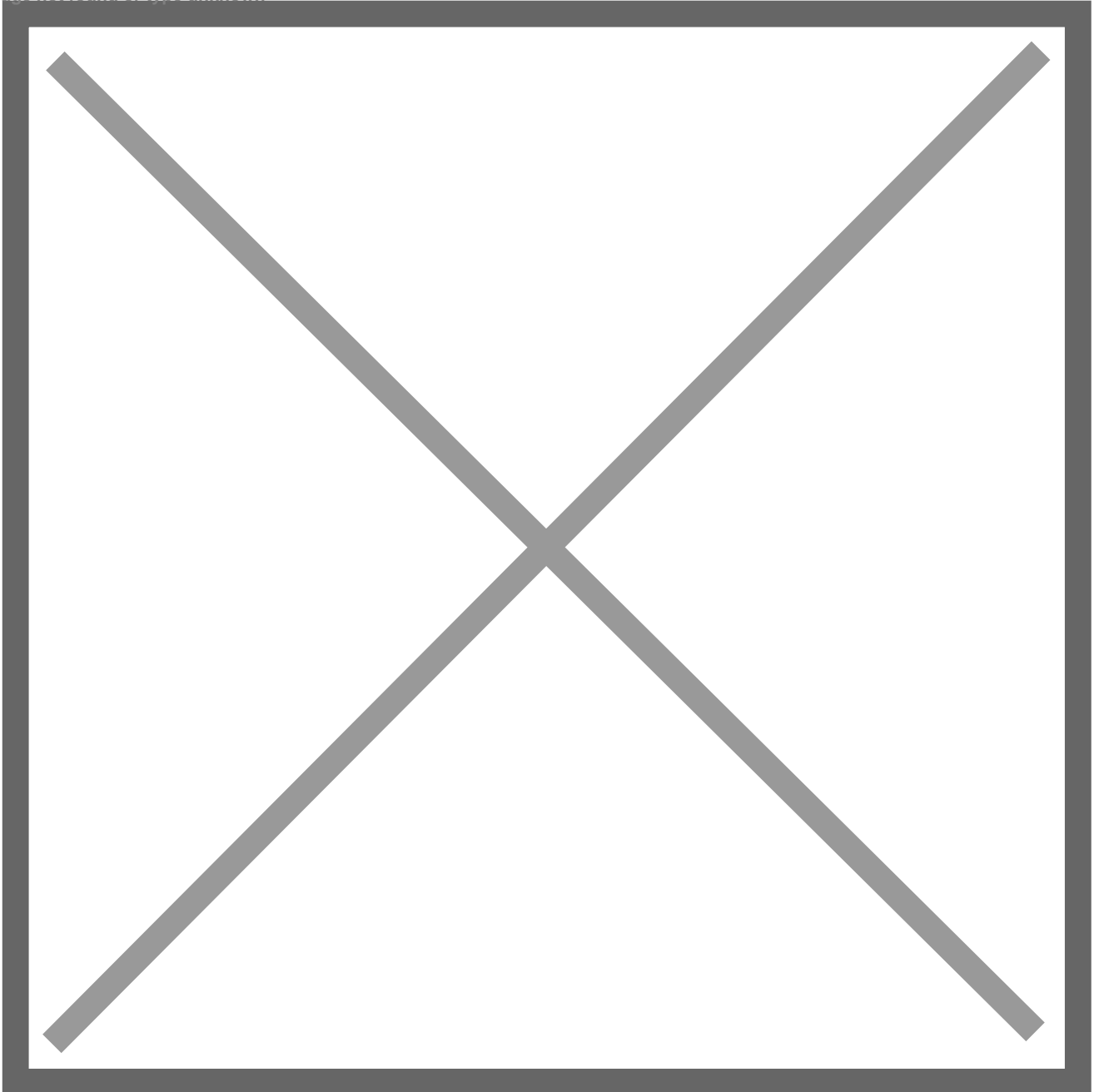
1. From the content library, hover over the **Schedule** or **View Post** button on your selected post.



2. Click **View Details**.
3. Click **Schedule**.
4. Select social sites to publish to and locations to include.
5. Click **Publish Later** and select a date and time to publish, or click **Publish Now** and **Submit**.

Assets Library

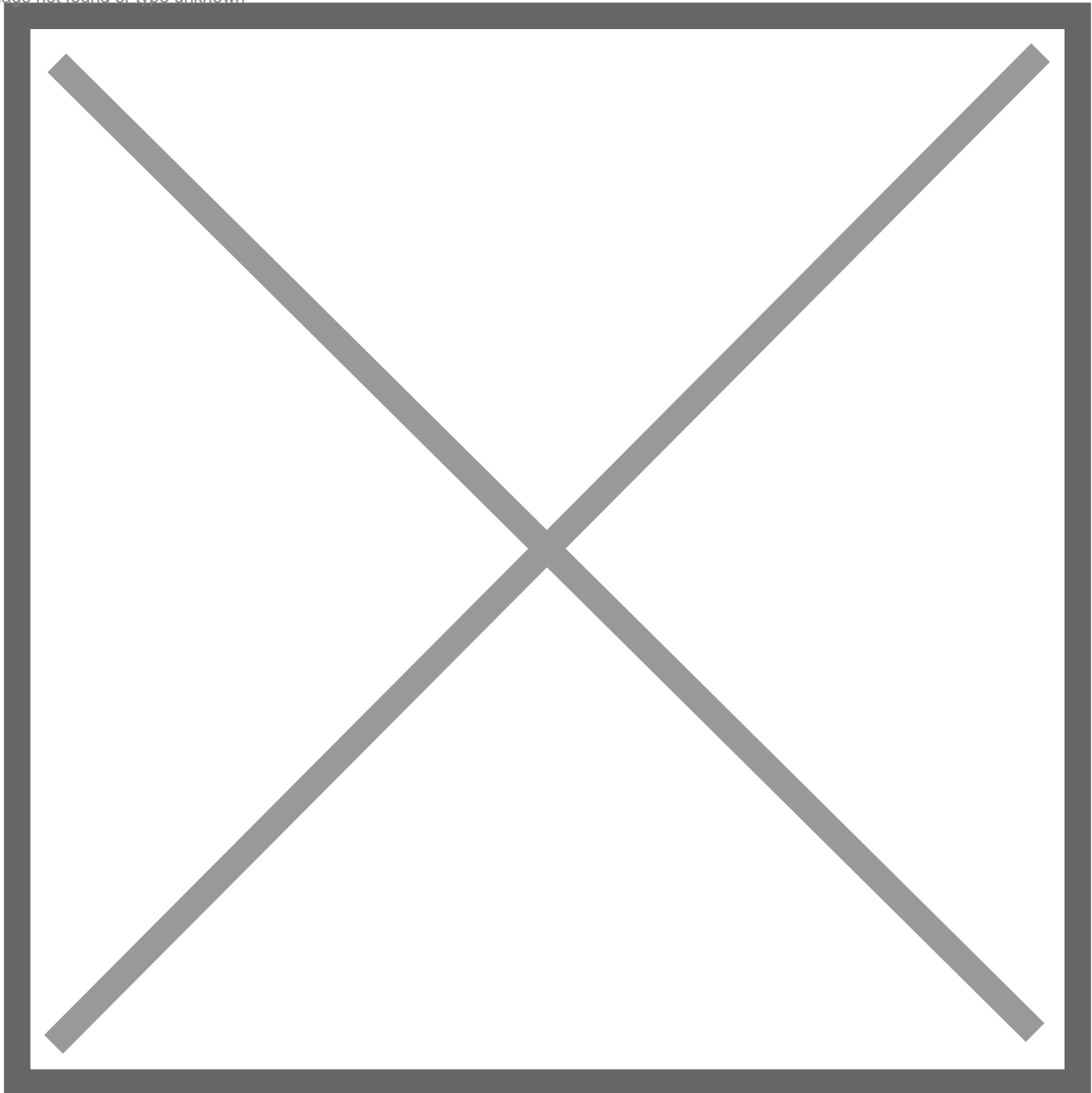
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Searching the Library

Use the search box to search assets by hashtag or keyword. You can filter and sort assets by the following types:

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Type	Description
Top Line Filters	Drill down to see assets available for specific locations. Date range filters for the date assets were created or modified.
Images	Image formats accepted: JPEG, GIF, PNG. Size limits for most social sites are 4MB by picture.

Type	Description
Videos	Video formats accepted: MOV, MP4, MPG. Size limit 2GB.
Links	URLs to public web content with image previews.
Text	Text-based content.
Search by Tags	Filter by custom tags added to content. Select one or many.
Sort By	Select date created or date modified.

Adding Assets to the Library

The asset library is shared by other social posters in your company. Users see only the assets that are allowed by location access.

To add an asset to the library:

1. From the Social Home page, click **Library**.
2. Click **Assets**.
3. Click **Add New Asset**.
4. Choose from **Add Picture/Video**, **Bulk Media Upload**, **Add Text**, or **Add Link**.
 - o **Picture/Video** – Upload an image or video.
 - o **Bulk Media Upload** – Select multiple images or videos to upload at the same time.
 - o **Text** – Enter or paste the text you want to share.
 - o **Link** – Paste the link you want to share.
5. Enter the asset details:
 - o **Asset Title** – Name your asset. Required.
 - o **Description/Recommendations** – What is your asset about or usage recommendations. Required.
 - o **Tags** – Track your assets through tags. Optional.

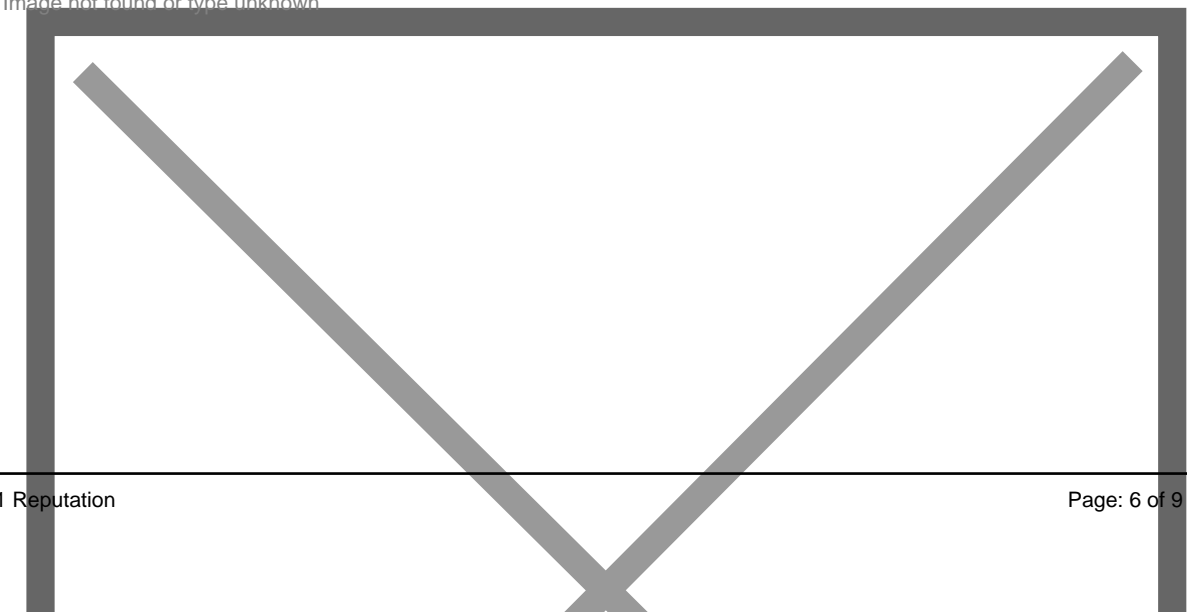
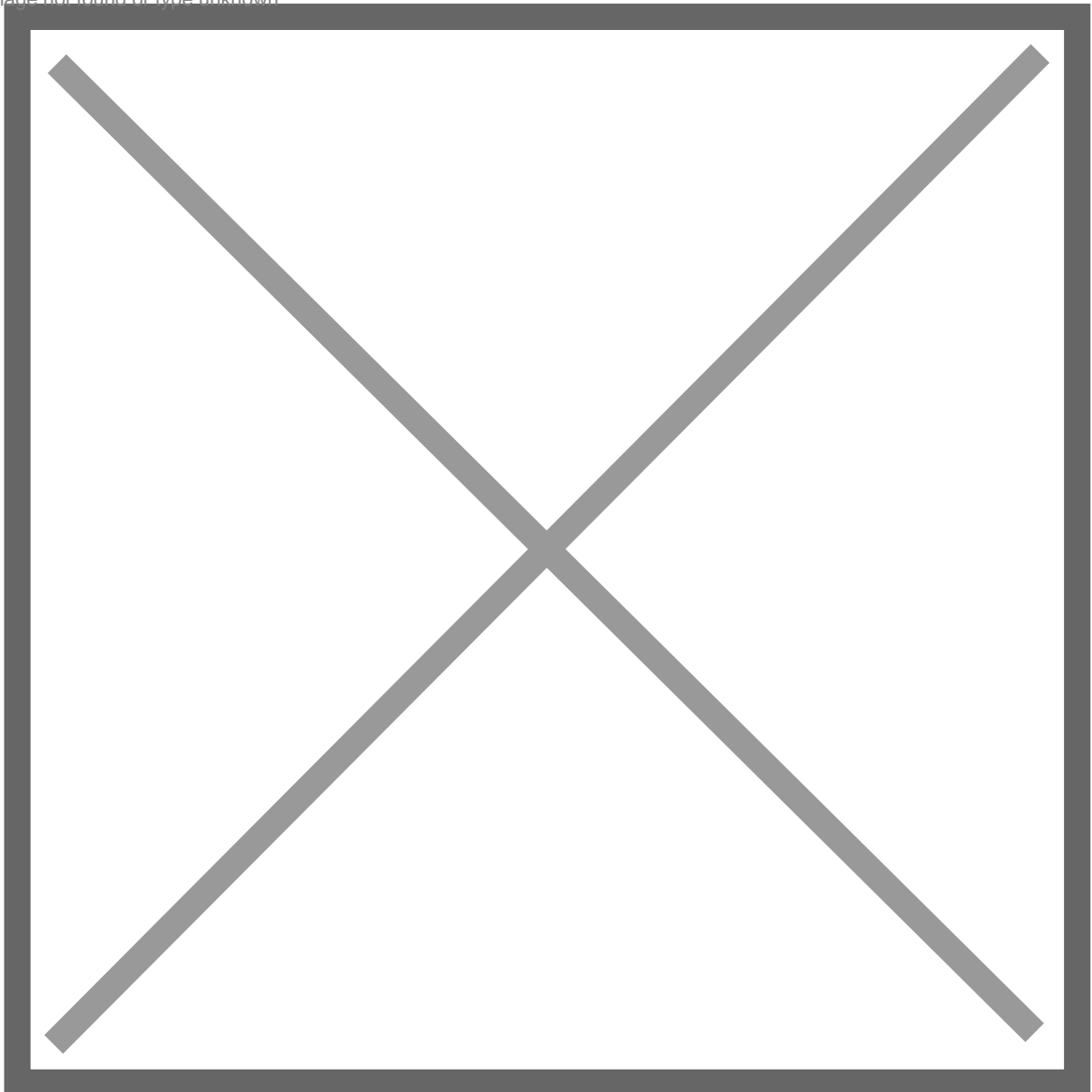


Image not found or type unknown



6. Select the locations for which the asset should be available.
7. If you want to temporarily prevent users from using this asset in posts, click the **Locked** icon. Select a date range if you'd like to unlock this asset for a period of time.
8. Click **Add**.

The asset appears in the library with a "New" tag. The tag remains for 48 hours.

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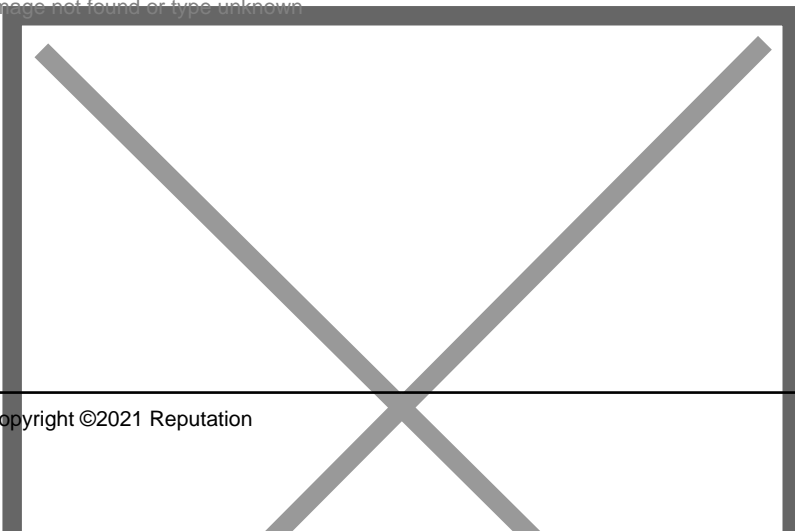
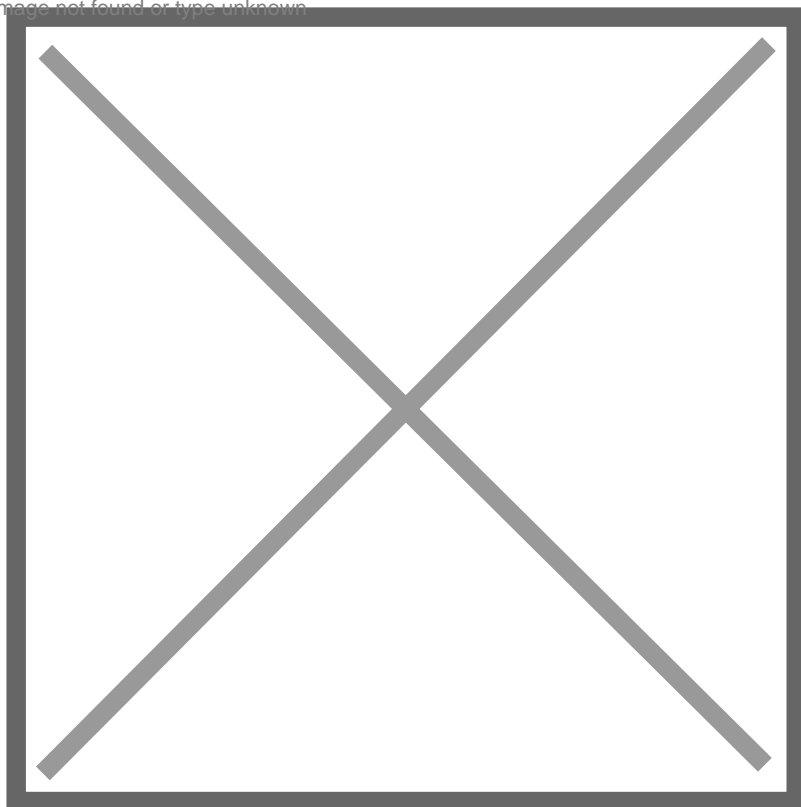


Image not found or type unknown



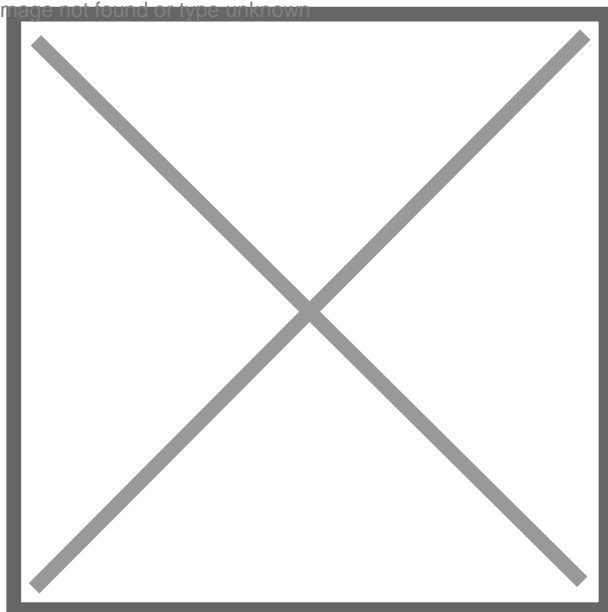
Using Assets in Posts

You can create a post from the Asset Library, or you can select an asset from the Publisher. Only assets that are available to your location and that are unlocked can be used in posts.

To use an asset in a post:

1. From the asset library, hover over each asset you want to use, can click to select it.

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2. From the bottom of the screen, click **Next**.

3. In the Create Post window, select the channel(s) to post, select the location(s), enter text, and set a post publish time (later or now). See posting tutorial.

The metrics for the post are updated in the content library to reflect usage:

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