

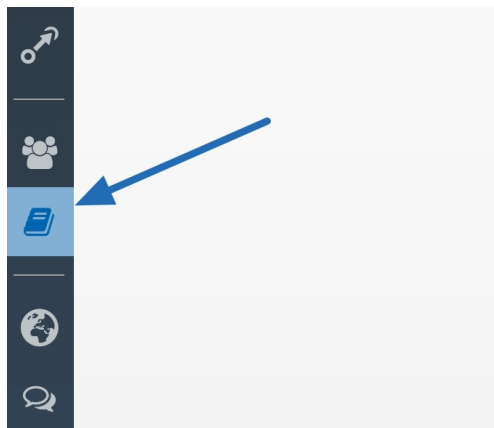
How to Manage Libraries in UNIFI

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In this article, we will cover how to manage libraries in UNIFI. You'll learn how to add, edit, and protect your libraries.

The Library Management Portal allows you to manage administrator and user access to libraries, as well as run library content reports.

Let's start by clicking on the book icon on the left side of the screen. This icon is only visible to company admins.




Adding a Library

To add a library, click **Add** in the upper right corner of the screen.

<input type="text" value="Search libraries"/>			ADD EDIT
Name	Owner	Date Created	
AEC - Architecture	UNIFI - Demo AEC	9/26/2018 11:22:08 AM	

Next, type in the library name and select **OK**.



New Library

×

Enter new library name

Ok

Cancel

Editing a Library

To assign library admins and grant user access, select the library you want to edit and then either right-click and select **Edit** or select **Edit** from the top right of the screen.

Search libraries			ADD EDIT
Name	Owner	Date Created	
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Keep in mind that Company Admins will automatically be granted access to all libraries. When individuals are given access as Library Admins, they can approve, edit, or reject content for that library.

On the left side, you'll see all user administrators included; you can add more by searching for individuals in the left column.

AEC - Architecture

Save Library

Delete Library

Administrators by User

Administrators by Group

Users with Access

Groups with Access

Included

Remove All

To Add

Filter Name...

Filter Name...

hseberta@irio.us

Anne Fratelli (ramsevfratelli@example.com)

You can also add administrators by group. To do this, click on the **Administrators by Group** tab.

Administrators by User

Administrators by Group

Users with Access

Groups with Access

Included

Remove All

To Add

Filter Name...

Filter Name...

From here, you can add or remove groups.

Administrators by User	Administrators by Group	Users with Access	Groups with Access
Included	Remove All	To Add	Add All
Filter Name...		Filter Name...	
		+ SiteAdmin	
		+ Project Team - Retail	

Now let's look at how to manage users' access to the library. Click on the **Users with Access** tab to add and remove users.

Administrators by User	Administrators by Group	Users with Access	Groups with Access
Included	Remove All	To Add	
Filter Name...		Filter Name...	

You can also manage the groups that have access to the library. To do this, click on the **Groups with Access** tab and add/remove user groups.

Administrators by User	Administrators by Group	Users with Access	Groups with Access
Included	Remove All	To Add	
Filter Name...		Filter Name...	

Once you are done managing all users, select **Save Library**.


AEC - Architecture
Save Library
<div> <div>by User</div> <div>Administrators by Group</div> <div>Users with Access</div> </div>

Deleting a Library

To delete a library, select the library that you want to delete and either right-click and select **Delete** or select **Delete Library** from the top right of the screen.

AEC - Architecture
<div> <div>Save Library</div> <div>Delete Library</div> </div>

A window will pop up asking you what you'd like to do with the content in the library. You can choose to either move the content, or you can simply delete it all.

Delete Library✕

What would you like to do with the contents of this library?

NOTE: If this library is tied to any Content Requests, you will need to update those Content Requests to specify a new library.

Move Content

Delete Content

Cancel

If you opt to move the content, then you'll select from the dropdown menu the library that you'd like to move the content to and then click **Select**.

Select Library✕

Select a library to move content to.

AEC - Civil

Select

Cancel

Library Content Reports

Company Admins can also run library content reports. These reports include the element type, family name, category, size, number of times it was inserted, rating, original author, date created and modified, and the email of who last modified the content.

Simply select the library you want to run a report on and click **Report**.

Search libraries				ADD EDIT NOTIFICATIONS REPORT BROWSE DELETE			
Name	Owner	Date Created			Protected		
AEC - Architecture	UNIFI - Demo AEC	9/26/2018 11:22:08 AM					

A bar appears at the very top of the screen indicating that your report is ready to view. To view the report, select **View Now**.

AEC - Architecture Report Ready

View NowDismiss

An Excel spreadsheet will then open with the report.

AutoSave Off Architecture - Excel Karen Pierce KP

File Home Insert Draw Page Layout Formulas Data Review View Help Search

Clipboard Font Alignment Number Styles Cells Editing Ideas

Calibri 11 A A

B I U Font Color Background Color

General Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Find & Filter Select Ideas

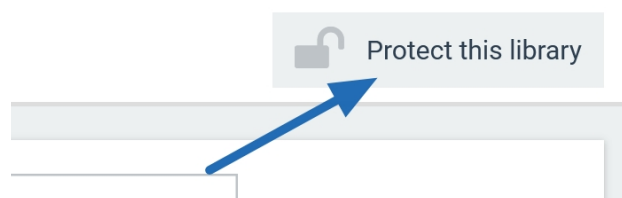
Share Comments

A1

	A	B	C	D	E
1	Element Type	Name	Family	Category	Size
2	Loadable Family	HermanMiller_Collection_Eames_AluminumGroup_ExecChair	HermanMiller_Collection_Eames_AluminumGroup_ExecChair.rfa	Furniture	1.094 MB
3	Loadable Family	Sliding-Closet	Sliding-Closet.rfa	Doors	304 KB
4	Group	Wood_1	Wood_1.fillpattern	Fill Patterns	400 KB
5	Loadable Family	Television_Table_with_Tv_19377	Television_Table_with_Tv_19377.rfa	Furniture	4.906 MB
6	Group	Crosshatch	Crosshatch.fillpattern	Fill Patterns	400 KB
7	Group	Herman Miller - Finish LT Light Tone	Herman Miller - Finish LT Light Tone.rfam	Materials	396 KB

Protecting a Library

Content can live in multiple libraries and, on occasion, there may be content you want to ensure is never accidentally overwritten. If a user uploads content to a library they have admin rights to, it will also update any other libraries that content lives in that they may not have admin rights to. If you'd like to limit the Library Admin rights of a library, you can protect the library. Protecting a library will restrict Library Admin rights of the Library and only Company Admins of the Company sharing the Library will be able to add or update content. To protect a library, you'll want to right-click to edit the Library within UNIFI and then select **Protect this Library** in the upper right corner of the screen.



Be sure to check out more of our Knowledge Base articles to learn more tips & [best practices for managing your libraries in UNIFI](#).