

# Creating a Development Library

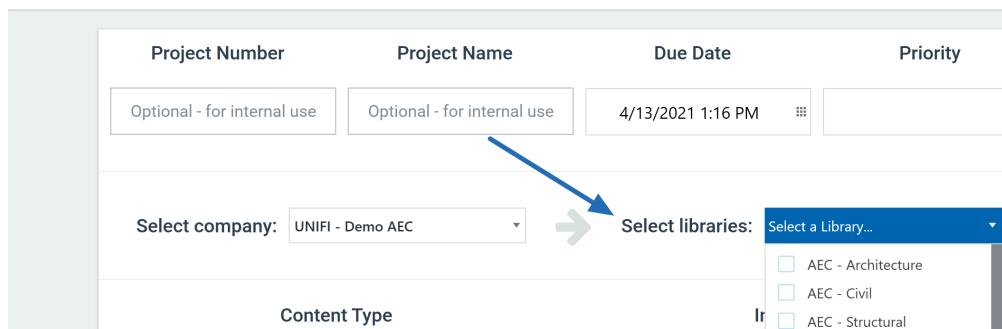
Last Modified on 04/06/2021 4:29 pm EDT

A Development Library in UNIFI allows you to easily put requested content through an additional QA/QC process.

## Why Have a Development Library

Whenever a content request is completed in UNIFI, it is going to be automatically added to the libraries selected when the content request was created and/or approved.

### Create Content Request



Project Number	Project Name	Due Date	Priority
Optional - for internal use	Optional - for internal use	4/13/2021 1:16 PM	

Select company: UNIFI - Demo AEC

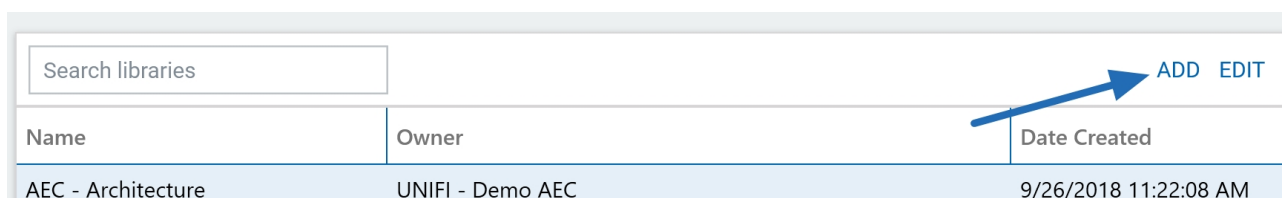
Select libraries: Select a Library...

- ☐ AEC - Architecture
- ☐ AEC - Civil
- ☐ AEC - Structural

However, you may not want that to happen just yet. What you could do instead is create a Development Library in UNIFI. When you have a Development Library in place, content would go to that library first so that you can make any necessary adjustments.

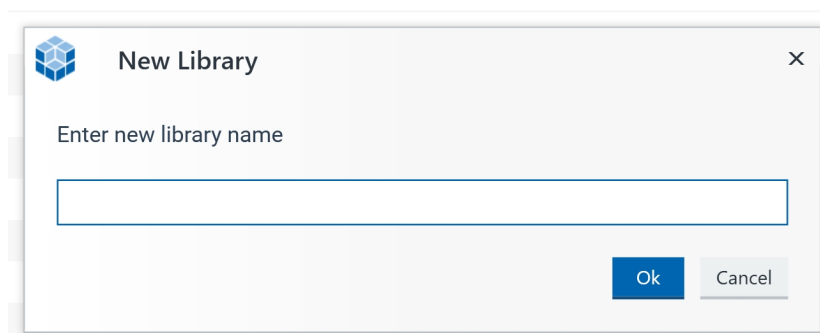
## How to Create a Development Library

Let's start by creating the library. From the Libraries page, select **Add** at the top of the screen.



Name	Owner	Date Created
AEC - Architecture	UNIFI - Demo AEC	9/26/2018 11:22:08 AM

Next, give this library a name. You'll want to select a name that makes it clear that this content isn't to be used and that it is simply a placeholder for content requests (for example, "QUARANTINE - CONTENT REQUEST"). Once you have named the library, select **Ok**.



**New Library**

Enter new library name

Ok Cancel

Next, either right-click the Library and select **Edit** or select the Library and then hit **Edit** in the top right of your

screen.

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

From here, you will assign users and admins who could access this library. We recommend that you limit access to only those on the QA/QC team.

QUARANTINE – CONTENT REQUEST

Save LibraryDelete Library

Administrators by UserAdministrators by GroupUsers with AccessGroups with Access

IncludedRemove AllTo AddAdd All

Filter Name...Filter Name...

## How to Use the Development Library

Once the library is set up, the process of using it is simple. First, you'll want to indicate to users that when they complete a content request, they should request that it go to the Development Library.

Select libraries: Select a Library...

☐ GC - Construction

☐ GC - Manufacturers

☐ Internal - Development

☐ Internal - Documentation

☐ Internal - Sandbox

☐ MEP - Electrical

☐ MEP - Mechanical

☐ MEP - Plumbing

☐ Project Boston Renovation

☐ Project PNW Coffee

☐ QUARANTINE – CONTENT REQUEST

File Name

File name

Please provide a complete c

- Include Family Type data i

- Include any special param

- Include any special funcio

Instructions for conten

When admins approve Content Requests, the content will automatically go to that Development Library. Once the necessary adjustments have been made to the piece of content, and it is ready to go to other libraries, the admin would simply select **Library Management** from the content page, uncheck the Development Library, and check all applicable libraries.


☆

★

★

★

★



TC

Revit Family:

Category:

Size:

Inserts:

Units:

Libraries:

HermanMiller\_Collection\_Officina\_Chair


Furniture

1.172 MB

0

Imperial

AEC - Architecture; Internal - Sandbox

Tags:  [E2020200](#)

Family Types

File History

**Library Management**

Change libraries

Family Types

File History

**Library Management**

Select libraries this file belongs in. Only libraries you have administrator rights to can

Save Libraries

Cancel

- ☒ AEC - Architecture
- ☐ AEC - Civil
- ☐ AEC - Structural
- ☐ GC - Construction
- ☐ GC - Manufacturers
- ☐ Internal - Development
- ☐ Internal - Documentation
- ☐ Internal - Sandbox
- ☐ MEP - Electrical
- ☐ MEP - Mechanical

And that's it! It's a quick step that gives you a little more control over your content in UNIFI.

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