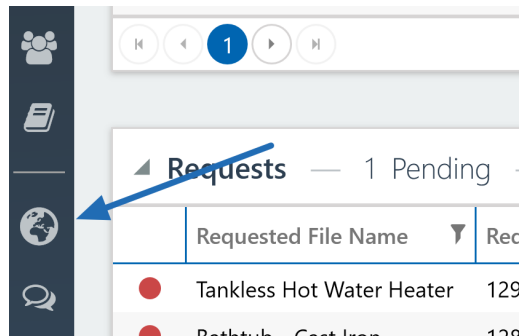


How to Set Up a Private Channel

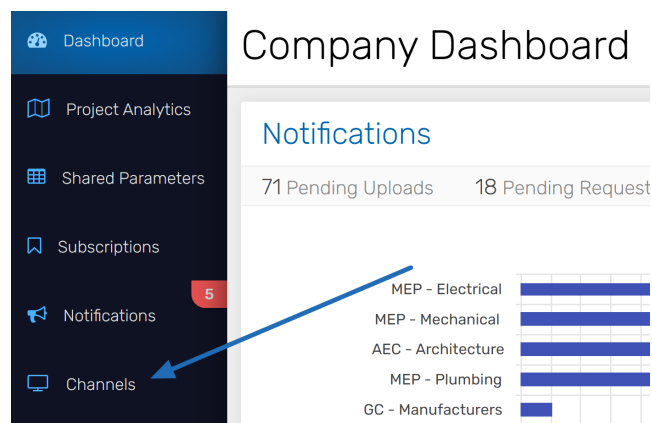
Last Modified on 06/20/2022 4:36 pm EDT

In this post, we are going to show you how to create your own private channel in UNIFI so that specified users can have access to your brand's content. For information on how to have access to creating channels, please feel free to contact us at support@unifilabs.com.

To set up your channel, log into the Web Portal by clicking on the globe icon on the left side of the screen.

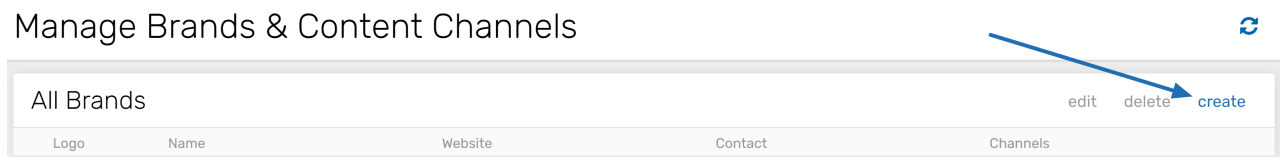


Next, select **Channels** from the left side of the screen.



From here, you can set up your brand. To do this, select **Create** in the top right of the screen.

Manage Brands & Content Channels



Select **Choose Brand Image** to upload the brand logo provided to you. Fill in the **Brand Name**, **Description**, **Website URL**, and **Contact Email** fields and hit **Save**.

Edit Brand

Choose Brand Image

Brand Name

Description


Website URL

Contact Email

SAVE
CANCEL


Once it's saved, you'll see the brand now listed under "All Brands." Next, select the brand by clicking anywhere on the row (it will turn blue once selected).

All Brands
edit
delete
create

Logo	Name	Website	Contact	Channels
	UNIFI	www.unifilabs.com	tara.porter@unifilabs.com	0

Then select **edit** in the top right of the screen.

All Brands
edit
delete
create

Logo	Name	Website	Contact	Channels
	UNIFI	www.unifilabs.com	tara.porter@unifilabs.com	0

Next, scroll to the bottom of the page and select the plus sign (+) to create a new channel.

Shared Parameters
Subscriptions
Notifications
Channels
Libraries
Batch Editor
Users
Settings

Channels

+

Next, fill in the channel information.

Create Channel

Channel Icon

Choose Channel Image

Libraries

Choose which libraries are in this channel. Any content in the selected libraries will be searchable through this channel.

Type to filter libraries

[Select All](#) | [Select None](#)

- ☐ AEC - Architecture
- ☐ AEC - Civil
- ☐ AEC - Structural
- ☐ Content Requests Library Team
- ☐ GC - Construction
- ☐ GC - Manufacturers
- ☐ Internal - Development
- ☐ Internal - Documentation
- ☐ MEP - Electrical
- ☐ MEP - Mechanical
- ☐ MEP - Plumbing
- ☐ Marketing
- ☐ Project Boston Renovation
- ☐ Project PNW Coffee
- ☐ Retail
- ☐ Sandbox
- ☐ UnApproved Library

Channel Name

Description

Website URL

Contact Email

Private Channel

SAVE

CANCEL

As you fill out this information, you'll select which libraries you want to be associated with this channel.

Type to filter libraries

[Select All](#) | [Select None](#)

- ☐ AEC - Architecture
- ☐ AEC - Civil
- ☐ AEC - Structural
- ☐ Content Requests Library Team
- ☐ GC - Construction
- ☐ GC - Manufacturers
- ☐ Internal - Development
- ☐ Internal - Documentation
- ☐ MEP - Electrical
- ☐ MEP - Mechanical
- ☐ MEP - Plumbing
- ☐ Marketing
- ☐ Project Boston Renovation
- ☐ Project PNW Coffee
- ☐ Retail
- ☐ Sandbox
- ☐ UnApproved Library

If you want this channel to be private, select the **Private Channel** toggle button.

Create Channel

Channel Icon

Choose Channel Image

Libraries

Choose which libraries are in this channel. Any content in the selected libraries will be searchable through this channel.

Type to filter libraries

[Select All](#) | [Select None](#)

- ☐ AEC - Architecture
- ☐ AEC - Civil
- ☐ AEC - Structural
- ☐ Content Requests Library Team
- ☐ GC - Construction
- ☐ GC - Manufacturers
- ☐ Internal - Development
- ☐ Internal - Documentation
- ☐ MEP - Electrical
- ☐ MEP - Mechanical
- ☐ MEP - Plumbing
- ☐ Marketing

Channel Name

Description

Website URL

Contact Email

Private Channel

Once you're done, hit **Save** (this does not publish the channel).

Create Channel

Channel Icon

Choose Channel Image

Libraries

Choose which libraries are in this channel. Any content in the selected libraries will be searchable through this channel.

Type to filter libraries

Select All | Select None

☐ AEC - Architecture

☐ AEC - Civil

☐ AEC - Structural

☐ Content Requests Library Team

☐ GC - Construction

☐ GC - Manufacturers

☐ Internal - Development

☐ Internal - Documentation

☐ MEP - Electrical

☐ MEP - Mechanical

☐ MEP - Plumbing

☐ Marketing

☐ Project Boston Renovation

☐ Project PNW Coffee

☐ Retail

☐ Sandbox

☐ UnApproved Library

Channel Name

Description

Website URL

Contact Email

Private Channel

SAVE

CANCEL


How to Publish Your Channel

When you are ready to publish, go to the channel in the "Channels" section and select the **Published** toggle button.

Channels

UNIFI Test

PRIVATE



www.unifilabs.com

tara.porter@unifilabs.com

[AEC - Architecture](#)

Published

Private

☐

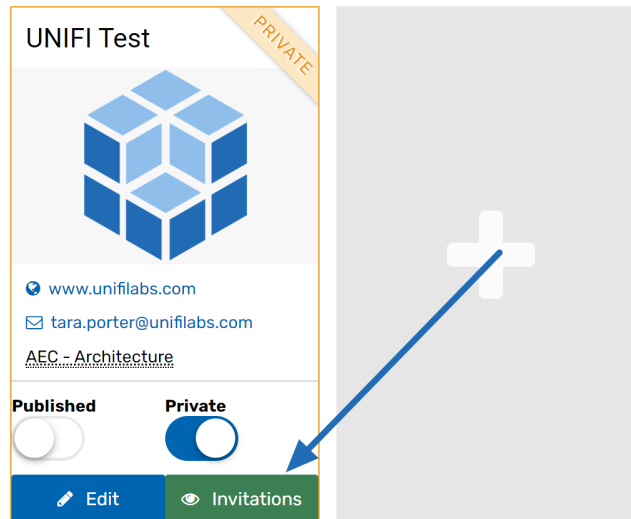
☒

Edit

Invitations

Next, select **Invitations**.

Channels



Enter the email addresses of those you'd like to invite to this channel and select **Send Invitations**.

Invitations to **UNIFI Test**

Invite Users

Send invitations to company admins. They will receive an email notification and will be free to browse and subscribe to this channel. You can revoke access at any time.

[Invite another](#)
Send Invitations

Invitations

Email	Sent	Expires	Status
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Users should then get invitations to the channel. For information on how users can access private channel content, [here's a helpful article](#).