How to Manage the Content Library
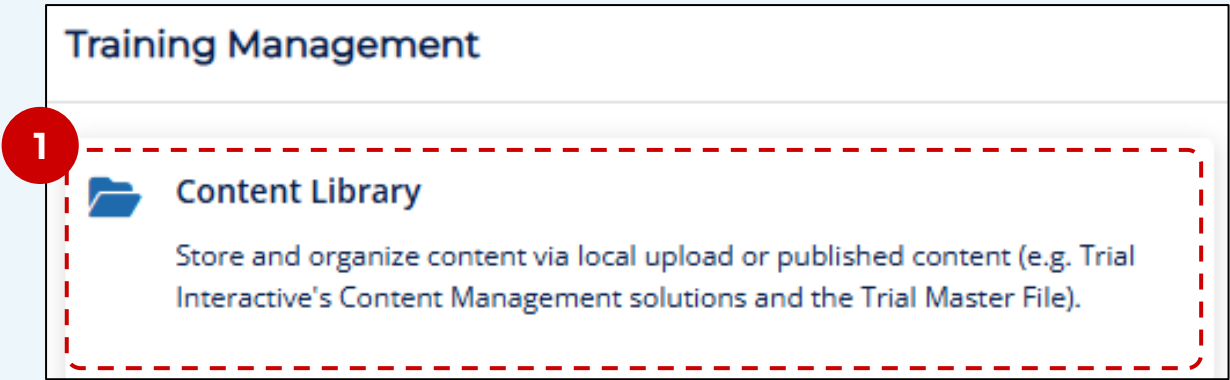
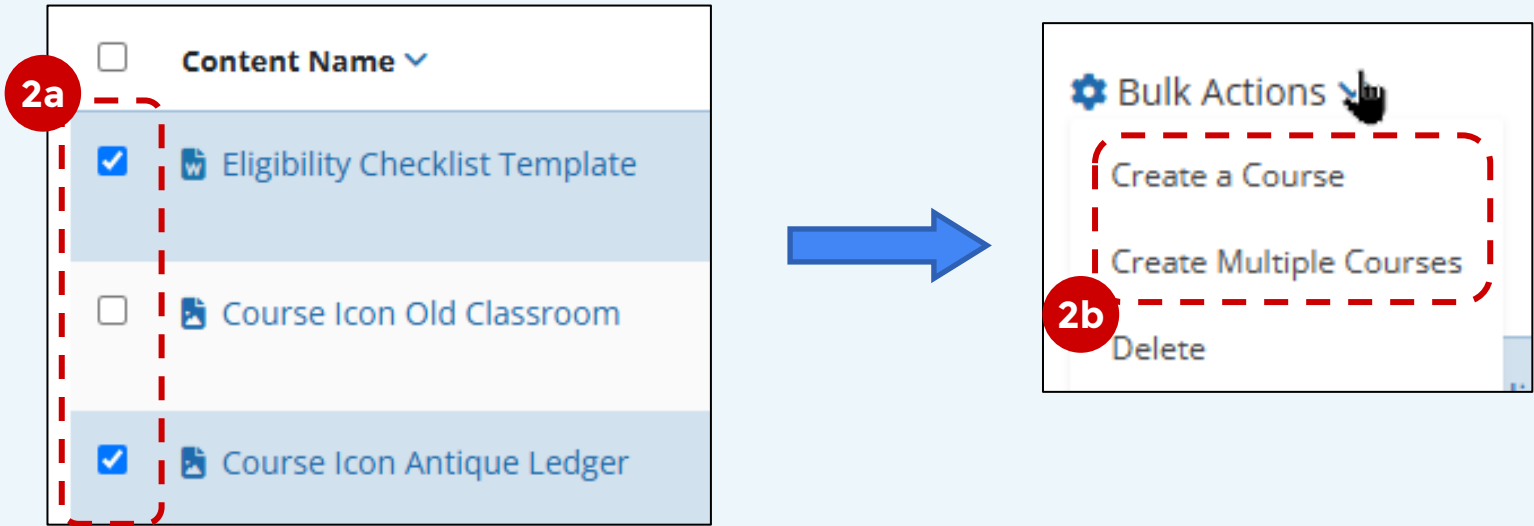**GlobalLearn version 2.5**

TRIAL INTERACTIVE

APPLICABLE TO:

- ● Company Admin
- ○ Manager
- ○ Instructor
- ○ Learner

● GlobalLearn

The Content Library provides a storage location for files from connected sources (e.g. content management rooms) or local devices, to be used in any learning course.

1 Log in to Global Learn and navigate to the **Company Dashboard.** Select **Content Library.**

> **Training Management**
>
> **1**
> 📁 **Content Library**
> Store and organize content via local upload or published content (e.g. Trial Interactive's Content Management solutions and the Trial Master File).
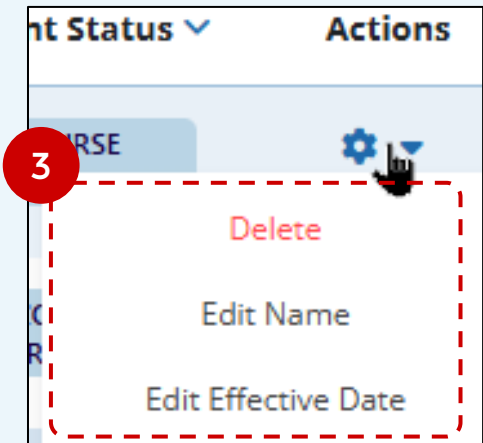
2 To use the files in the library:
a) select one or more checkbox(es);
b) expand **Bulk Actions**, and click **Create a Course/Create Multiple Courses**.

> **Content Name ∨**
> **2a**
> ☑ 📄 Eligibility Checklist Template
> ☐ 📄 Course Icon Old Classroom
> ☑ 📄 Course Icon Antique Ledger

> ⚙ **Bulk Actions**
> Create a Course
> Create Multiple Courses
> **2b** Delete

📝 For more help with creating courses, see the related information on the Online Help page at guide.trialinteractive.com.
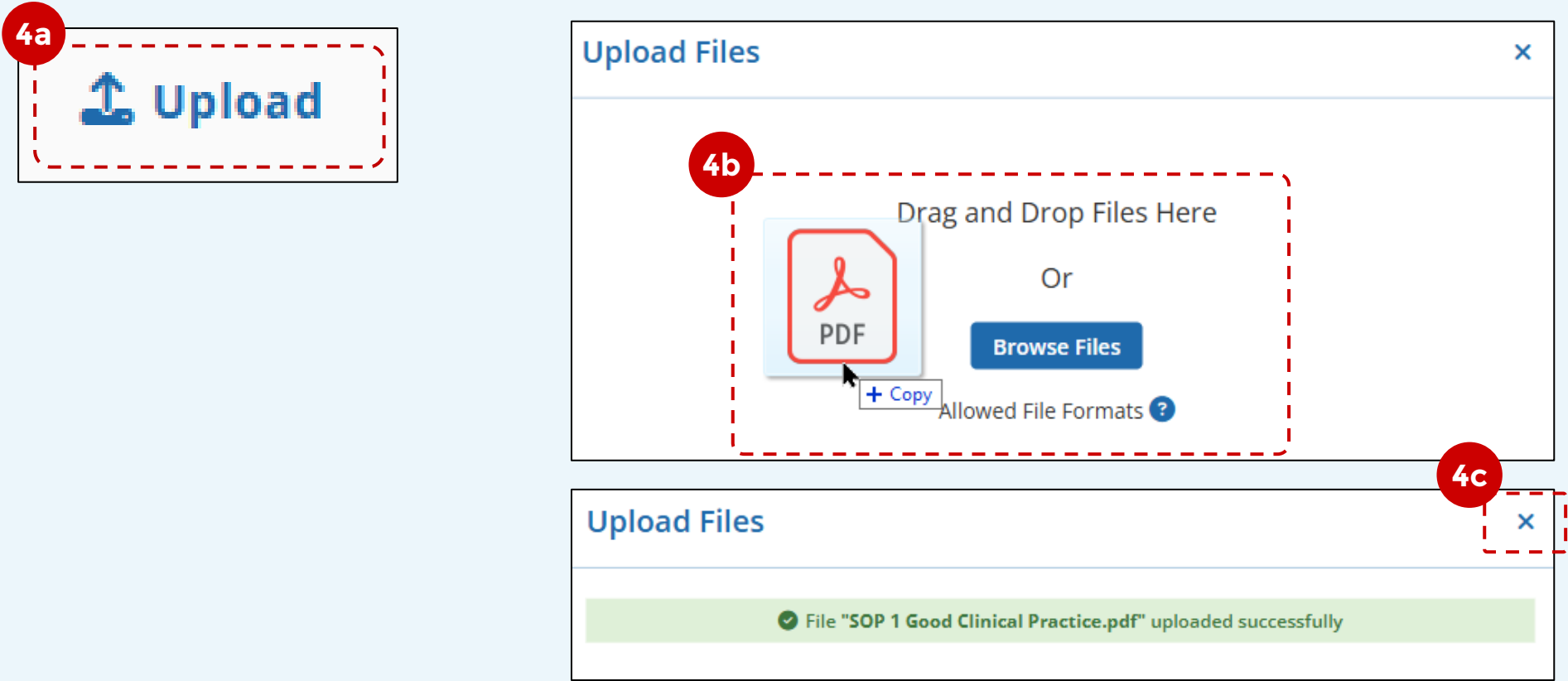
3 To delete or edit properties of content from the Library:
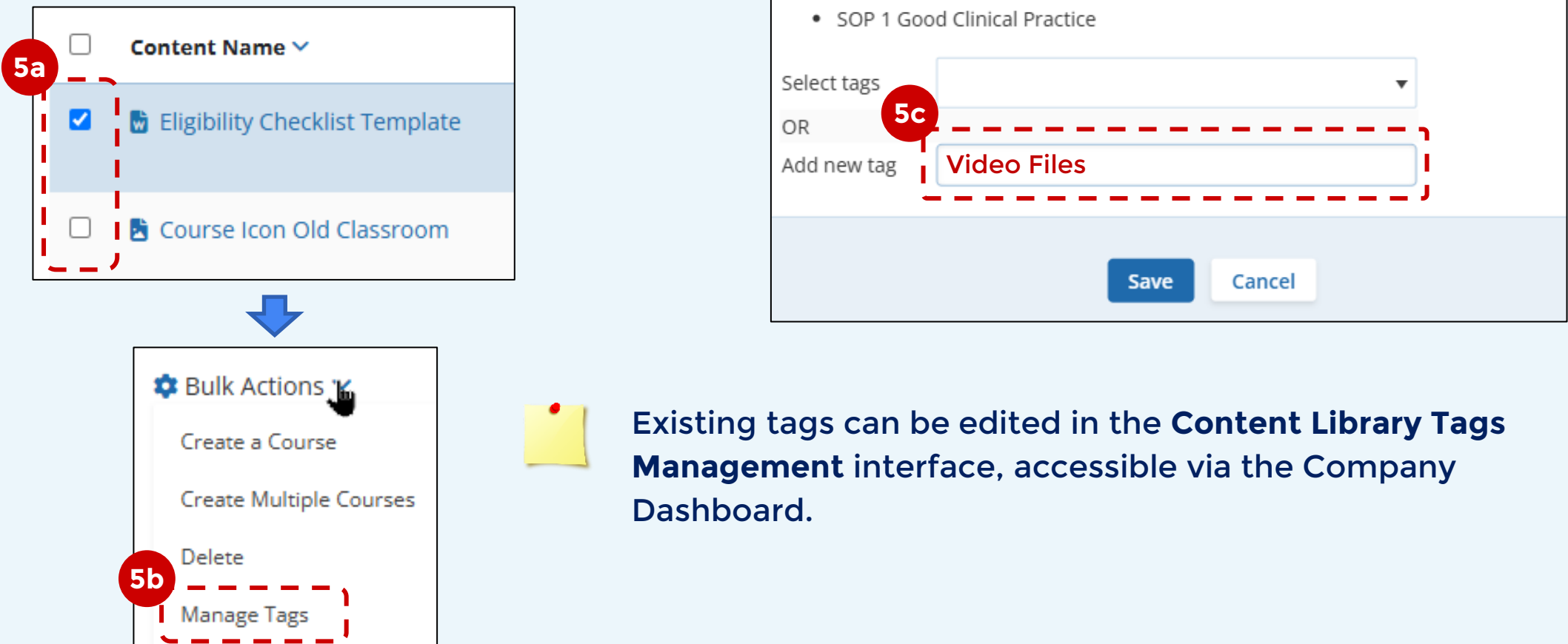Hover on the **Cog wheel** at the end of a line, and click **Delete** or **Edit**.

> nt Status ∨   Actions
> IRSE   ⚙ ∨
> **3**
> Delete
> Edit Name
> Edit Effective Date

4 Content can be added from the local device:
a) click on the **Upload** button near the top-right of the screen;
b) **drag & drop**, or browse files, to add the content you wish to upload;
c) a confirmation message appears, you can add more files or **close** the window.

4a

⬆ Upload

Upload Files ✕

Drag and Drop Files Here

4b

PDF

Or

Browse Files

+ Copy   Allowed File Formats ❓

Upload Files ✕ **4c**

✓ File "**SOP 1 Good Clinical Practice.pdf**" uploaded successfully

5 As you Content Library grows, it may be helpful to categorize files to make it easier to locate them when needed. You can use <u>Library Tags</u> to identify content:

a) select one or more checkbox(es);
b) expand **Bulk Actions**, and click **Manage Tags**;
c) type in the **Add new tag** box, or **use the dropdown** to select a previously created tag – hit **Save** to finish.

Content Name ⌄

5a
☑ 📄 Eligibility Checklist Template

☐ 📄 Course Icon Old Classroom

⚙ Bulk Actions ⌄

Create a Course

Create Multiple Courses

Delete

5b
Manage Tags

• SOP 1 Good Clinical Practice

Select tags ▾

OR
5c
Add new tag   Video Files

Save **Cancel**

Existing tags can be edited in the **Content Library Tags Management** interface, accessible via the Company Dashboard.

6 Files in the Content Library can be downloaded.
Click the **download icon** next to a file's name to download.

SOP 3 Standard Safety_2