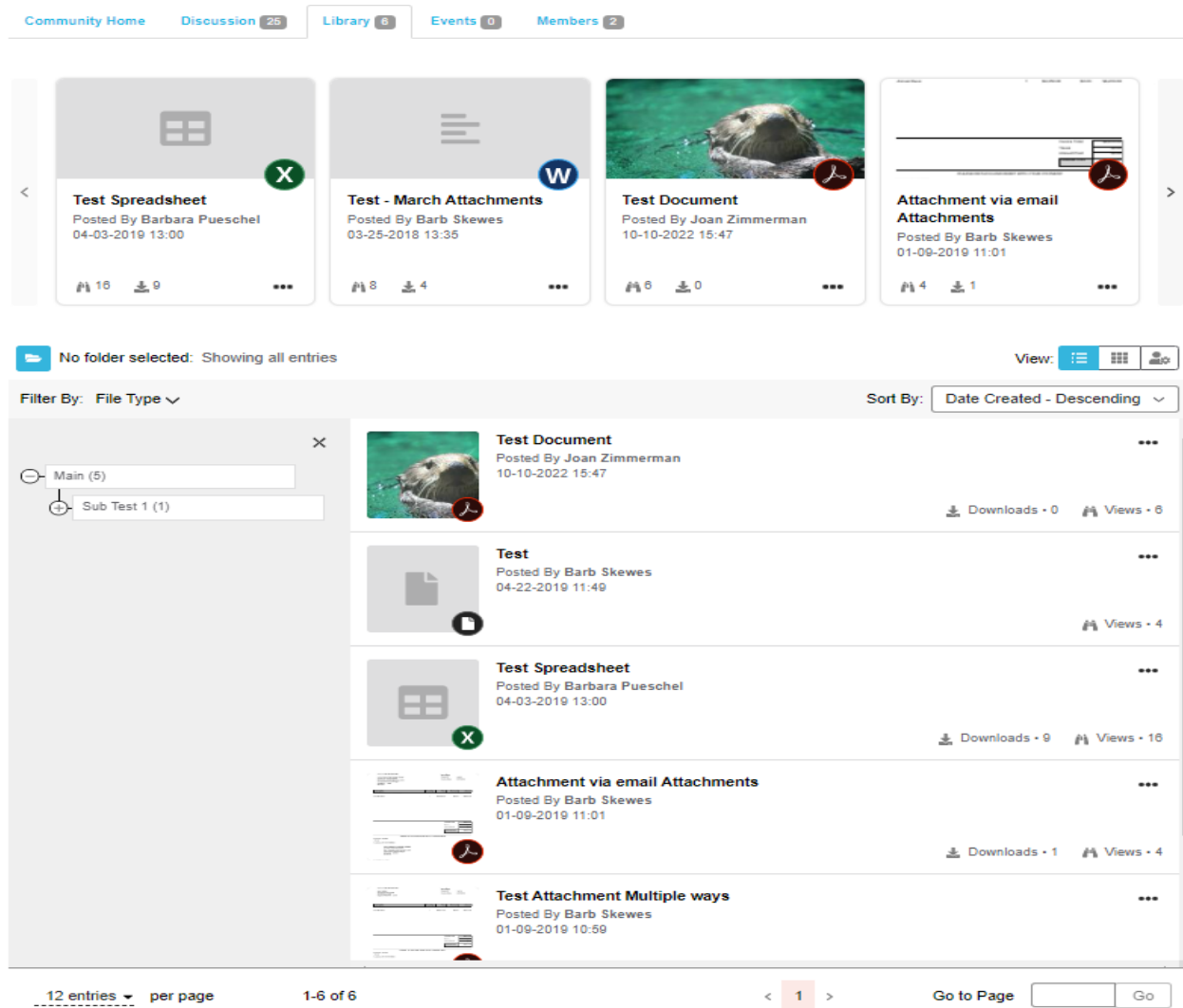


AZA will be switching to a new library update which has a newer interface and is more user friendly. The files within the library are unaltered, only the display has been upgraded.

How do I use the AZA Network Library?

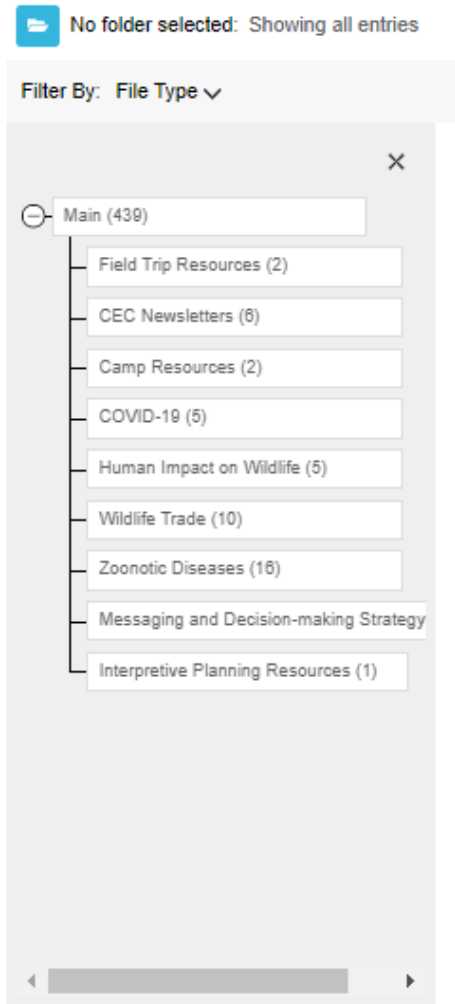
1. Login to AZA Network and search for the community you are interested in. This update allows you to interact with the documents by downloading, commenting, liking, posting descriptions, and attaching related links.



Organization of the documents:

Folders

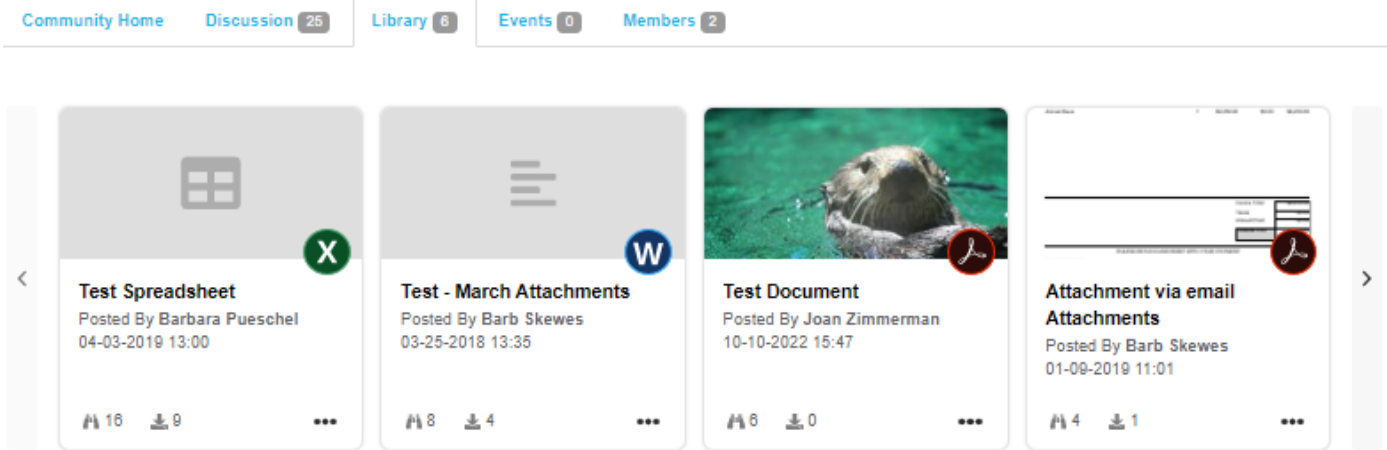
When you scroll further down, you see the folders and whole list of the documents. There is the main folder in the community and then subfolders can be created to organize the documents. To delete and add folder, please see the admin section below (8).



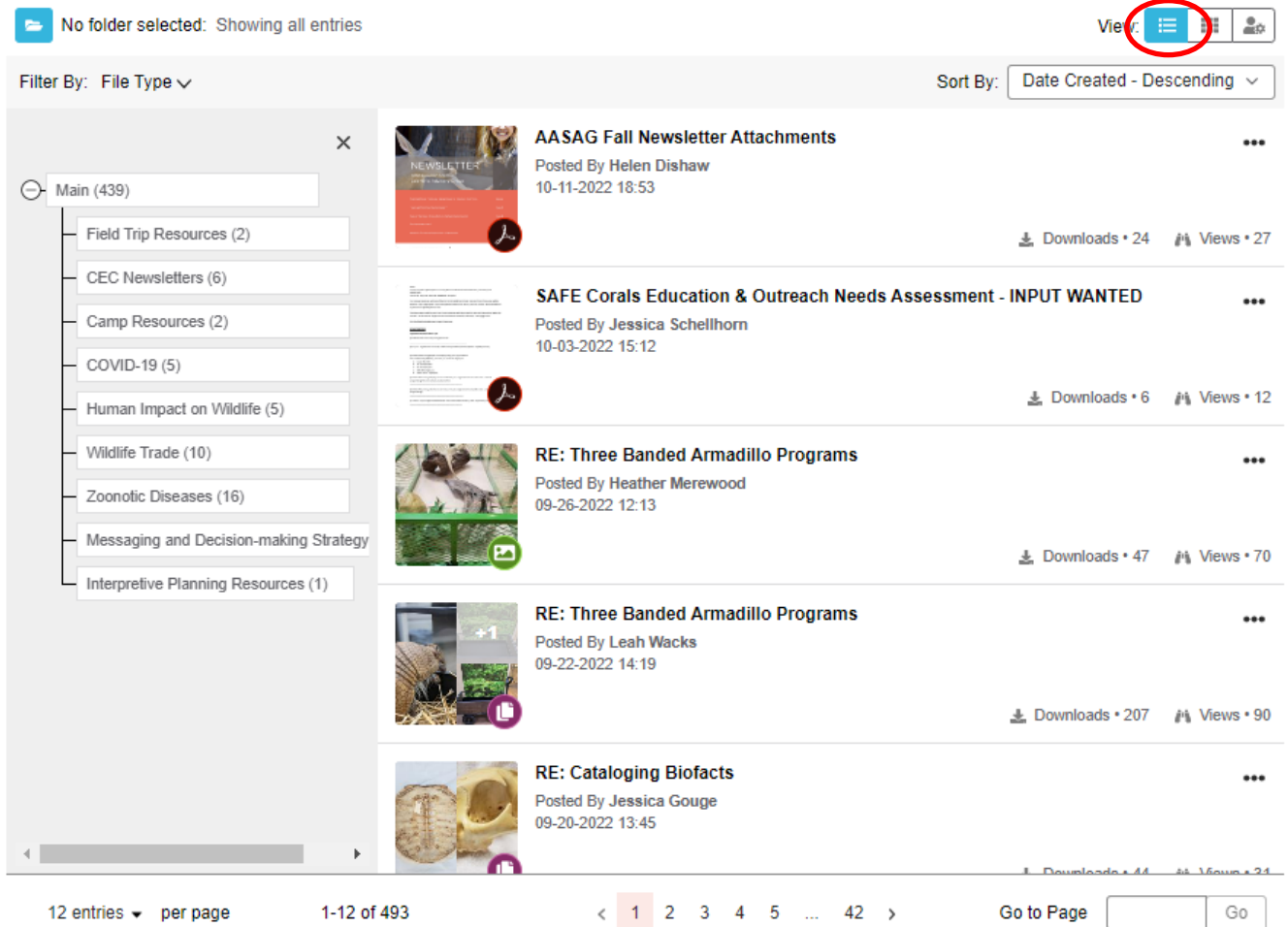
Different ways to view the documents:

Card Carousel:

The first feature you will notice is the Card Carousel. This feature allows you a quick way to scroll through the documents in the library. You can see how many views and downloads as well.



List views: When you select the list view for the library, the documents are formatted in a list.



Card View: Displays the documents in card, similar to the card carousel.

No folder selected: Showing all entries

View:

Filter By: File Type

Sort By: Date Created - Descending

- Main (439)
- Field Trip Resources (2)
- CEC Newsletters (6)
- Camp Resources (2)
- COVID-19 (5)
- Human Impact on Wildlife (5)
- Wildlife Trade (10)
- Zoonotic Diseases (16)
- Messaging and Decision-making Strategy
- Interpretive Planning Resources (1)

AASAG Fall Newsletter Attachments
Posted By Helen Dishaw
10-11-2022 18:53
👁️ 27 📄 24

SAFE Corals Education & Outreach Needs Assessment...
Posted By Jessica Schellhorn
10-03-2022 15:12
👁️ 12 📄 6

RE: Three Banded Armadillo Programs
Posted By Heather Merewood
09-26-2022 12:13
👁️ 70 📄 47

RE: Three Banded Armadillo Programs
Posted By Leah Wacks
09-22-2022 14:19
👁️ 90 📄 207

RE: Cataloging Biofacts
Posted By Jessica Gouge
09-20-2022 13:45
👁️ 31 📄 44

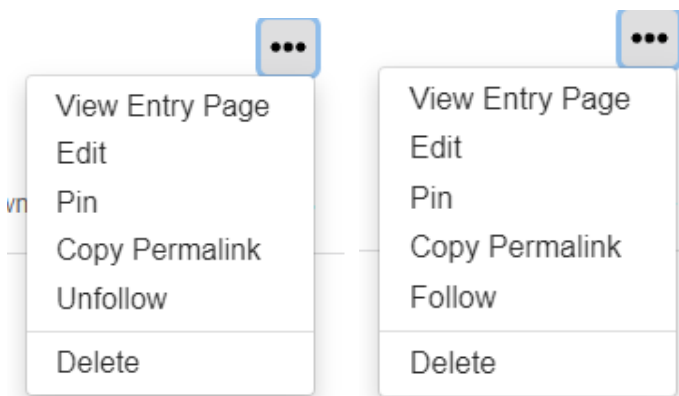
RE: Cataloging Biofacts
Posted By Jessica Gouge
09-19-2022 08:49
👁️ 52 📄 44

12 entries per page 1-12 of 493 < 1 2 3 4 5 ... 42 > Go to Page Go

Document Detail: When you select a document in any view, a side bar will appear, giving you specific document details (Description, view amounts, download amounts, comments, related links, likes)

The screenshot shows a document management interface. On the left is a sidebar with a search bar and a file tree. The main content area displays two documents: 'Zoo Field Trip Worksheet' (posted by Mary Gunther) and 'Secret Map Day Resources' (posted by Megan Medley). On the right, a detailed view of the 'Zoo Field Trip Worksheet' is shown, including a 'Download' button, a file icon, size (12 KB), view/download counts, and a description. Below the description are sections for 'Comments' and 'Related Links', both with 'Add' buttons. At the bottom, there are pagination controls showing '12 entries per page' and '1-2 of 2' pages.

The Ellipsis allows you to perform the following actions:



- “View Entry Page” allow you to see the document page
- “Edit” is available to the original poster of the document
- “Pin” places the document in the AZA Network Home page
- “Copy Permalink” can be shared with other AZA Network users. When the permalink is opened, it will bring the user to the document or folder copied.
- “Unfollow” or “Follow” allows the user to stay up-to-date with the document
- “Delete” is only available to Admins

Type of files to upload:

Word documents:



PDF:



Link to documents (ex. Google Document):



Multiple documents uploaded on single library entry:



Image uploaded:



Zip File:



Power point:



Excel Sheet:



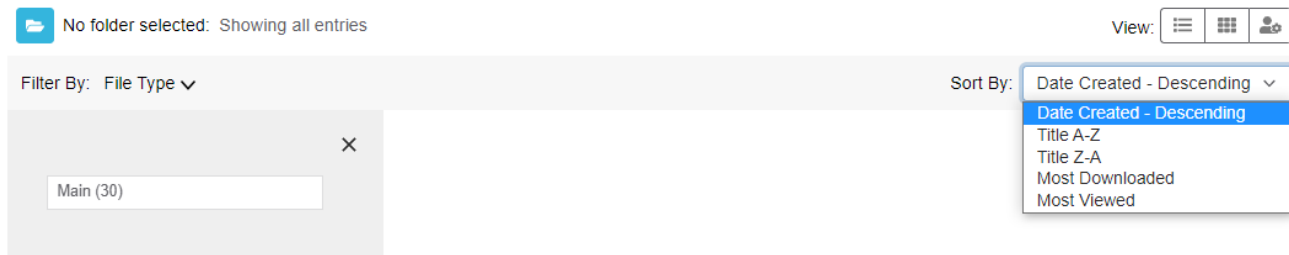
Video:



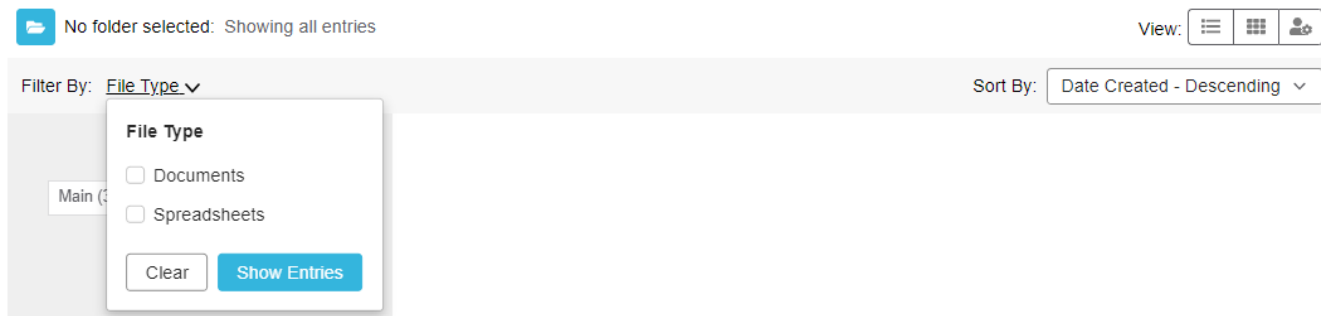
Sound Clips:



When documents are displayed in the folders, there are options to sort the documents

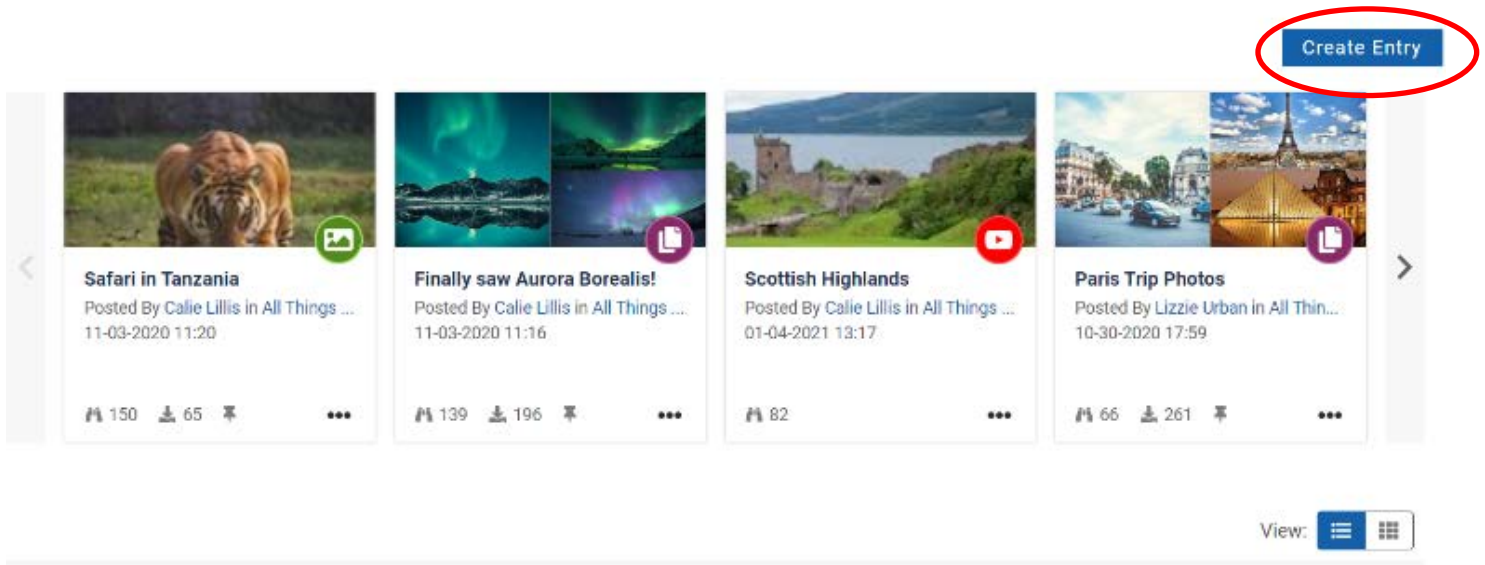


The second option is to filter by type of file, by spreadsheets or by documents.



Uploading a new file:

To upload a new document to the library, select “Create Entry” and fill the form out with the necessary information.






Add to a Library

Form for adding a new entry to a library. The form includes the following fields and options:

- Title***: A text input field.
- Library***: A dropdown menu with "Membership" selected.
- Description**: A rich text editor with a toolbar containing options for font size (11pt), paragraph style, bold, italic, underline, strikethrough, link, unlink, list, indent, text color, background color, bulleted list, numbered list, link icon, and HTML. The editor area is currently empty.
- Entry Type**: A dropdown menu with "[Select Type]" selected.
- Owner**: A text input field with a "Lookup" button to the right.
- Custom Thumbnail Image**: A link labeled "Select Image" and a text description: "A thumbnail will be auto-generated for your entry based on the entry type. This custom option is to select your own image to show alongside your entry. Landscape images measuring at least 1200px x 600px are ideal."

Administrative view: (only available to community admins and super admins) When in admin view you have different functionalities you can perform:






- Moving the folders in different order
- Add subfolders
- Delete subfolders
- Delete documents
- Edit document
- Edit details

No folder selected: Showing all entries View:   

Filter By: Thread Attachments File Type Sort By:

⊖ Main (439) ⋮

- Field Trip Resources (2) ⋮
- CEC Newsletters (6) ⋮
- Camp Resources (2) ⋮
- COVID-19 (5) ⋮
- Human Impact on Wildlife (5) ⋮
- Wildlife Trade (10) ⋮
- Zoonotic Diseases (16) ⋮
- Messaging and Decision-making Str
- Interpretive Planning Resources (1)

<input type="checkbox"/>		AASAG Fall Newsletter Attachments Posted By Helen Dishaw 10-11-2022 18:53 ⋮	Downloads • 24 Views • 27
<input type="checkbox"/>		SAFE Corals Education & Outreach Needs Assessment - INPUT WANTED Posted By Jessica Schellhorn 10-03-2022 15:12 ⋮	Downloads • 6 Views • 12
<input type="checkbox"/>		RE: Three Banded Armadillo Programs Posted By Heather Merewood 09-26-2022 12:13 ⋮	Downloads • 47 Views • 70
<input type="checkbox"/>		RE: Three Banded Armadillo Programs Posted By Leah Wacks 09-22-2022 14:19 ⋮	Downloads • 207 Views • 90
<input type="checkbox"/>		RE: Cataloging Biofacts Posted By Jessica Gouge 09-20-2022 13:45 ⋮	Downloads • 44 Views • 24

12 entries per page 1-12 of 493 < 1 2 3 4 5 ... 42 > Go to Page Go