An **admin** is a user who is in charge of managing and overseeing the workspace. **Admins** have the highest privileges on the platform, including the ability to create libraries, edit user roles, create/deactivate users, change library access for users, and view Activity Logs. Project managers and asset owners are typically the people that have admin authorization.

Content Curation and Activity

Creating Libraries and Adding User Access

- To create a library, click on your user on the top right corner and navigate to "Workspace."
- From here, click on "Libraries" from the Menu panel and select "Create Library" on the top right.
- Give the library a name and select relevant content properties according to the objective of the library.
- To grant users access to a new library, go to "Workspace" > "Users"> Select user > select the Libraries that you want the user to have access to
- Libraries can be viewed through the "APPROVED" tab on the top navigation bar.

Tip: Don't worry about creating too many Libraries to start. Libraries are designed to hold thousands of files and powerful tools like tags, search, sort and filter make it easy to find the content you need

Click to learn more about Libraries ➜

Activity Log

- To access the activity log for your workspace, click on your name on the top right-hand corner and navigate into "Workspace" and then select the "Activity Log" heading on the left side panel.
- After selecting a date range for your log, select "Generate Log" to generate a CSV file of every action performed in your workspace within the selected time frame.

Click to learn more about Activity Logs ➜

Releasing and Revoking Content

- To review and manage your approvals within a draft document, go to the document and click on the "APPROVALS" tab on the right-hand sidebar to navigate to the "Manage Approval" page.
- Once all reviewers have approved, you will have the option to add more reviewers or release the content to your chosen library by clicking the Release content button.
- You are able to revoke content after it has been released into a library by clicking on the "Revoke content" button. Start by navigating to the approved content within it's designated approved library. Go to the "Manage approval" page and click "Revoke content."

Click to learn more about Releasing and Revoking ➜

Downloading Content

- Click the three-dot icon ··· to the right of the document title and select "Download" to reveal the download options.
- If your original source file was part of the Microsoft suite, you will be able to download the original file type without comments and references in the first option.
- If your original sourcefile was outside Microsoft Suite, you will see two options- download with comments & references or download without comments & references in a PDF format.

Click to learn more about Downloading Content ➜

Managing Users

User Roles and Permissions

- To access User Roles and their settings, click on your name on the top right hand corner of the page and navigate to "Workspace" and then select the "Users" tab on the left-hand panel.
- There are three type of User Roles: Viewer, Author and Admin.
- **Viewer:** Can only add comments, references and give approvals.
- **Author:** Can upload files and add/remove reviewers in addition to making comments, references and approving content.
- **Admin:** Can do everything an author can as well as create libraries, add/edit User Roles, create/deactivate users, change library access for Users and access Activity Logs.

Click to learn more about User Roles ➜

Adding and Deactivating Users

- To add a user, click on your name on the top right and navigate into "Workspace" and then select the "Users" tab on the left hand panel.
- While creating a new user, you can select their permissions level, select their library access, and toggle the welcome email notification.
- If a user is inactive, you can deactivate them by selecting the user > "Deactivate User ". This will not permanently delete the user. Deactivated users are shown and can be reactivated as needed by clicking the "Reactivate" button at the bottom of their profile.

Tip: To ensure successful user adoption, make sure new users have content to review when they log in.

Click to learn more about User Management ➜

Need help with something else?

Click the Support Chat Icon
Visit help.papercurve.com or contact support@papercurve.com.