

Content Management

As a manager user, you may need to assign content to other users within your group. This document will cover the step-by-step process of locating and assigning or transferring content to other users.

Requirements

The Content Management feature comes with a few requirements you must be aware of:

- You must have the role of Owner or Admin. (For more information, see the tutorial Overview: Groups and Roles)
- Any user(s) you want to assign content to must be part of your group.
- Any manager(s) you want to transfer content to must be part of the same main group as you.

1. Log-in

When you first visit ignitorlabs.com, you will see three large squares on the home page. Click on the box labeled **‘Login’**. This will take you to the Login page. You will enter your user name and password and click the **‘Login’** button.

2. Locating the Manage Profile Section

The first page you will see when you log in, is your account home page. Look to the top menu bar and click on **‘Manage Profile.’**

3. Manager Tools Tab

The Manager Tools tab is located at the end of the row of tabs in the Manage Profile section. Clicking on the Manager Tools tab will display a new page accessible only to Owner and Admin members.

4. Content Management Tab

In this section you will see content which is available for assigning or transferring. The process has three steps:

Assigning Content:

1. Click the button which describes what you want to do. In this case, click **‘Assign content to myself or another user.’** This will display the **‘Assign Content’** window in Step 3 which lists the names of all users you are authorized to assign content.
2. Select one item from the Content Bin to assign. You may have to scroll to see additional content. The content will highlight blue to indicate it is selected.
3. Once you have selected an item to assign, the Assign Content window will update by graying out the users who already have that content in their library. Select an available user to assign the content to. The user will highlight blue to indicate it is selected. Click the **‘Assign’** button to permanently assign the selected content to the selected user. To assign content to yourself, do not select a user and click the **‘Assign to Self’** button. A confirmation pop-up will appear to let you know you successfully assigned the content. The content will be removed from your Content Bin and added to the selected user’s Library.

Transferring Content:

1. Click the button which describes what you want to do. In this case, click **‘Transfer content to another manager.’** This will display the **‘Transfer Content’** window in Step 3 which lists the names of all managers in your company who can receive the transferred content.
2. Select one item from the Content Bin to transfer. You may have to scroll to see additional content. The content will highlight blue to indicate it is selected.
3. Once you have selected an item to transfer, select a manager to transfer the content to. The manager will highlight blue to indicate it is selected. Click the **‘Transfer’** button to send the selected content to the Content Bin of the selected manager. As a general rule, nobody can assign content directly to a manager. Content can only be transferred to a manager and they must assign it to themselves. A confirmation pop-up will appear to let you know you successfully transferred the content. The content will be removed from your Content Bin and added to the selected manager’s Content Bin.