


Corporate Folders


A quick guide to creating and maintaining Corporate Folders


Creating Corporate Folders and Corporate Bookmark Notes

Corporate Folders and Corporate Notes are created, managed and deleted using the same functionality as with Personal Folders and personal Notes. As soon as a Corporate Folder or Note is created, it becomes visible to your Books24x7 subscription. While you can create Corporate Folders and Notes directly, it is recommended that you start by creating Personal Folders, adding appropriate titles and personal Bookmark Notes and then promoting them to corporate status.


1. Create a Personal Folder with an appropriate name using . **Do not make it a Corporate Folder at this time.**


- As soon as a folder has a corporate status it is visible to users in your subscription even if there are no titles in the folder.

2. Locate the appropriate titles and add them to the folder using .

3. Optionally, add notes from any content page using . **Do not select Corporate Note at this time.**

- Promoting a note to corporate status makes the corporate note visible to the users who have access to that title even if the title is not in a corporate folder.

4. When you have finished adding titles to the folder and have created all appropriate notes, promote the folder and notes to Corporate status. Use  to go to the Manage Folders page and select the specific folder.

5. Click  to 'Promote to Corporate Folder' status.
 - Use 'Manage Folders' to remove titles and corporate notes from a folder or to delete the corporate folder and its contents.

6. Optionally, restrict access by associating audience collection(s) to the folder.
 - The folder can contain content from any collection, but only users assigned to at least one of the associated collection(s) will have access to the folder. Access to the content within the Folder is then based on the collection(s) to which the user has access.

