# Corporate Topics

A quick guide to creating and maintaining Corporate Topic Trees

Corporate Topics allow Corporate Topic Administrators (CTAs) to create custom topic trees with custom topics and subtopics containing titles for suggested or required reading based on specific initiatives, business units, projects, learning programs or any corporate need. CTAs can create as many topics and associated subtopics as needed. They can also create bookmarks and notes and promote them to corporate status.

The Corporate Topic Trees are integrated within the "Browse Topics" pod along with the standard collection topic trees, and are displayed for all users within the subscription as long as the user has access to at least one title within that Corporate Topic Tree. If the user does not have access to any titles within a topic or subtopic, that topic/subtopic heading does not display for that user. Corporate Topics can also be restricted to only users who have access to specific collections.
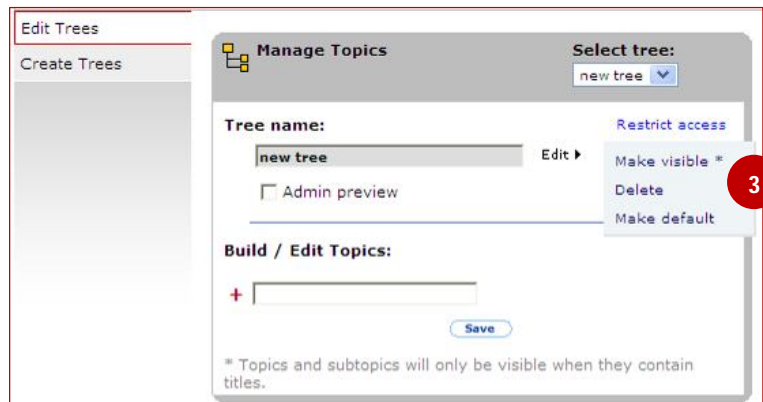
Building Corporate Topic Trees

1. Click on the Manage Topics tool ⬚ in the top toolbar.

2. On the Create Trees tab of the Manage Topics page, enter the name of your Corporate Topic Tree in the box provided and click 'Save'.
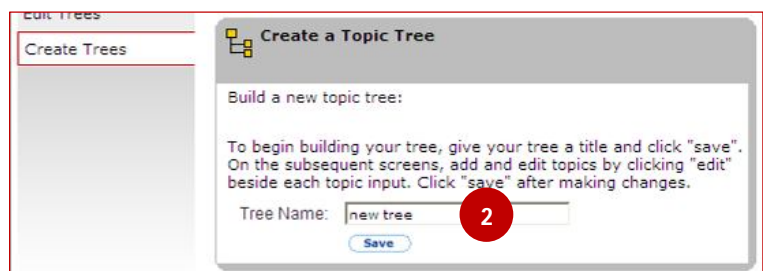
3. Click on the 'Edit' button to select options for the Tree.
   - **Make visible** – Once selected, users will see the Tree in the "View by" selection list in the Browse Tree pod. It is recommended that you complete your tree before making it visible to users.
   - **Delete** – Select to completely remove the Tree and click 'Save'. Note, you can only delete a tree after you have deleted all associated topics/subtopics.
   - **Make default** – If there is more than one Corporate Topic Tree visible, the default tree will be selected in the Browse Topics pod until a user's actions change their view.

   - The 'Restrict Access' link allows you to restrict visibility of the Corporate Topic Tree to only users who have specific collections. If you want all users to view the Corporate Topic Tree, do not use this option.
   - Select the 'Admin preview' checkbox to preview the Tree as you build it by exposing it in your Browse Topics pod before exposing it to your users.
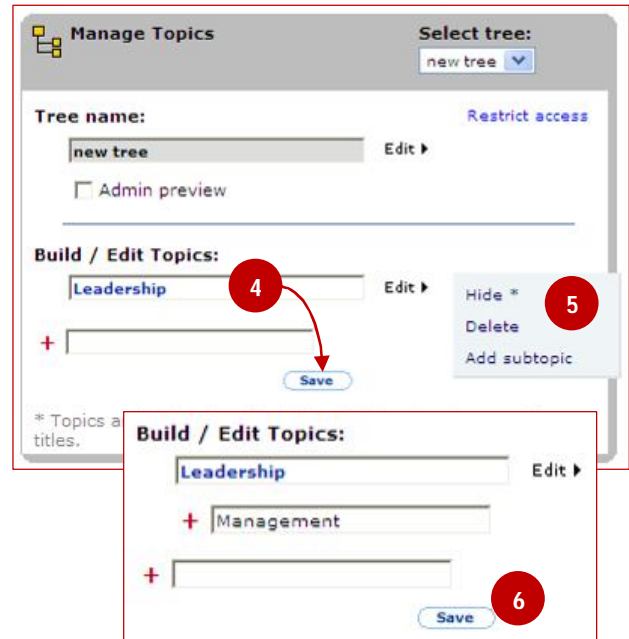
Adding and editing topics and subtopics

4. Under Build/Edit Topics, type in a category name and click 'Save'.
5. Once you save a category, an 'Edit' option appears.

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- **Hide/Visible** – Dictates whether to hide a category/subtopic after the Topic Tree has been made Visible to your users. Use 'Hide" if you are adding new topics/subtopics to a Visible tree. Then make the completed topic/subtopic Visible so users can access it.
- **Delete** – To completely remove the topic/subtopic. You can only delete a topic after you have deleted all associated subtopics.
- **Add subtopic/No subtopic** – Allows you to add a subtopic under the category.

6. You can add subtopics by clicking 'Edit' for the main category and selecting 'Add subtopic'. After entering a main category or subtopic, you must click 'Save'.

Adding titles to Corporate Topics and Subtopics

1. Add titles to the Corporate Topic Tree by using the "Add to topics" browse tool associated with every title.

2. On the 'Add / Remove Title from Topics' page, use the checkboxes to select the topic(s) and/or subtopic(s) to which you want to add the book.
   - Books can be added at the main topic or subtopic level, and to multiple topics/subtopics.
3. Once a title has been added to a topic/subtopic, the browse tool changes to reflect the action .
4. Notes can be added to any title and promoted to corporate status to be visible by all your users.
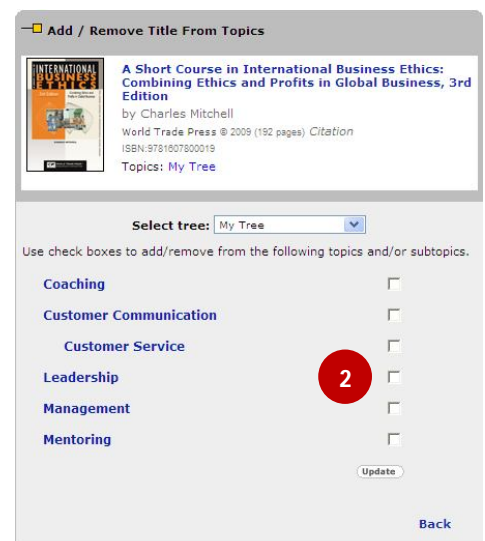
Once you are satisfied with the topic tree, return to the 'Manage Topics' page and select 'Make visible' in the 'Edit' menu, and click 'Save' to make the tree live for your users.