

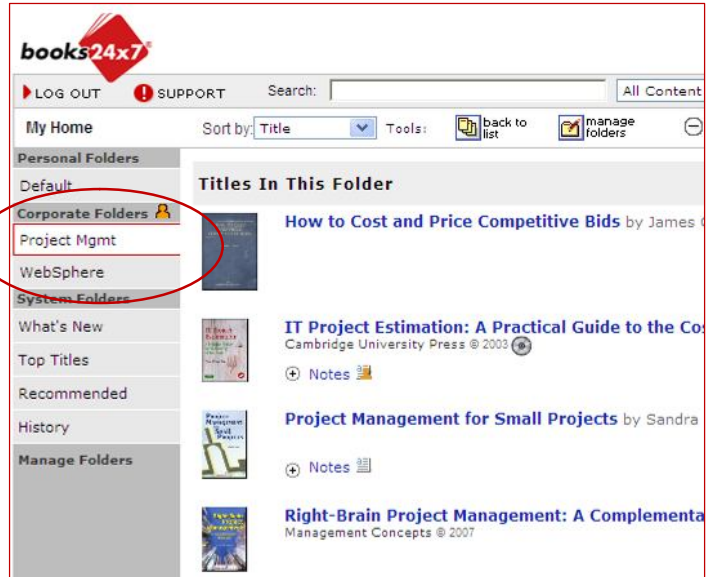
Corporate Folders and Topics

A quick guide to viewing corporate folders and topics

Viewing Corporate Folders and Corporate Notes

Corporate Folders appear on the 'My Home' page directly under Personal Folders. Just as with Personal Folders, selecting a Corporate Folder displays the titles within that folder along with any Corporate Notes.

- If any of the titles in the Corporate Folder are in collections to which a user does not have access, those titles are not visible to the user.
- Users cannot delete Corporate Folders, delete titles from Corporate Folders, nor edit or delete Corporate Notes.
- A title can be in both a Corporate Folder and in a user's Personal Folder. Any associated Corporate Notes appear with the title in the Personal Folder and any personal Bookmarks appear in the Corporate Folder.



Viewing Corporate Topic Trees

The Corporate Topic Trees are integrated within the Browse Topics pod along with the standard collection topic trees. Navigation of Corporate Topic Trees is identical to that of collection Topic Trees.



- If any of the titles in the corporate topic are in collections to which a user does not have access, those titles are not visible to the user.
- If a user does not have access to any titles in a subtopic, that subtopic will not be visible to the user. If a user does not have access to any titles in any of the subtopics within a topic, that topic will not be visible to the user.