



Jive Interactive Intranet

## **Cloud Administrator Guide**

**Jive Extensions: Content Curator Add-on**

# Notices

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For details, see the following topics:

- [Notices](#)
- [Third-party acknowledgments](#)

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# Aurea global support

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For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our [website](#).

# 1

## Content Curator add-on

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**Attention:** The Content Curator add-on supports the following Jive content types: Documents, Uploaded files, Discussions, Blog posts, Ideas, Polls, and Videos.

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*The Content Curator add-on adds options for bulk managing Jive contents within a single Jive instance.*

For details, see the following topics:

- [Installing Content Curator Add-on](#)
- [Configuring Content Curator Add-on](#)
- [Using the Content Curator add-on](#)

## Installing Content Curator Add-on

*Open a support with the Support to install this add-on.*

## Configuring Content Curator Add-on

Content Curator Add-on is an add-on that uses user groups for determining access.

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**Fastpath:** Admin Console > Permissions > User Groups

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**Fastpath:** Advanced Admin Console > People > Management > Create User Group

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**Fastpath:** User interface: Your avatar > Add-ons

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A user must have at least Manage System permissions to configure add-ons.

## Configuring user groups for Content Curator

The Content Curator add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Content Curator add-on:

- Go to the user group configuration page:
  - Admin Console > Permissions > User Groups**
  - Advanced Admin Console > People > Management > Create User Group**
- Under **General Settings**, enter a user group name and click **Create Group**.  
For this example, we are creating a `Content Curator Security` user group.
- Add the concerned administrators as members to this user group.
- Save the changes.

## Applying user groups to Content Curator

Add the preconfigured user group (or groups) to the Content Curator Add-on configuration to allow users of this group to use the add-on.

To configure user groups for the Content Curator add-on:

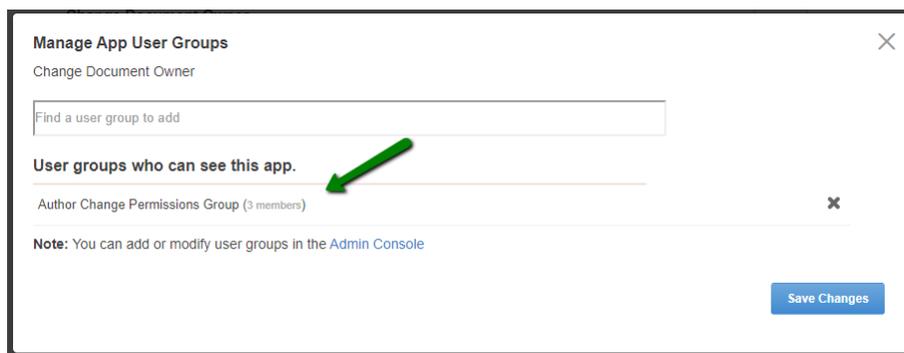
- Go to **User interface: Your avatar > Add-ons > All Add-ons > Installed**.
- Find **Content Curator** in the list, click **the gear icon > Settings**.
- Under **App Security**, click the gear icon next to **Content Curator**.

User groups with access to the `Content Curator Security` feature are listed here. By default, the **All registered users** user group is used.

- Remove **All registered users** and add the user groups which should have access to the feature.

In this example, we are adding the `Content Curator Security` user group.

**Figure 1: Configuring user groups for the Content Curator add-on**



- Save the changes.

Members of the specified user groups (`Content Curator Security` in the example) can now configure and use the Content Curator add-on.

## Using the Content Curator add-on

Here you can find details on using the Content Curator add-on.

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**Fastpath:** **Main menu > Apps > Content Curator**

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### Tags: Add, Remove or Overwrite

- Bulk-manage tags for a selected set of content.
- Select by tag across the community or from a place.
- Remove tags beginning with the # sign en masse.

### Categories: Add, Remove or Overwrite

Bulk-manage categories for a selected set of content in a container.

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**Note:** Blogs do not support categories.

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### Bulk Move of Contents

Easily move content from a space, group, project, or blog to another space, group, project, or blog on your site.

For example, for a blog: Select **Blog > Edit Selected Items** displays the following screen:

## Bulk-managing content

To bulk manage Jive contents within a single Jive instance:

1. Go to **Main menu > Apps > Content Curator** or open the URL `<your Jive instance>/apps/curate-tool`.

The Content Curator configuration page is displayed.

2. Select the place where a mass update of the metadata is required.

For example, click in the **Select Group** field and choose the concerned group name.

The contents from the selected place are loaded into the list.

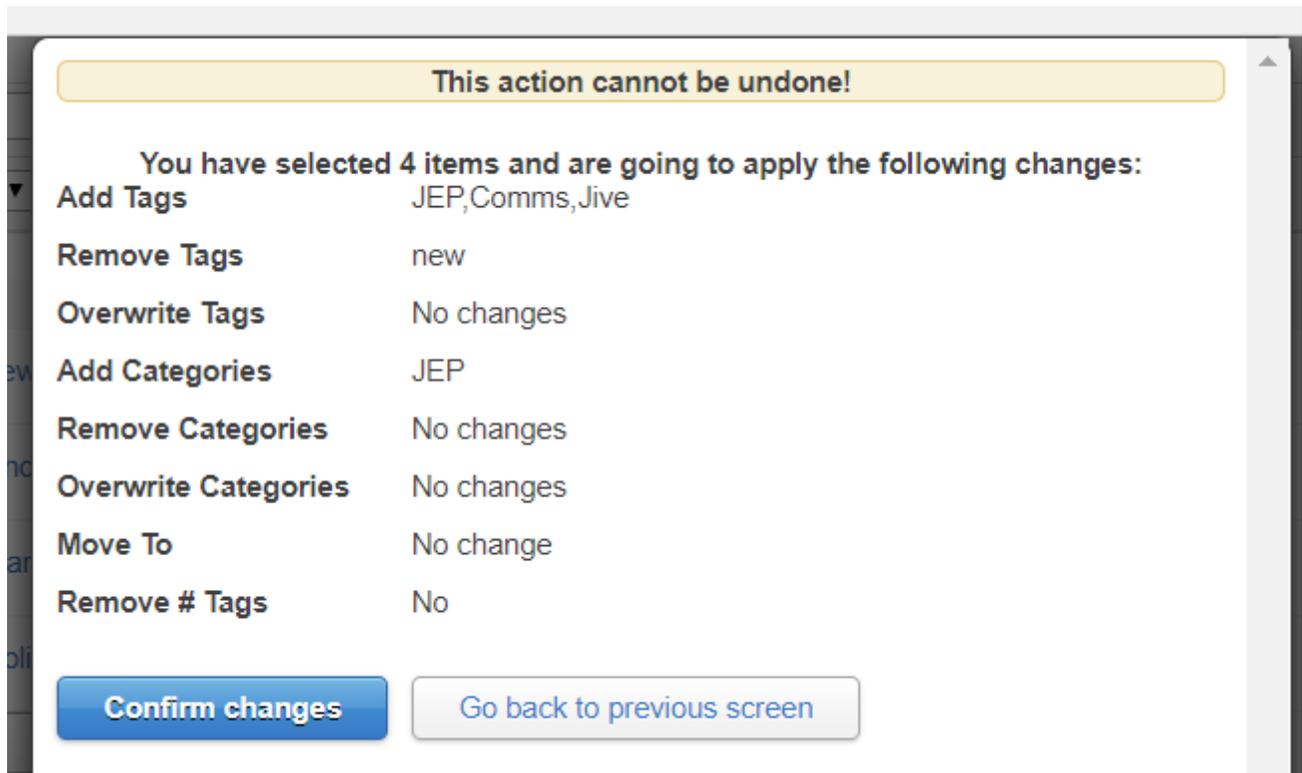
3. You can select up to 100 at a time to affect using this tool.
4. Click **Edit selected items** to change the tags or categories.

There is also an option here to bulk move the selected documents mass move documents from one place to another.

5. Select the content items that you wish to manage in bulk mode.

6. Make the changes and **Save All Changes**.

A confirmation screen appears.



7. Select **Confirm Changes**.

This displays the processed status of the Updated Content is displayed.

