



Jive Interactive Intranet

## Cloud User 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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- Search the product documentation and other product-related information that are also available on [Support Central](#).

If you still cannot find a solution, open a ticket on [Aurea Support Central](#). Information about the support organization is available on [Support Portal](#) as well.

You can also find the setup files on [Support Portal](#).

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:

- [Using 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.

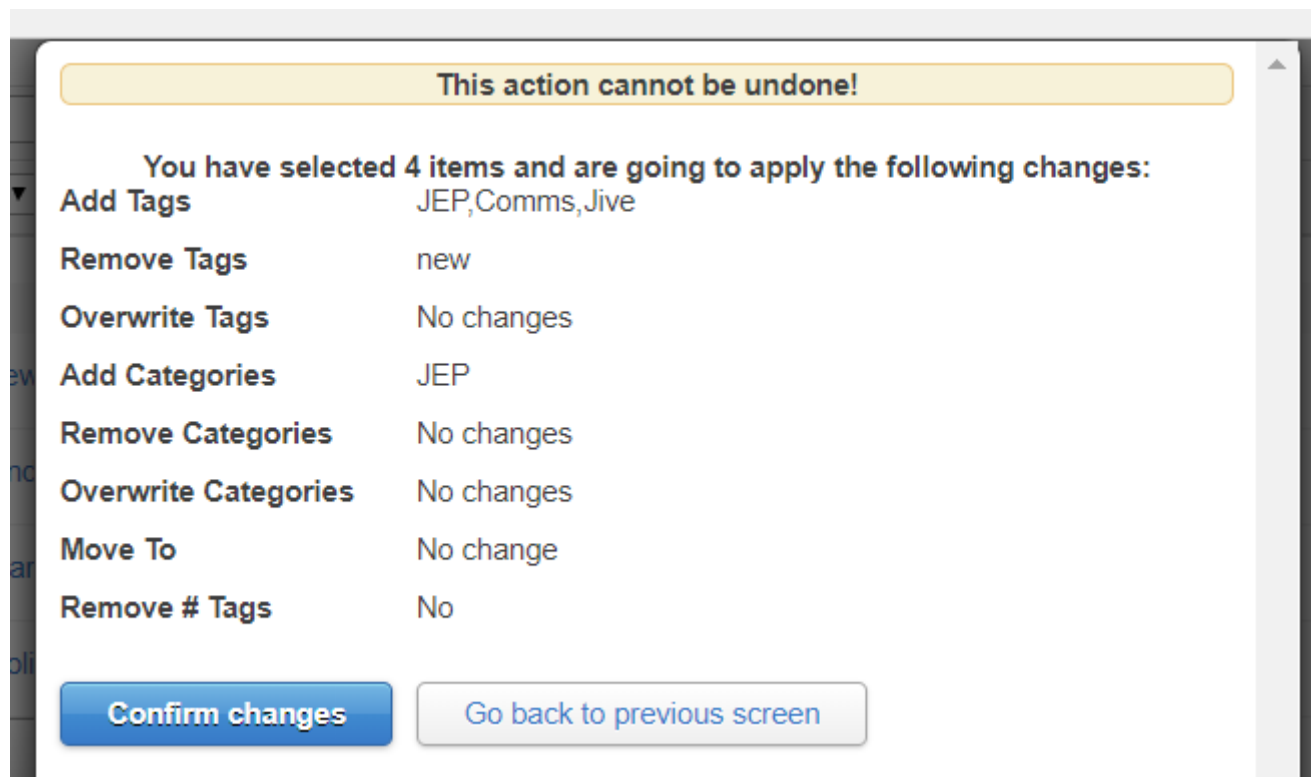
The contents from the selected place are loaded into the list.

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.

