Overview of collections in Workfront Library

A collection allows you to gather and organize various types of items that you might want to share or download at a later date. Depending on the amount of content your organization stores in Workfront Library, you might have to search through hundreds of folders containing thousands of content files in order to find the content you need for your work.

Collections allow you to compile related content found in Workfront Library into one place and, if desired, share the content with team mebers or other users. A collection does not contain the actual content files. Instead, it contains links to the content. For more information, see **Create a collection in Workfront Library**.

Your Workfront Library access level and the permissions you have to a collection determine the activities you can do with a collection. If you have Manager access or higher to Workfront Library, you can create, manage, and share collections that you create. Users with Viewer access can create collections for their personal use, but cannot share their collections with other users. For more information on access levels and permissions, see **Overview of user access to Workfront Library.**

When you create a collection, Workfront Library designates you as the collection owner. If you have a Manager or higher access level to Workfront Library, you can share the collections you create with other users. For information on sharing a collection, see **Share a Workfront Library item with other users**.

When you share a collection with another user, you give that user access to all the items in the collection and you assign them a permission level to the collection. Their permissions determine the activities they can do with the collection and its contents.

You can access all the collections that you create and that are shared with you in the Collections area.
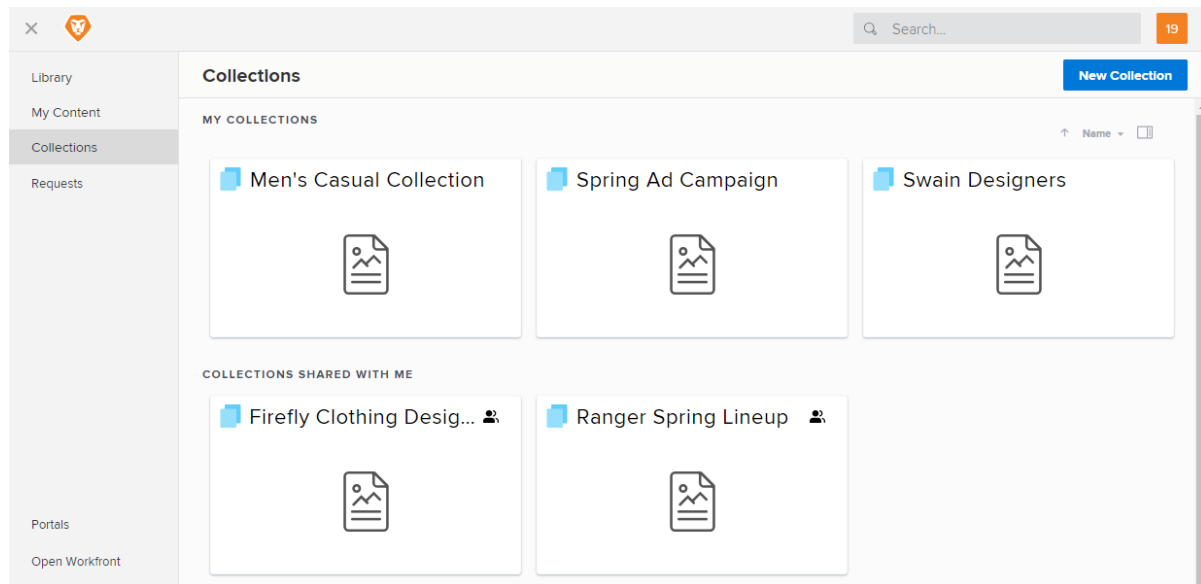
For more information, see **Open a collection in Workfront Library**.

You search for a collection by its name. For information on using the Search feature, see **Search for items in Workfront Library.**

Depending on your access level to Workfront Library, you can manage a collection in the following ways:

Add items to a collection

If you have Manager or higher access to Workfront Library, you can add content and folders to any collection to which you have access. Users with Viewer access can add items only to collections they create. Viewers cannot add items to a collection shared with them. For more information, see **Add items to folders and collections in Workfront Library**.

Remove items from a collection

If you have Manager access or higher to Workfront Library, you can remove content and folders from all instances of a collection. Users with Viewer access cannot remove items from a collection. For more information, see **Remove items from a collection in Workfront Library.**

Share a collection

If you have Manager access or higher, you can share a collection and all its contents with other users. Users with Viewer access cannot share collections. For information on sharing a collection,

see **Share a Workfront Library item with other users**.

Add a collection to a portal

If you have Manager access or higher to Workfront Library, you can add collections that you create to portals that you have access to. You can also add collections shared with you and to which you have Manage permissions. However, you cannot add collections to which you have View permissions. For more information, see Add items to a portal in Workfront Library.

Edit a collection

You can edit the name and description of a collection that you created. If you have Manager access or higher, you can edit any collection shared with you to which you have Manage permissions. For more information, see **Edit a Workfront Library collection**

Download a collection

You can download any collection to which you have access. When downloading a collection, Workfront Library places the collection's contents in a .zip file and emails the file to you. For information on downloading a collection, see **Download items from Workfront Library**.

Delete a collection

You can delete any collection that you create. If you have Manager or higher access to Workfront Library, you can delete any collection shared with you to which you have Manage permissions. Users with Viewer access to Workfront Library can delete only the collections they create. Viewers cannot delete a collection shared with them. For information on deleting a collection, see **Delete Items from Workfront Library**.

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Create a collection in Workfront Library

You can organize content to which you have access by adding it to collections that you have created or that have been shared with you.

You can create an unlimited number of collections.

For more information about collections, see **Overview of collections in Workfront Library**.

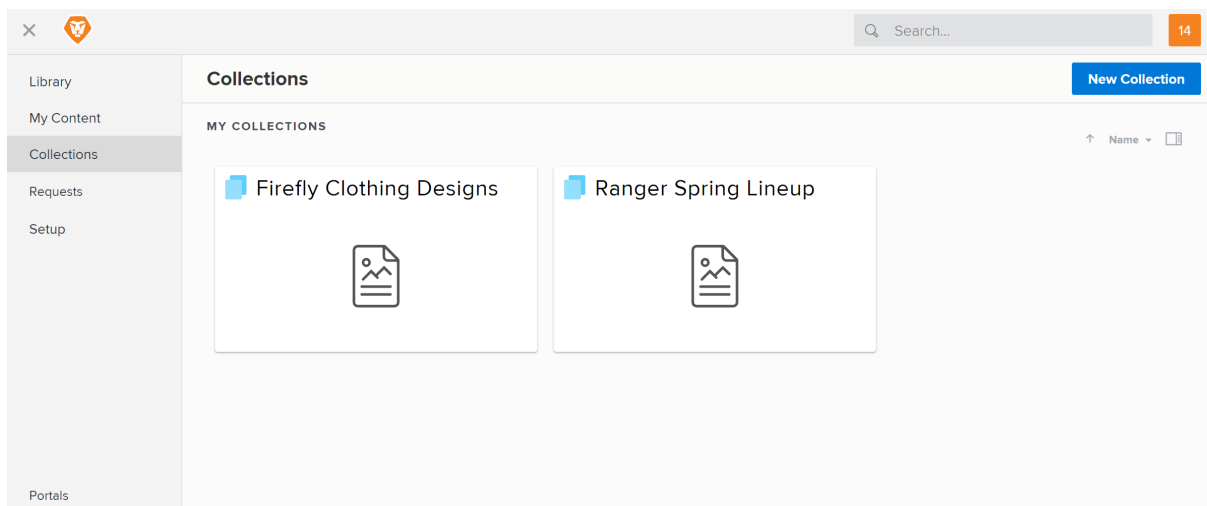1. In Workfront, click the **Workfront Library** icon on the **Global Navigation Bar**.
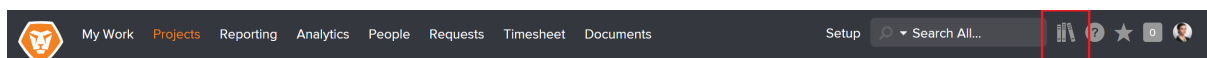
   For information about accessing Workfront Library, see **Open Workfront Library**.

2. In the upper-left corner of Workfront Library, click the **Menu** icon.

3. Click **Collections** in the left panel.

4. Click **New Collection** in the upper-left corner.

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Create a New Collection

✱ Name

Description

Save   Cancel

5. In the **Name** box, type a name for the collection.

6. (Optional) In the **Description** box, type a description of the collection.

7. Click **Save**.

    You can now add content and folders to the collection. For more information, see **Add items to a collection in Workfront Library**.

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Add items to a collection in Workfront Library

You can add content and folders to any collection that you create or to a collection that has been shared with you. When you use the Add To feature to add content to a collection, you don't actually add the content to the collection. Instead, you add a link to the content. The content remains in its original location.

You can remove content and folders from any collection to which you have Manage permissions.

1. In Workfront, click the **Workfront Library** icon on the **Global Navigation Bar**.
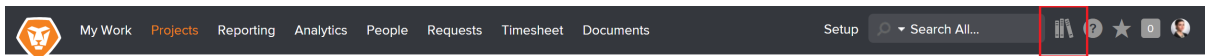
   [placeholder for QS screenshot]For information about accessing Workfront Library, see **Open Workfront Library**.

2. In the upper-left corner of Workfront Library, click the **Menu** icon.

3. Select the area where the item you want to add is located.

   If you have Manager or higher access to Workfront Library, you can choose content from either your Library or My Content areas. Users with Viewer access can select items from their Library area.

4. Hover over the item you want to add and click the **More** icon in the upper-right corner of the item.

5. Select **Add to** in the drop-down menu.

Add to Location

Selected locations (0)

[+] Library
[+] My Content
[+] Collections
[+] Portals

[Add] Cancel   ☐ Remove from original location

6. Click the plus sign next to **Collections** to display the collections available to you.

Add to Location

Selected locations (0)

[+] Library
[+] My Content
[−] Collections
    [+] My Collections
    [+] Collections Shared With Me
[+] Portals

[Add] Cancel   ☐ Remove from original location

Depending on the collections you have access to, you might have the following Collection options:

- **My Collections:** Contains collections that you have created. For information on creating a collection, see **Create a collection in Workfront Library**.

- **Collections Shared with Me:** Contains collection that have been share with you by other users. Users with Viewer access to Workfront Library can add items only to collections that they have created. Users with Manager access and with View permissions to a collection shared with them cannot add items to the collection. You can hover over a shared collection listed to view your permissions level.

Add to Location

Selected locations (0)

⊞ Library

⊞ My Content

⊟ Collections

   ⊞ My Collections

   ⊟ Collections Shared With Me

      🗎 Firefly Clothing Designs   VIEWER

      🗎 Ranger Spring Lineup

⊞ Portals

Add   Cancel   ☐ Remove from original location

For information on access levels and permissions, see **Overview of user access to Workfront Library.**

7. (Optional) Click **Remove from original location** to remove the item from where you accessed it in Step 3.

    Only users with Manage permissions to the item can remove it from its original location.

8. Click **Add**.

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Edit a Workfront Library collection

You can edit the name and description of a collection that you created. If you have Manager access or higher, you can edit any collection shared with you to which you have Manage permissions.

When you edit a collection that is shared with other users in Workfront Library, the collection's name is automatically updated in all the shared instances. Users are not notified of edits made to a collection.

1. In Workfront, click the **Workfront Library** icon on the **Global Navigation Bar**.
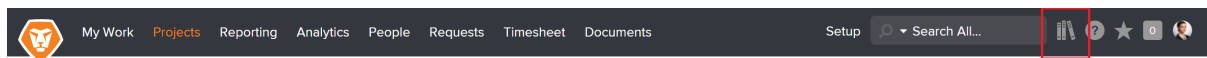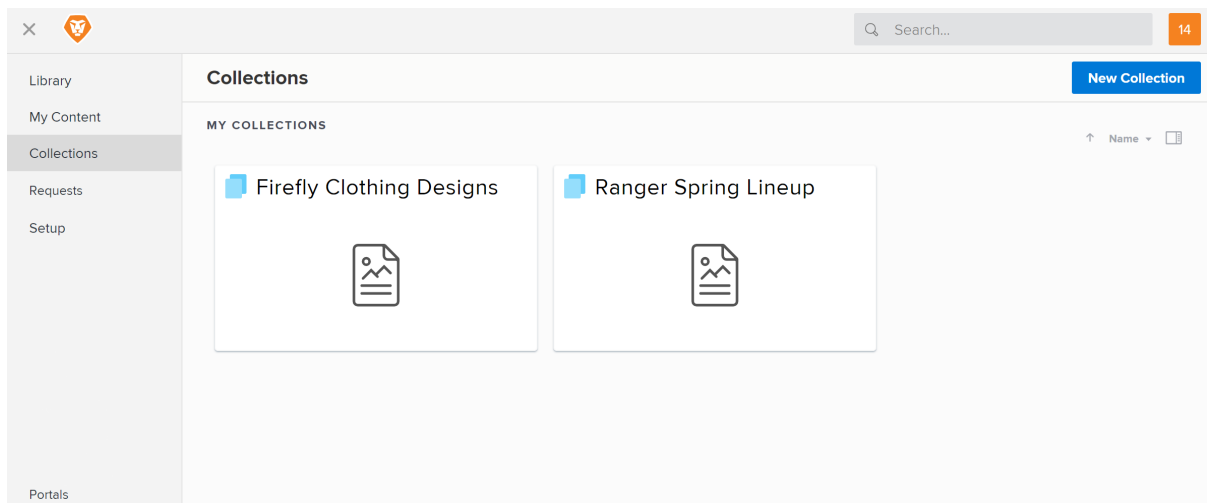

    For information about accessing Workfront Library, see **Open Workfront Library**.

2. In the upper-left corner of Workfront Library, click the **Menu** icon.

3. Click **Collections** in the left panel.

4. Click **New Collection** in the upper-left corner.

# Create a New Collection

✱ Name

Description

Save   Cancel

5. In the **Name** box, type a name for the collection.

6. (Optional) In the **Description** box, type a description of the collection.

7. Click **Save**.

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Remove items from a collection in Workfront Library.

You can remove content and folders from any collection to which you have Manage permissions.

1. In Workfront, click the **Workfront Library** icon on the **Global Navigation Bar**.
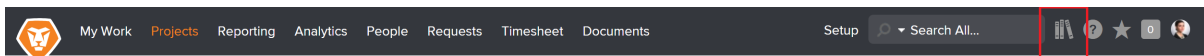
   For information about accessing Workfront Library, see **Open Workfront Library**.
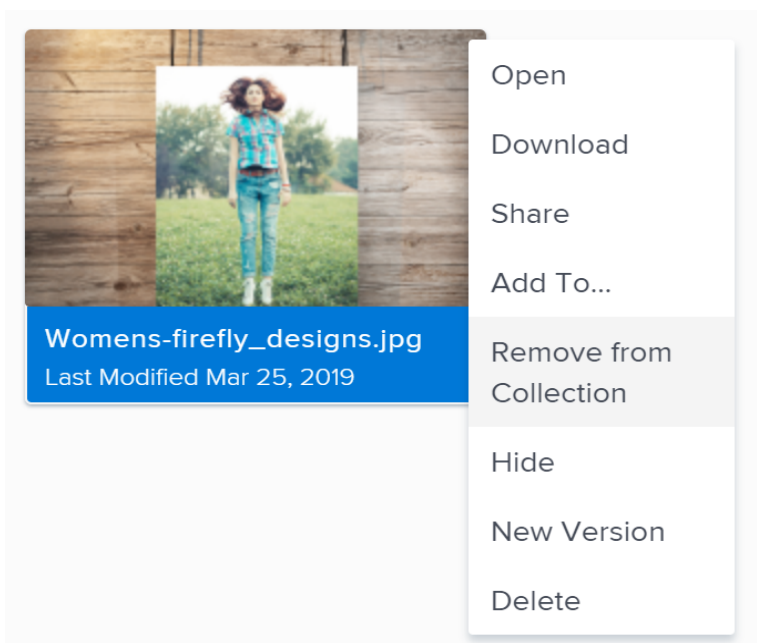
2. In the upper-left corner of Workfront Library, click the **Menu** icon.

3. Click **Collections**, then open the collection from which you want to remove an item.

4. Hover over the item you want to remove, then click the **More** icon in the upper-right corner of the item.

5. Select **Remove from Collection** in the drop-down menu.

> **Note:** When you use Remove from Collection, the item is removed from the collection, but remains in Workfront Library. If you use Delete, the item is deleted from the collection and from Workfront Library.

6. Click **Remove** to confirm you want to remove the item.

    The item is removed from the collection.

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