

Required configuration to authenticate to Workfront Library

In order to access Workfront Library, your users must login using the enhanced Workfront authentication experience. For more information on the enhanced authentication experience, see [Getting Started with the Enhanced Authentication Experience](#).

If your organization has not yet migrated to the enhanced experience, you can still set up authentication to Workfront Library if your system meets the following configuration requirements.

Password management

Each user must have a unique username, which is the user's Workfront email.

- Usernames in Workfront Library are not case-sensitive.
- Each user must have a unique email address for their username.
- Multiple users cannot use the same email address with different case.

Single Sign-On configuration

If your organization uses Single Sign-On (SSO) functionality, the following requirements must be met in order to access Workfront Library using the enhanced authentication experience:

- Your SSO solution must be compliant with SAML 2.0.

Note: Active Directory, LDAP, and SAML 1.0 protocols are not supported.

- Auto-provisioning must be disabled.
- User accounts must be manually created.

You can map only the following attributes for users:

- First name
- Last name
- Email
- User name

- Address
- Phone number

Set up content expiration in Workfront Library

As a Workfront Library administrator, you can set up content expiration to either restrict or eliminate users' access to expired content.

Content expiration can be useful when you want to prevent users from accessing out-of-date content or when you have content that should be used only for a specific period of time, such as time-sensitive advertising or licensing materials.

- [Understanding content expiration](#)
- [Setup content expiration](#)

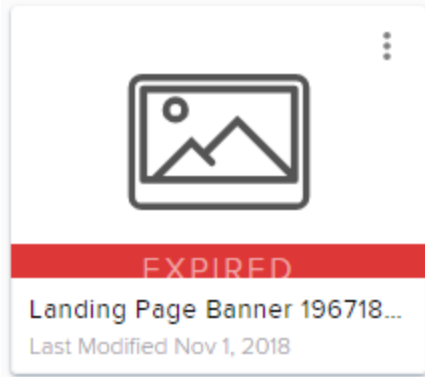
Understanding content expiration

Content expiration allows users to specify an expiration date in the metadata of content that they upload. Users with Manage or higher permissions to content can add or edit an expiration date. For information on how to change metadata, see [Edit metadata for content in Workfront Library](#).

Although expired content remains in Workfront Library, you can set up content expiration to specify who has access to expired content based on users' permission levels. You also determine whether users can download and search for expired content.

Users can apply an expiration date only to content in Workfront Library. Folders, collections, and portals cannot expire.

Expired content is labeled with an Expired banner.



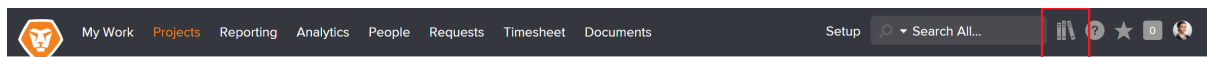
If content that is shared via a public link expires, then the public link becomes inactive. Additionally, links to expired content that is in a portal or a collection become disabled.

You can configure Workfront Library to send an email to the content owner to alert them of the impending expiration of the content.

Expired items migrated from Workfront DAM to Workfront Library remain expired.

Setup content expiration

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

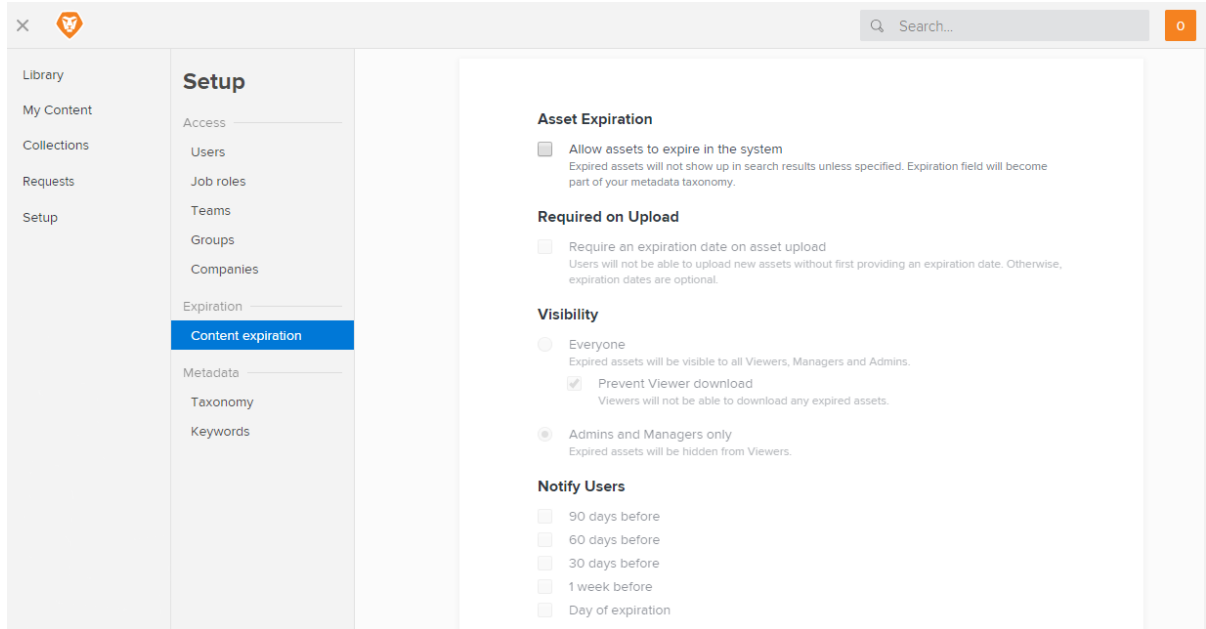


For information about accessing Workfront Library, see [Open Workfront Library](#).

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

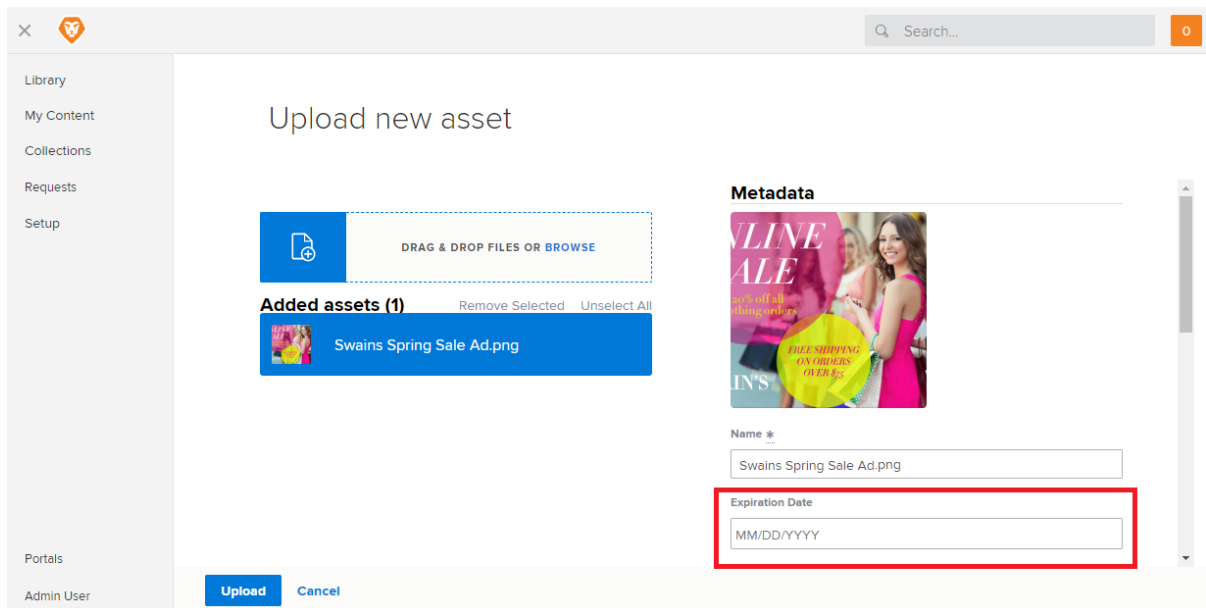


3. In the left panel, click **Setup > Content expiration**.



- In the **Asset Expiration** section, select **Allow assets to expire in the system**.

This option adds the Expiration Date field to the taxonomy. Users can choose to specify an expiration date when uploading new content.

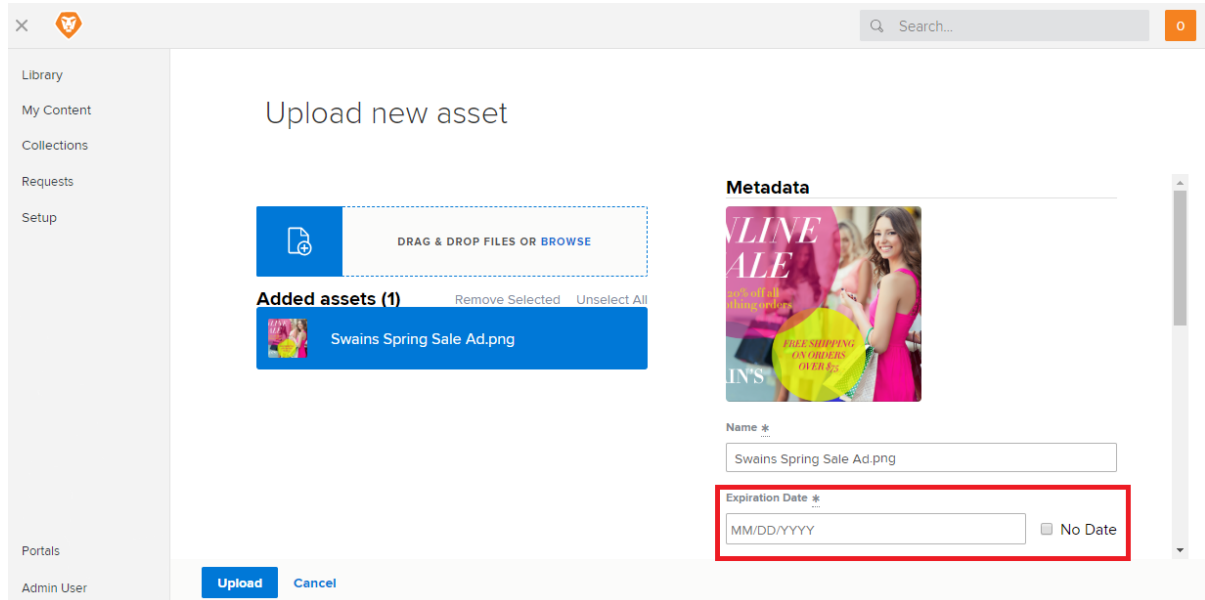


For more information about taxonomy, see [Setup and manage taxonomy metadata in Workfront Library](#).

- (Optional) To require users to specify whether content has an expiration date, select **Require an**

expiration date on asset upload.

This option requires users to either specify an expiration date or select No Date before content is uploaded.



If a user edits the metadata for content that was uploaded prior to your system requiring content expiration metadata, Workfront Library requires the user to either enter an expiration date or select No Date before the metadata changes can be saved.

6. In the **Visibility** section, specify who can view expired content by choosing one of the following options:
 - **Everyone:** All users with permissions to the expired content can view the content and can also see it in search results.
 - Users with View permission to the expired content can see it in their personal collections.
 - Users with Manage permission to the expired content can see it in their Shared With Me or My Library areas and in any collections to which they have access.
 - **Admins and Managers only:** Only users with Admin access to Workfront Library or Manage permission to the expired content can view the content and see it in search results.
 - Users with View permission to the expired content cannot view it in Workfront Library once it expires.
 - Users with Manage permission to the expired content can view it in their Shared With Me or My Library areas and in any collections to which they have access.

For more information on content permissions, see [Permissions in Workfront Library](#).

7. (Conditional) If you selected **Everyone** in Step 6 and you want to prevent users from downloading or sharing expired content to which they have View permission, select **Prevent Viewer download**.
When this option is enabled, all public links to expired content become disabled.

8. (Optional) To notify content owners of the impending expiration of their content, in the **Notify Users** section select the days you want email notifications sent.

You can select multiple options.

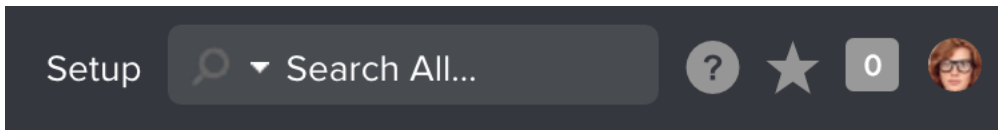
An email notification is sent only when the active (most current) version of content is expiring. No notification is sent when older versions of content expire. For more information about how content versions are managed in Workfront Library, see [Content Versioning Overview for Workfront Library](#).

9. Click **Save**.

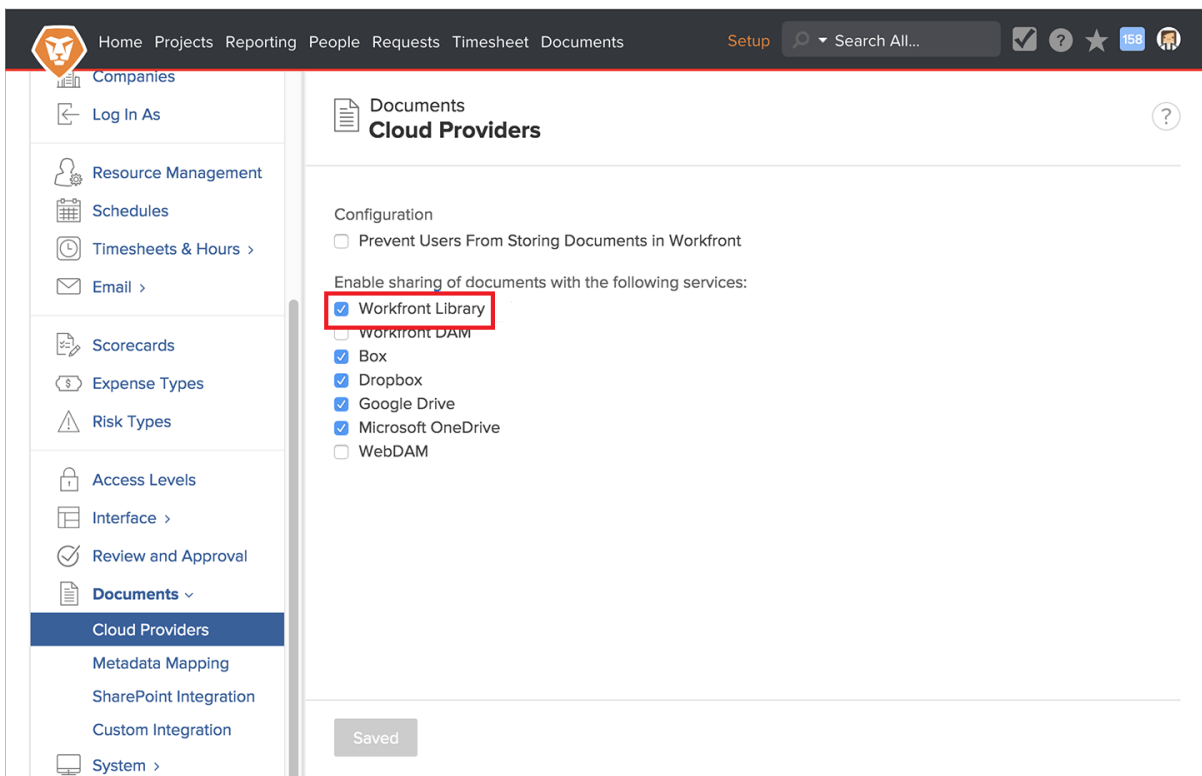
Set up integration between Workfront and Workfront Library

Before users can gain access to Workfront Library, you must first enable Workfront to integrate with Workfront Library. Once you configure Workfront to work with Workfront Library, users can share documents that are uploaded to a Workfront item with Workfront Library. For more information on pushing documents to Workfront Library, see [Send documents from Workfront to Workfront Library](#).

1. Log in to Workfront as the administrator.
2. Go to the **Setup** area in your **Global Navigation Bar**.



3. In the left panel, click **Documents > Cloud Providers**.



4. Click **Workfront Library**, then click **Save**.

You can now grant users access to Workfront Library. For information on user access, see [Overview of user access to Workfront Library](#).