

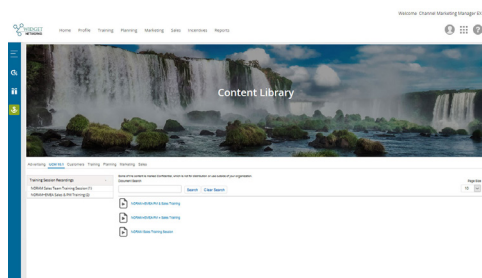
# Documents Library Management

*UCM's Library puts your sales and marketing collateral at your fingertips inside UCM. Easily access, customize and share any piece of content from inside your UCM instance to your partners. The content library provides a secure repository for your files, including file types ranging from traditional business documents like presentations and Word files to audio files, video files, spreadsheets, images and web pages.*

## Library as the content repository

Content being the potent strategy for keeping prospects engaged throughout the sales cycle, through UCM's Library teams can create and manage fresh, compelling collateral to satisfy prospects, making that collateral accessible and sharable on multiple digital channels. Whether the digital assets include e-books, videos, banners, images, or customer stories, through the Library your organization have an online library system in place to manage the sharing of these assets so that your organization and partners has real-time access to this essential content.

UCM's Library assets teams collect, manage, and distribute documents. At the same time, teams can track assets and manage the assets lifecycle in the library. Simply keeping files in folders makes individual content difficult to find. With UCM Library you can store files in fully searchable file repositories known as resource categories. Administrators can create multiple libraries, categories and sub-categories, then configure user permissions within the library to balance content access with security.



### Key Features Include:

- ✓ Uploading Files
- ✓ Organizing Files and Folders
- ✓ Searching the Library
- ✓ Secured Library

