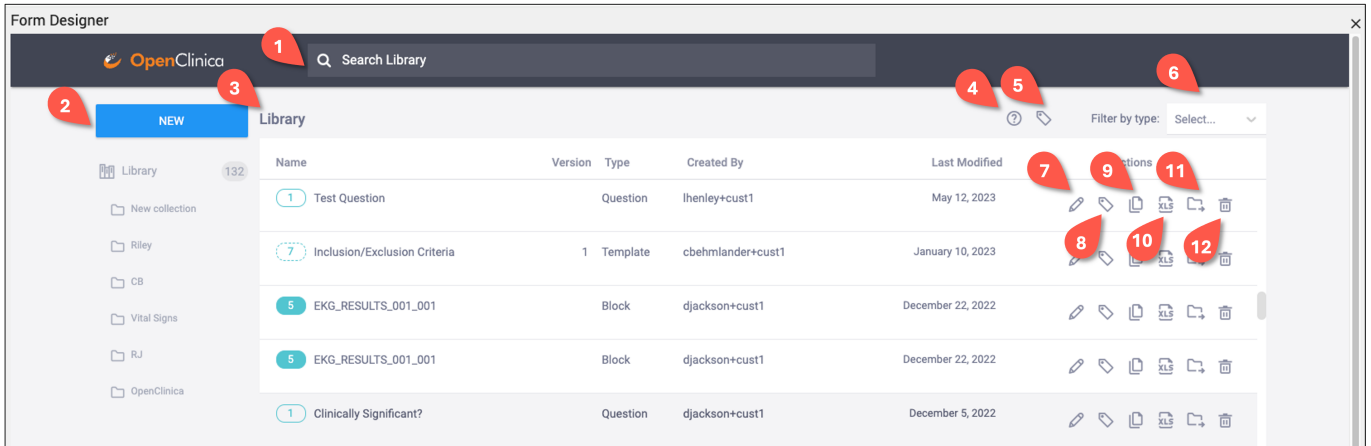


18.1.1 Library Management

For full details of the functionality included in Library Management, review [Content Library](#).



1. Search Library

1. Enter text to search for an item.

2. New

1. Create a new single question, a block of questions, or a full Form Template to add to the library.
 - Question - a single item.
 - Template - a complete form template that can either be created/edited in the form design studio or uploaded with a form template.
 - Upload - a form definition file can be uploaded. Regardless of the number of items, uploads will be saved as templates in the Library.
 - Collection - a folder designed to hold Questions, Blocks (groups of Questions) and Templates.

3. Collections

1. Library objects can be organized into Collections to make it easier to manage the Library.

4. Library Contents

1. Displays the Library contents, filtered if applicable.

5. Help

1. Displays the Help page for Library Management.

6. Show All Labels

1. Displays labels with their associated Library objects.

7. **Filter by Type**

1. Filter the list by the type of item (**Question, Block, or Template**).

8. **Edit**

1. Edit the Library object within the question form as you normally would within Form Designer.

9. **Labels**

1. Can be used to further categorize Library objects beyond Collections.

10. **Clone**

1. Duplicate the Library object.

11. **Download XLS**

1. Download the XLS file of the Library object. The XLS is in the format of the form definition file regardless of whether the Library object is a question, block, or template.

12. **Manage Collection**

1. Add the Library object to a collection by clicking this icon and selecting the collection the item should be added to. If there are no available collections, the selection box will say none available.

13. **Delete**

1. Delete the Library object.

Functional approval by Kate Lambert. Signed on 2025-02-07 4:46PM

Approved for publication by Paul Bowen. Signed on 2025-02-10 12:43PM

Not valid unless obtained from the OpenClinica document management system on the day of use.