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# Adding a Collection

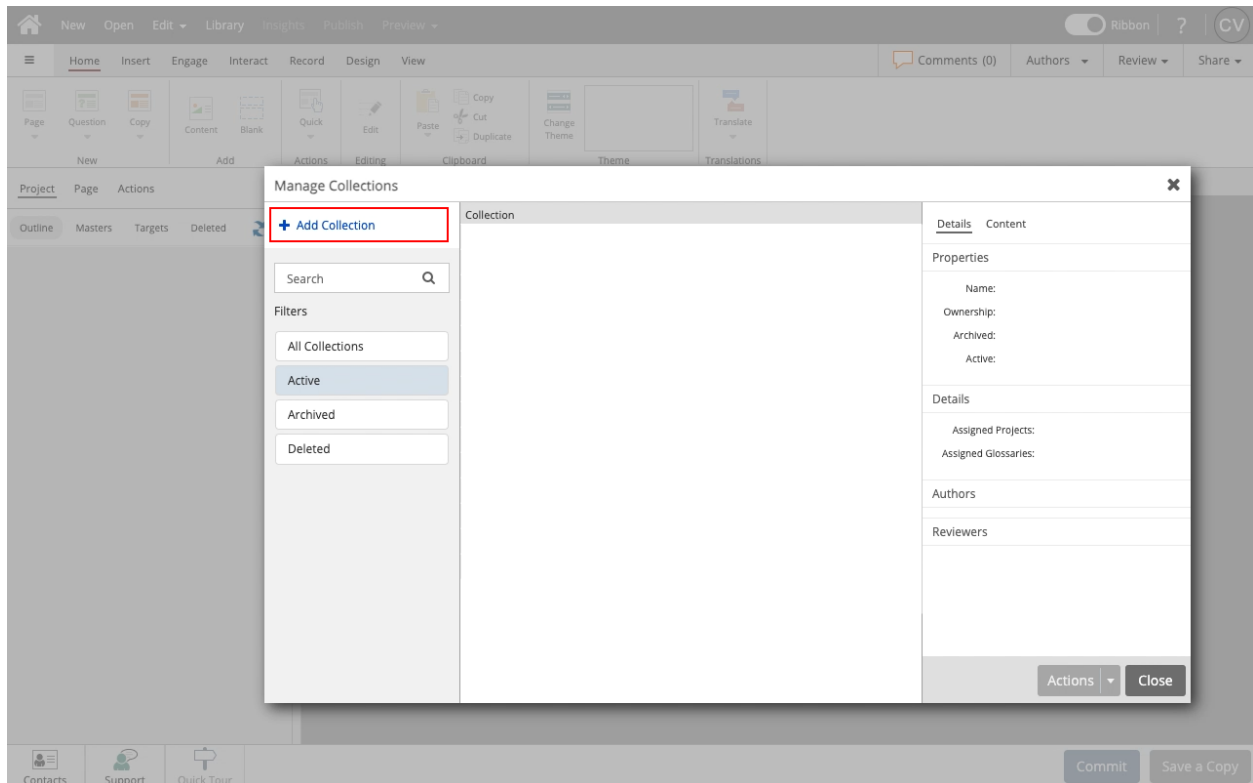
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Created On: August 19, 2024



## Job Aid Adding a Collection

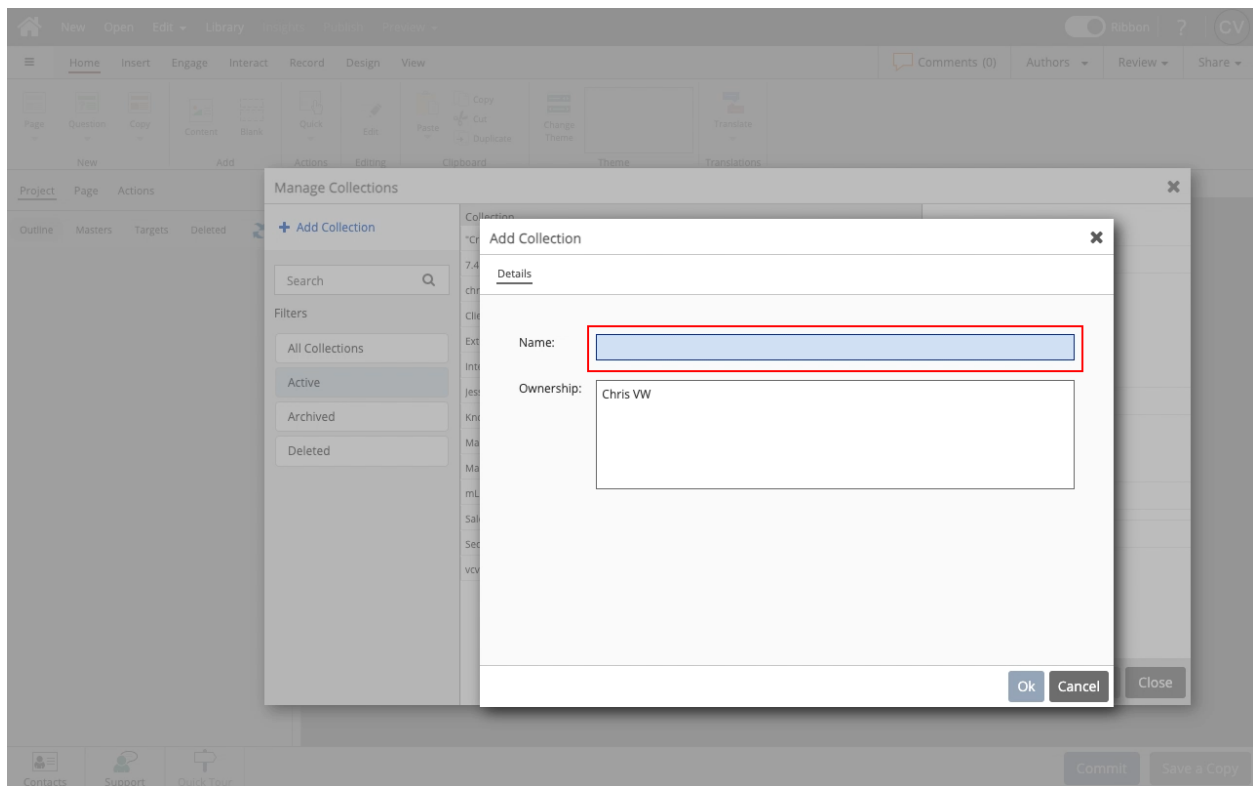
1. On the Manage Collections panel, select **+ Add Collection**.



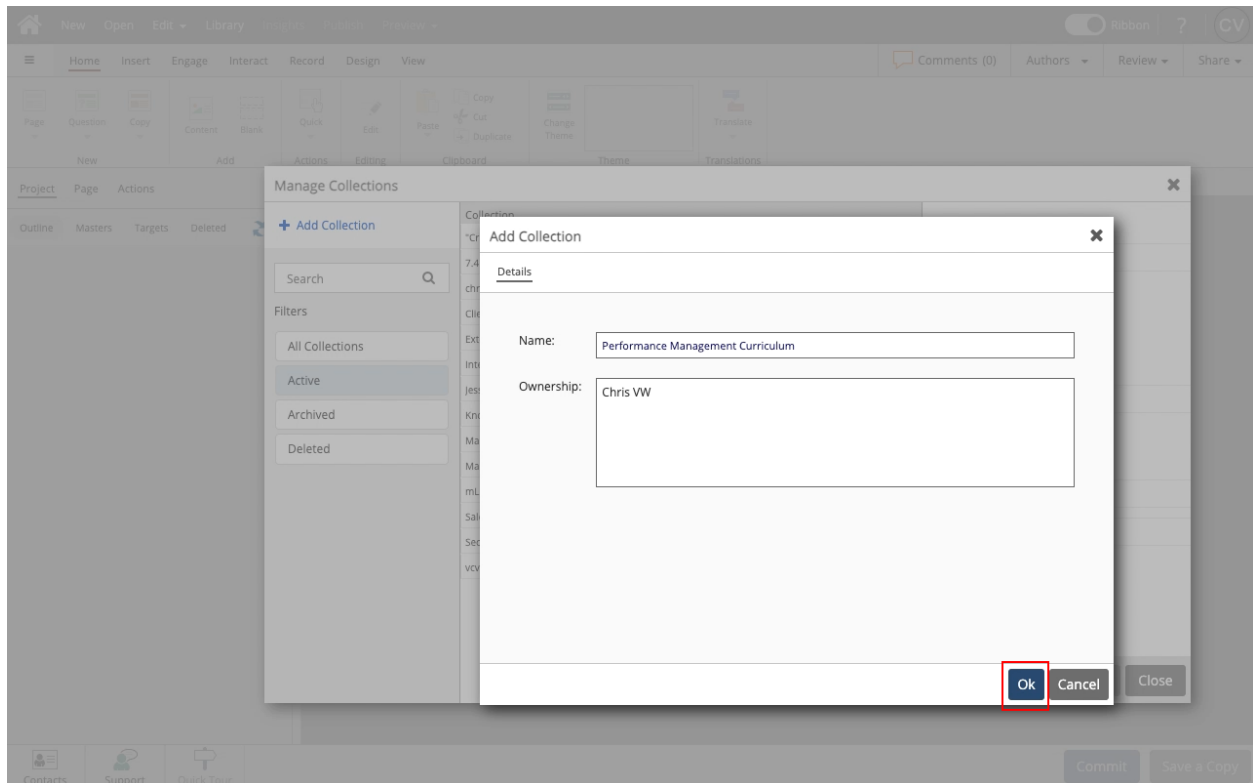
## Job Aid Adding a Collection

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2. The Add Collection panel will open. Add a name for the Collection. For this lesson example, select the **Name field** to continue.



### 3. Select **Ok**



## Job Aid Adding a Collection

4. The Collection is now listed on the Manage Collections panel.

