

Metadata

Metadata is information that a file can have attached to it. You can attach information like: comments, title, author, tags, etc.

Fields

Metadata information is stored in metadata fields. You manage the fields from inside the “Control Panel » System configuration » Metadata” administrative section.

When setting up a metadata field, you can define a list of options. The user will be presented with the predefined list to choose from. If you do not define a list of values, the user will be free to type in any value he wishes.

Field sets

Every metadata field needs to be part of a metadata field set. Field sets can be used to group more fields.

File types

To automatically associate certain field sets with certain types of files, you define metadata file types. You might want, for example to have a set with fields such as “Photographer”, “Camera”, “Location” associated with image files, so that when you edit the metadata for an image file you are presented by default with these fields.

By defining a field set as generic, its fields will be automatically displayed inside the metadata window, no matter what “file type” the user selects for the file.

Metadata information can be displayed in the list of files as new columns, by clicking the arrow icon that appears while holding the cursor over a column's header and selecting the metadata fields from the list of possible columns.

Metadata fields, field sets and file types created by independent admin user are available only to these users and the user accounts he creates.

🕒Revision #1

★Created 23 December 2021 17:29:28 by Mahesha Damayanathi

✎Updated 24 December 2021 17:45:57 by Mahesha Damayanathi