


Working with Custom Metadata

 Metadata functionality is available in FileCloud 18.1 and later.

Administrators can manage data that provides additional information about files and folders available in FileCloud using **Metadata**.

FileCloud allows you to create a fully customizable set of metadata, defined by the administrator.


Managing Metadata Sets

 [Create a new Set Definition](#)

 [Manage Metadata Permissions](#)

 [Edit an existing Set Definition](#)

 Default Metadata Set cannot be removed.

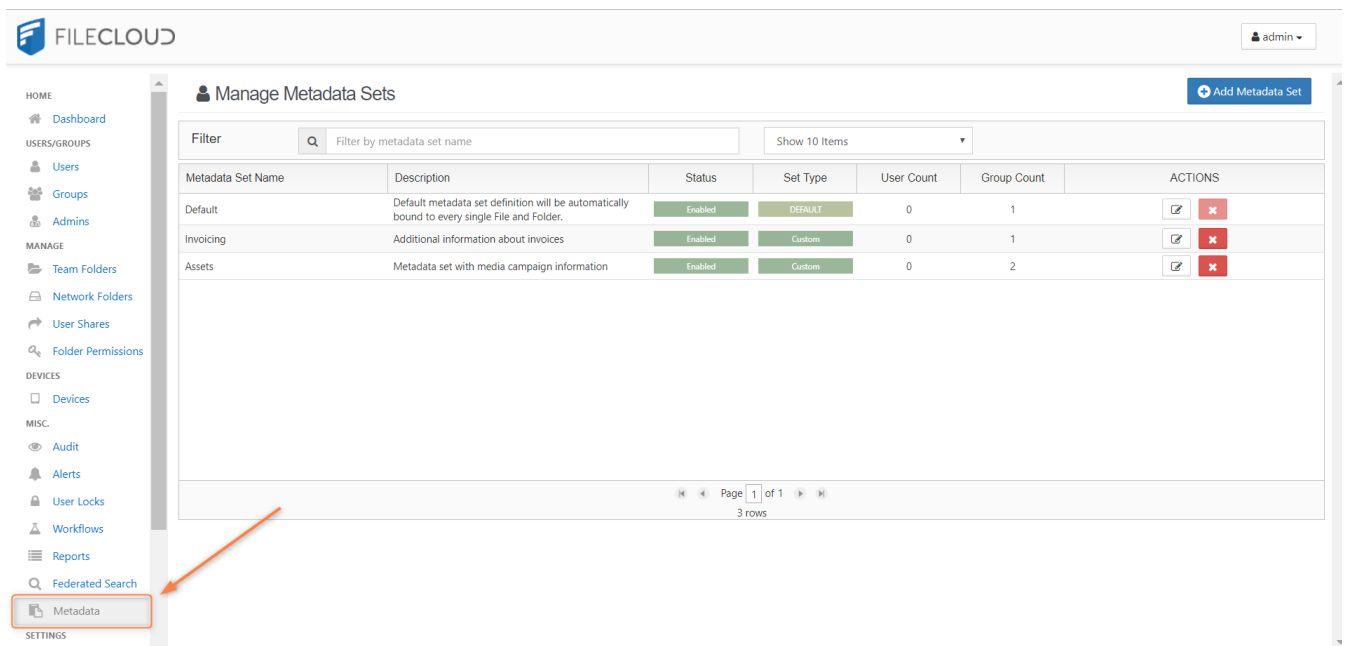
 You cannot undo or revert this deletion.

To delete an existing Custom metadata set definition:







1. Log in to the Admin Portal.
2. In the *Home* navigation panel on the left side, under *Misc.*, select *Metadata*.
3. In the *Manage Metadata Sets* section, select the one you want to grant access, and then click the delete icon .

The metadata set definitions screen displays the list of defined metadata sets.

- The filter text box can be used to filter the metadata sets based on the metadata name.
- The individual metadata set on the metadata list can be viewed, edited and deleted.
- New metadata sets can be added by clicking the Add Metadata Set button and filling in the metadata set definition form.



The screenshot displays the FileCloud Admin Portal interface. The main content area is titled "Manage Metadata Sets" and features a table of metadata sets. The table has the following data:

Metadata Set Name	Description	Status	Set Type	User Count	Group Count	ACTIONS
Default	Default metadata set definition will be automatically bound to every single File and Folder.	Enabled	DEFAULT	0	1	 
Invoicing	Additional information about invoices	Enabled	Custom	0	1	 
Assets	Metadata set with media campaign information	Enabled	Custom	0	2	 

The left navigation panel includes a "Metadata" menu item, which is highlighted with a red box and an arrow. The top right corner shows the user "admin".