

# Managing Metadata




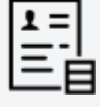



Administrators can manage data that provides additional information about files and folders available in FileCloud using **Metadata**.

FileCloud defines two levels of metadata definition:

1. Attribute - defines a single piece of information that user can specify for file or folder.
2. Metadata set - a group of related attributes with additional properties and settings. It works as a container for attributes.

Figure 1. Metadata Terms

 File Object	➔	 Metadata	➔	 Attribute	➔	 Metadata Set	➔	 Tag
Every file and folder that exists in FileCloud.		Information about the file data.  Describes files and folders available in the system.		A single piece of information that describes the File Object.  In FileCloud attributes are defined as a part of the metadata set.		A set of metadata attributes that might be logically grouped and can be attached as a single entity to File Objects.		a special type of attribute (referred to as the Array attribute type) that allows users to provide multiple custom values for each File Object.
For example: <ul style="list-style-type: none"><li>• a resume</li></ul>		For example: <ul style="list-style-type: none"><li>• Lives in the Human Resources Folder</li><li>• Has a created date</li><li>• Has a modified date</li></ul>		For example: <ul style="list-style-type: none"><li>• the candidate's photo in their resume</li></ul>		For example, resumes will always have: <ul style="list-style-type: none"><li>• Photo</li><li>• Name</li><li>• Address</li><li>• Experience</li><li>• Education</li></ul>		For example: HR wants to tag a resume status as: <ul style="list-style-type: none"><li>• Candidate</li><li>• New Hire</li><li>• OnBoarding</li></ul>

## Metadata Set Types


FileCloud supports the following types of Metadata Sets:

TYPE	DESCRIPTION	SETS AVAILABLE
Default	<p>This is a special type of metadata set that is automatically associated with every single File Object when it is created, copied, uploaded, etc.</p> <ul style="list-style-type: none"> <li>• For already existing File Objects it will be associated when the file / folder is accessed for the first time.</li> <li>• Exactly one Default Set exists in FileCloud - it cannot be deleted, renamed or disabled, but administrators can customize attributes and permissions.</li> <li>• Out of the box it is shipped with a single predefined attribute of Array type - Tags.</li> </ul>	Defaults

<p>Built-In</p>	<p>These are metadata sets that have been created for you.</p> <ul style="list-style-type: none"> <li>• Administrators can edit the attributes</li> <li>• Administrators can choose to disable the use of this metadata</li> </ul> <p>The versions of FileCloud in which each built-in metadata set and its attributes became available are listed in the following table:</p> <table border="1" data-bbox="630 499 1026 844"> <thead> <tr> <th>Built-in Metadata Set</th> <th>FileCloud Version</th> </tr> </thead> <tbody> <tr> <td>Image</td> <td>18.1</td> </tr> <tr> <td>Document Life Cycles</td> <td>18.1</td> </tr> <tr> <td>Microsoft Office Tag</td> <td>20.1</td> </tr> <tr> <td>Color Tagging</td> <td>20.3</td> </tr> <tr> <td>PDF Tag</td> <td>21.2</td> </tr> <tr> <td>AIP Sensitivity Label</td> <td>21.2</td> </tr> </tbody> </table>	Built-in Metadata Set	FileCloud Version	Image	18.1	Document Life Cycles	18.1	Microsoft Office Tag	20.1	Color Tagging	20.3	PDF Tag	21.2	AIP Sensitivity Label	21.2	<ul style="list-style-type: none"> <li>• Image metadata</li> <li>• Document Life Cycle metadata</li> <li>• Microsoft Office Tag metadata</li> <li>• Color Tag metadata</li> <li>• PDF Tag metadata</li> <li>• AIP Sensitivity Label metadata</li> </ul>
Built-in Metadata Set	FileCloud Version															
Image	18.1															
Document Life Cycles	18.1															
Microsoft Office Tag	20.1															
Color Tagging	20.3															
PDF Tag	21.2															
AIP Sensitivity Label	21.2															
<p>Custom Metadata Set</p>	<p>This is a fully customizable set of metadata, defined by the administrator.</p>	<p>As many as you want to create</p>														

You must specify which users can access the Metadata attributes. If you do not add them, then the user will not be able to add a tag to their file.

 [Manage Metadata Permissions](#)

 Starting with FileCloud Version 20.1, by default, FileCloud files and folders stored on S3 and Azure cannot be downloaded for extraction if they are over 100MB. You may change the default size permitted for download using the procedure under **Allowed Memory Size Exhausted** on the [Troubleshooting Metadata](#) page.

## More Information:

FileCloud Videos	FileCloud Blogs
	<ul style="list-style-type: none"> <li>• <a href="#">How to Best Utilize FileCloud's Metadata</a></li> </ul>

In this section

- [Create a New Metadata Set](#)
- [Edit an Existing Metadata Set](#)
- [Managing Metadata Attributes](#)
- [Managing Metadata Permissions](#)
- [Video of Managing Metadata](#)
- [Working with Built-In Metadata](#)
- [Working with Custom Metadata](#)
- [Working with Default Metadata](#)
- [Troubleshooting Metadata](#)
- [Finding files without metadata](#)
- [Metadata Limitations/Recommendations](#)