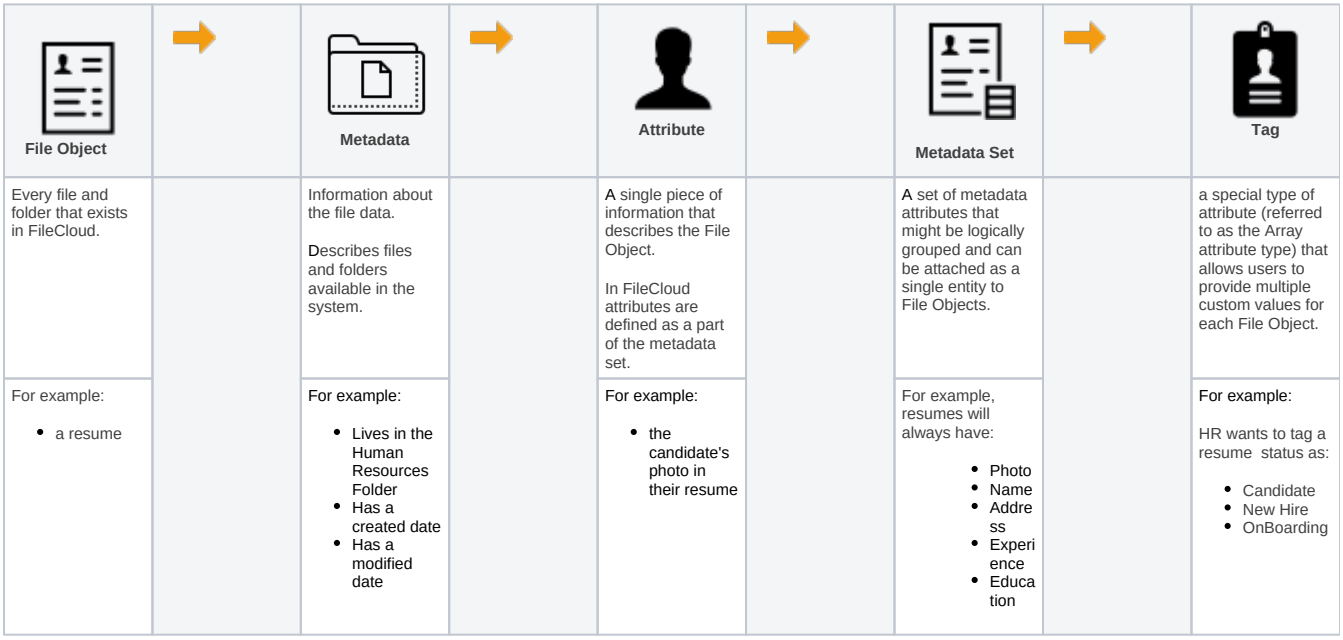
Managing Metadata

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



Metadata Set Types

FileCloud supports the following types of Metadata Sets:

TYPE	DESCRIPTION	SETS AVAILABLE
Default	This a special type of metadata set that is automatically associated with every single File Object when it is created, copied, uploaded, etc. • For already existing File Objects it will be associated when the file / folder is accessed for the first time. • Exactly one Default Set exists in FileCloud - it cannot be deleted, renamed or disabled, but administrators can customize attributes and permissions. • Out of the box it is shipped with a single predefined attribute of Array type - Tags.	Defaults

<table>
<tr>
<td>Built-In</td>
<td>These are metadata sets that have been created for you.
Administrators can edit the attributes
Administrators can choose to disable the use of this metadata
The versions of FileCloud in which each built-in metadata set and its attributes became available are listed in the following table:<table><tr><th>Built-in Metadata Set</th><th>FileCloud Version</th></tr><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></table></td>
<td>Image metadata
Document Life Cycle metadata
Microsoft Office Tag metadata
Color Tag metadata
PDF Tag metadata
AIP Sensitivity Label metadata</td>
</tr>
<tr>
<td>Custom Metatdata Set</td>
<td>This is a fully customizable set of metadata, defined by the administrator.</td>
<td>As many as you want to create</td>
</tr>
</table>

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
	• **How to Best Utilize FileCloud's Metadata**

In this section

- Create a New Metadata Set
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- Managing Metadata Permissions
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- Working with Custom Metadata
- Working with Default Metadata
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