20.1 Viewing Metadata

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Metadata support is available starting from FileCloud 18.1.

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Metadata allows you to manage data that provides additional information about files and folders.

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.



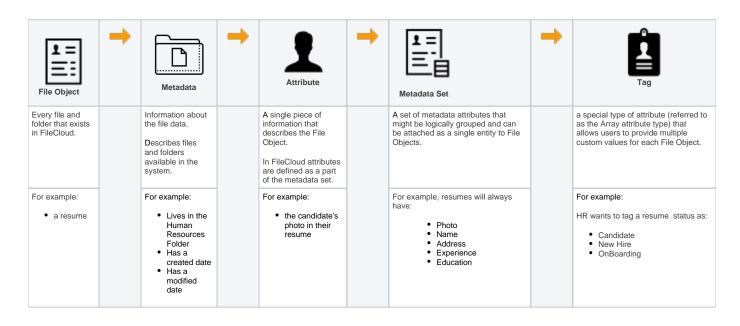
Your Administrator must grant you permission before you can see the Metadata tab in the User Dashboard.

Ask your Administrator to grant you permission to access Metadata. Your administrator can grant the following types of permissions:

- Write access you can add metadata sets to files and folders, edit respective values and remove sets.
- Read access you can ONLY view values of the already associated metadata sets.

Metadata Terms

Figure 1. Metadata Terms



Rules About Inheritance

The following rules apply to all files and folders and their metadata when you perform an operation:

Operation	Rule
a new file or folder is created	a default metadata set is automatically attached to it with all attribute values populated with default values defined
a new file or folder is uploaded	a default metadata set is automatically attached to it with all attribute values populated with default values defined
a file or folder is copied	metadata values are not copied. The Default metadata set with default values will be added to the new File Object.
a file or folder is moved	associated metadata values are also moved. The metadata points to the original file or folder during its lifetime.
a file or folder is renamed	associated metadata values are also renamed. The metadata points to the original file or folder during its lifetime.
a file is removed and moved to the recycle bin	the associated metadata values are updated so they point to the file in the recycle bin.
a file is permanently removed from FileCloud Server	the associated metadata values are removed as well.

View the Metadata for a File or Folder

Metadata Panel is available on the right hand side panel, next to Details and Activity Panels. It will only appear when both activity panel and metadata panel are enabled. Otherwise it will be hidden. This panel displays the following:-

- all metadata related information for the selected file or folder.
- a list of available metadata sets that can be added for the particular File Object.
- a list of associated metadata sets with corresponding attribute values.

