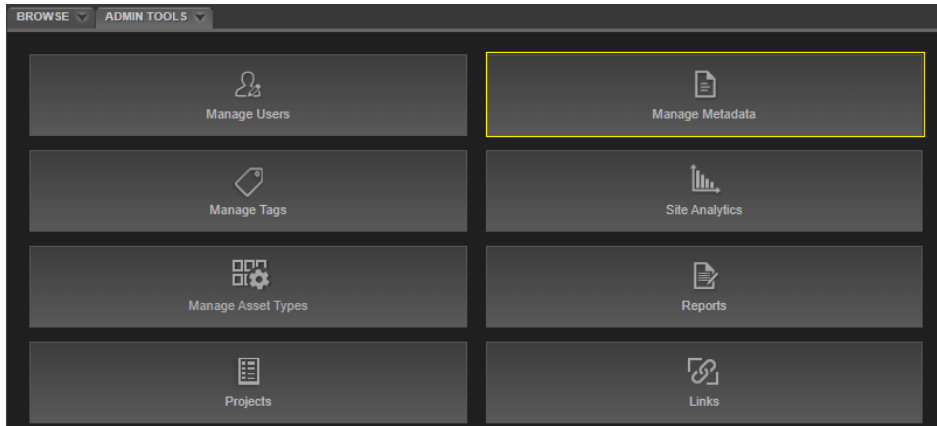


# How to add Metadata in the eMAM Director interface?

To create metadata in the eMAM system, follow the below instructions:

1. In the eMAM Director interface, under *Admin Tools* widget, click on *Manage Metadata*.



2. A new *Admin Tools* page opens up.

Admin Tools: Metadata Fields

- Manage Users
- Manage Asset Types
- Manage Metadata
- Metadata Fields
- Metadata Group
- Metadata Set
- Manage Tags
- Site Analytics
- Reports
- Projects
- Links
- Thesaurus

+ Add Metadata Field
 ✕ Delete Metadata Field

Search by Title / Description /

Standard Id:

Field Id	Title	Standard Id	Type
1058	ADA	CUST_FLD_ADA_1058	Text
1036	Archive assets	CUST_FLD_ARCHIVE_ASSETS_1036	Schedule
1060	Arrest Pct	CUST_FLD_ARREST_PCT_1060	Text
1044	Arrest#	CUST_FLD_ARREST#_1044	Text
1071	Associated Arrest#	CUST_FLD_ASSOCIATED_ARREST#_1071	Text
1	Author	CUST_FLD_AUTHOR_1	Text

Add Metadata Field

Field Title :

Field Type :
  Text
  List
  Int
  Float
  Date Time
  Time Code
  Multi Select List
  Button
  Schedule

Field Length :

Default Value :

Required
  View

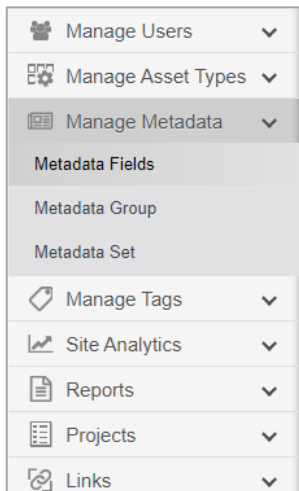
Asset Type :
  Video
  Audio
  Image
  Other Files

Description :

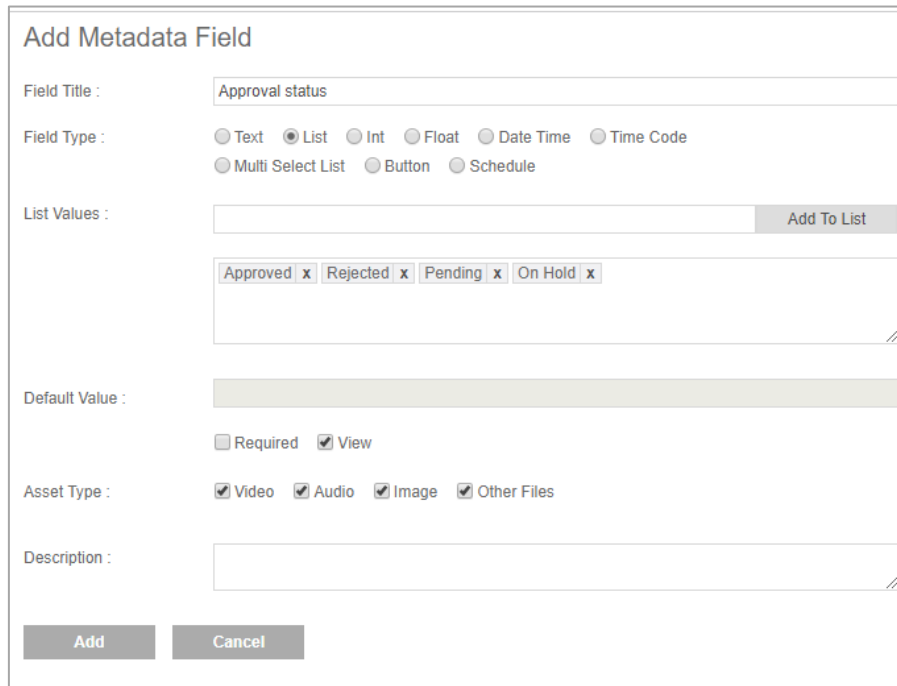
Add
Cancel

## 1. Create Metadata field

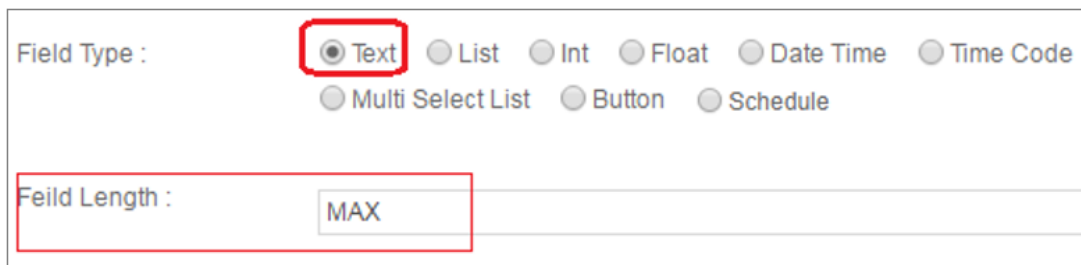
- i. In the *Admin Tools* page, under *Manage Metadata* tab, click on *Metadata Fields*.



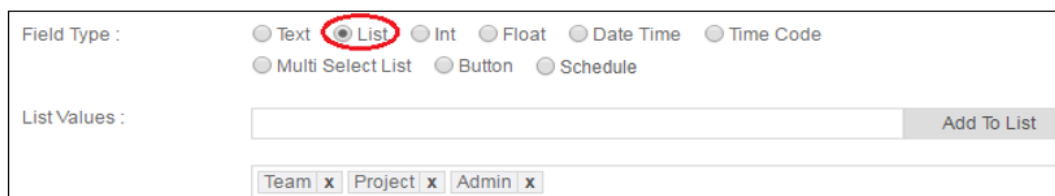
- ii. To create a new metadata field, on the right panel, enter all the below details based on the metadata field type selected and click on *Add*.



- a. **Field Title:** Enter a metadata field title.
- b. **Field Type:** Choose from any of the below field type:
  - **Text:** Select text radial button to create text metadata field type. Field length will by default display MAX (no limit for text characters). If you want to limit the text character length, key the character limit no.



- **List:** For list metadata field types, select *List* radial button and key in the variables that needs to be displayed as list and click *Add to List*. All the added variables will be displayed as list metadata field. Note: *Here you cannot multi select list values from the dropdown. To multi select list values, please use multi select list field type.*



- **Int:** Select Int radial button to create int metadata field types. Key in a value to display as default value.

Field Type :  Text  List  Int  Float  Date Time  Time Code  
 Multi Select List  Button  Schedule

Default Value :

- **Float:** Use Float field type to display any default value or text.

Field Type :  Text  List  Int  Float  Date Time  Time Code  
 Multi Select List  Button  Schedule

Default Value :

- **Date Time:** Use this option to display default Date and Time.

Field Type :  Text  List  Int  Float  Date Time  Time Code  
 Multi Select List  Button  Schedule

Default Value : 13-Jun-2017

Asset Type :

Description :

JUN 2017						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- **Time code:** Use this option to display default timecode.

Field Type :  Text  List  Int  Float  Date Time  Time Code  
 Multi Select List  Button  Schedule

Default Value : 00:01:02:222

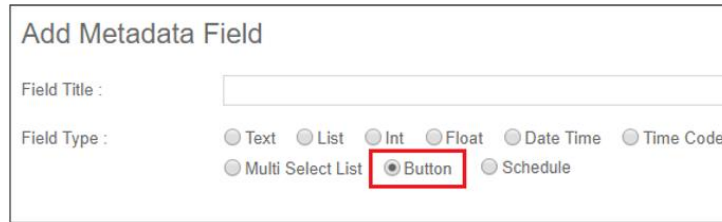
- **Multi Select List:** Enable *Multi Select List* option to multi select items from list metadata fields. You can add new values to the list *Add to List* option.

Field Type :  Text  List  Int  Float  Date Time  Time Code  
 Multi Select List  Button  Schedule

List Values :

Project A x Project B x Project C x Project D x

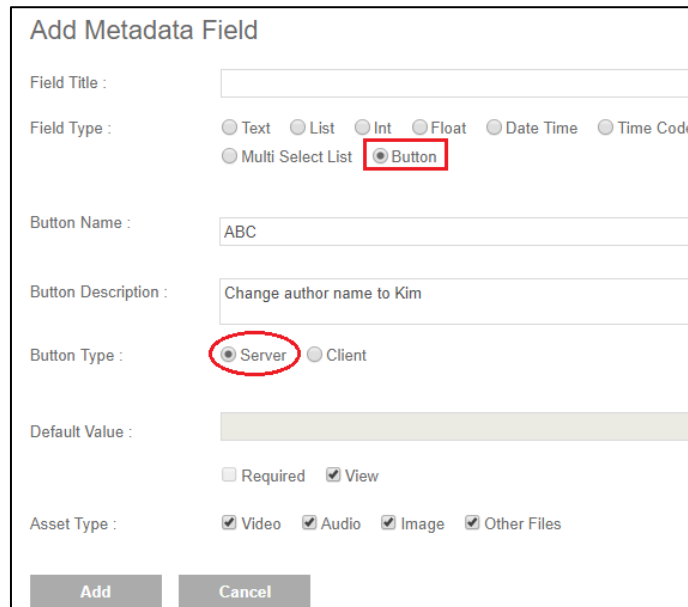
- **Button:** To create a button metadata field type, enable *Button* Field type radial button. Key in a button name and button description.



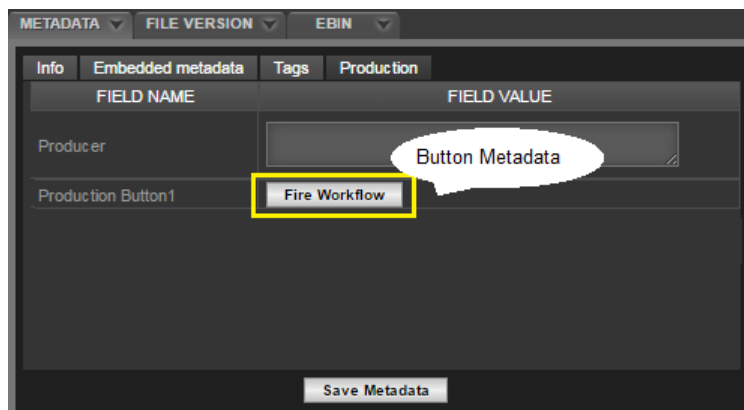
Select a *Button* type by clicking on any of the below radial button. You can create 2 types of buttons to streamline and automate your workflows:

- **Server:** Server-side button metadata is used to trigger workflows that have been defined under Workflow of the Super Admin interface.

Multiple workflows can be configured to a single server-side button type. With the eMAM server-side button, you can set up a metadata button to trigger any type of workflow on the eMAM server with a single click. Using the workflow configuration settings, and a little programming, you set any workflow including delivery, publishing, and archive to any of the numerous API interconnected systems. Send metadata, JSON, XML, and so forth as HTTP POST.



The button will be visible in the Metadata widget of the Director interface. And when this button is clicked, workflows that have been configured will be triggered. *For more details refer Super Admin doc-Workflow section.*



- **Client:** Client button types are not connected to workflows. Instead Client-side button click can execute any JavaScript code that is provided in the script input area while creating this button. With the eMAM client-side button and a little bit of JavaScript, eMAM gives you the ability to interact with your desktop applications running in your MAC/PC client workstation directly from eMAM Director. The client-side button can pass your media metadata to another application.

The system, basic, custom and embedded metadata values can be entered in the dropdown field. This will a global value representing the value associated with any asset.



Button Name : work\_4

Button Description : opens the assets virtual path

Button Type :  Server  Client

Client Script : File Name Metadata Values Insert

```

window.open('%e_FILE_FullLowResVirtualPath%', '_blank');

```

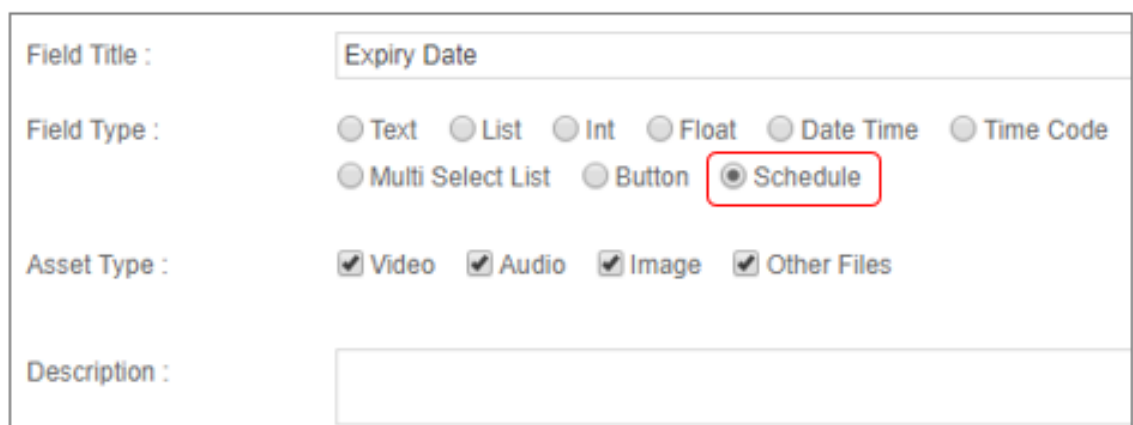
↑  
This global value will be replaced by the actual Asset Low Res Virtual Path

When the button is generated in the Metadata widget, these metadata values will be replaced with the corresponding asset metadata values of the loading asset.

And when this button is clicked, the JavaScript code with the corresponding asset metadata values will be executed. This button can be used to make the system play with the asset data and JavaScript as the user pleases.

For e.g. It can be used to save the metadata of an asset in a text format, or open an original asset in a separate window, or make an asset open in a separate application depending on the user's ability to play with JavaScript.

- **Schedule:** Use *Schedule* Metadata field type to schedule triggers for a workflow at a specific date and time.



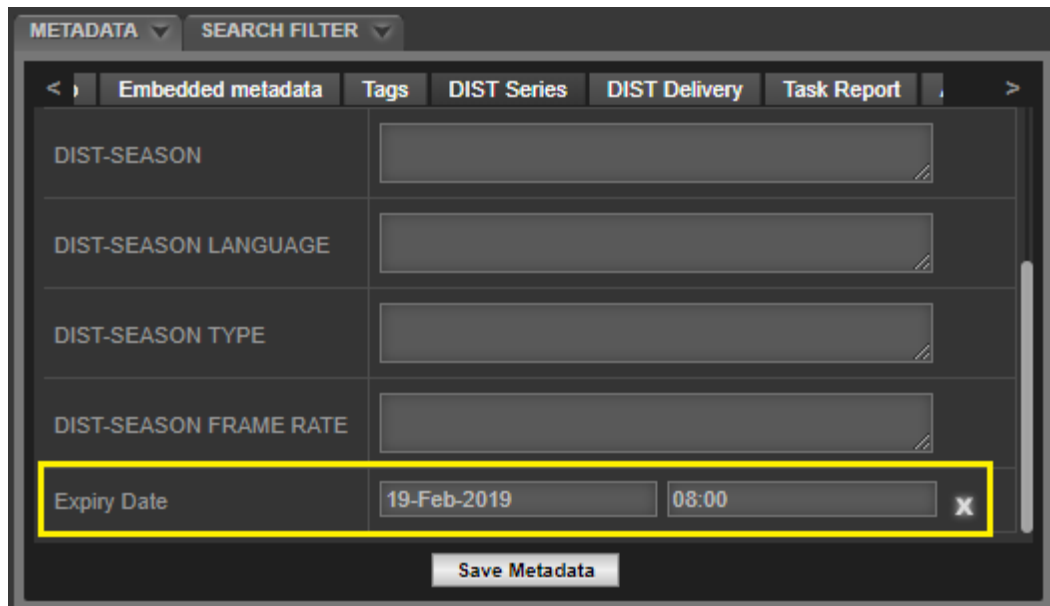
Field Title : Expiry Date

Field Type :  Text  List  Int  Float  Date Time  Time Code  Multi Select List  Button  Schedule

Asset Type :  Video  Audio  Image  Other Files

Description :

Schedule metadata field is visible under a Metadata Group in the Metadata widget where you can set the time and date for workflow trigger.



To know more about Schedule workflow, refer [Super Admin Console User Guide 5.1](#)

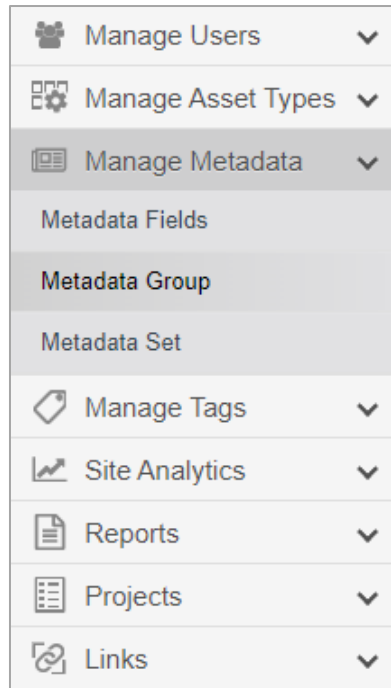
- c. **Default Value-** The value which should be displayed by default for the custom metadata field. For example, if there is a field of type int called duration, you can set the value of “10” as the default value for the duration.
    - Required- Enable this checkbox if this metadata field is mandatory
    - View- Enable this checkbox if this metadata field needs to be visible
  - d. **Asset Type-** Choose the radial button for the type of assets: video/audio/image/other files.
- iii. Newly created metadata field gets listed in the middle panel.

Field Id	Title	Standard Id	Type	Default Value	
13	Approval status	CUST_FLD_APPROVAL STATUS_13	List	Approved,Rejected,Pending,On Hold	<input checked="" type="checkbox"/>

## 2. Create Metadata Group

**Custom metadata** can be organized into **Metadata groups**. Each user group can be assigned different permissions to restrict the Update and View permissions for the metadata fields inside the group. The metadata groups can be assigned to different user groups which would control permissions for users in those groups.

- i. Under *Manage Metadata* tab, click on *Metadata Group*.



- ii. Enter the metadata group details. Enter group name, description, assign permissions (View Metadata and Update Metadata), select and assign metadata fields to it. Click on *Add* button.

### Add Metadata Group

Group Name :

Description :

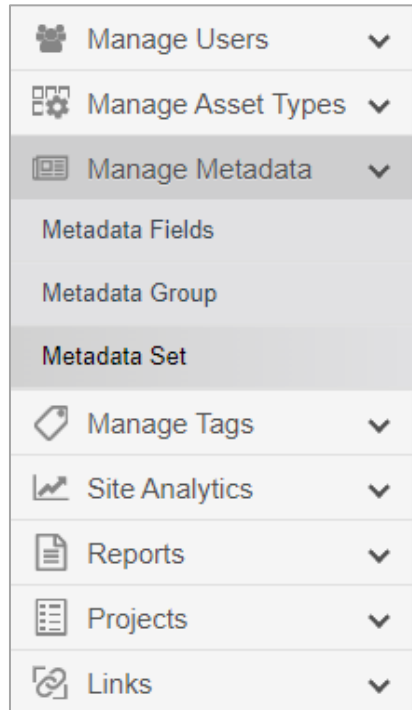
Permissions :  View Metadata  Update Metadata

Metadata Fields Selected			Metadata Fields Available		
<input type="checkbox"/> Name	Type	Description	<input type="checkbox"/> Name	Type	Description
<input type="checkbox"/> Contributor	Text	Content Contributor(s)	<input type="checkbox"/> Approval status	List	
<input type="checkbox"/> Copyright Notice	Text	Information about rights held in and over the resource	<input type="checkbox"/> Certificate	Text	Online rights management certificate
<input type="checkbox"/> Coverage	Text	Scope of content	<input type="checkbox"/> Marked	List	Indicates that this is a rights managed resource
<input type="checkbox"/> Format	Text	The file format used when saving the resource.	<input type="checkbox"/> Owner	Text	An unordered array specifying the legal owner(s) of a resource.
<input type="checkbox"/> Keywords	Text	An unordered array of descriptive phrases or keywords that specify the topic of the content of the resource.	<input type="checkbox"/> Rights Usage Terms	Text	Text instructions on how a resource can be legally used.
<input type="checkbox"/> Publisher	Text	Name of the publisher	<input type="checkbox"/> Web Statement	Text	The location of a web page describing the owner and/or rights

### 3. Create Metadata Set

The **metadata groups** in turn can be organized into different **metadata sets**. A metadata set contains metadata groups, which contain metadata fields. Each metadata set can be assigned to an Asset or a Project or a Category.

- i. Under *Manage Metadata* tab, now click on *Metadata Set*.



- ii. Enter metadata set name, description, choose set type (*Asset, Project or Category*) and select and assign metadata groups to it. Click on *Add*.

#### Add Metadata Set

Set Name :

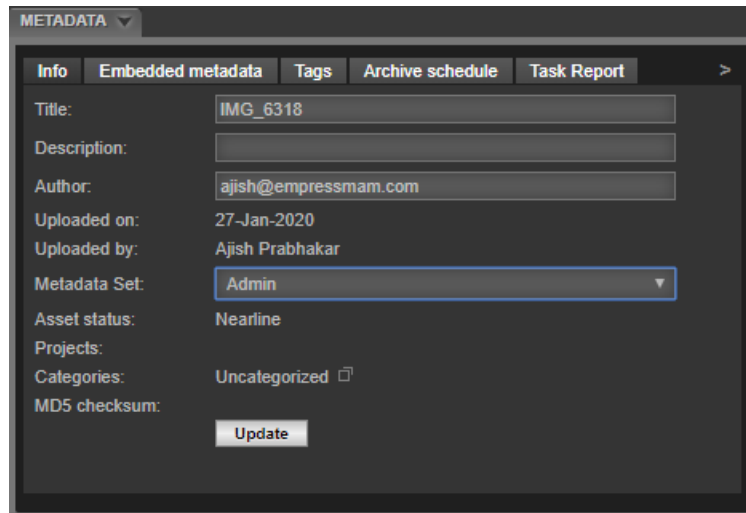
Description:

Set Type :  Asset  Project  Category

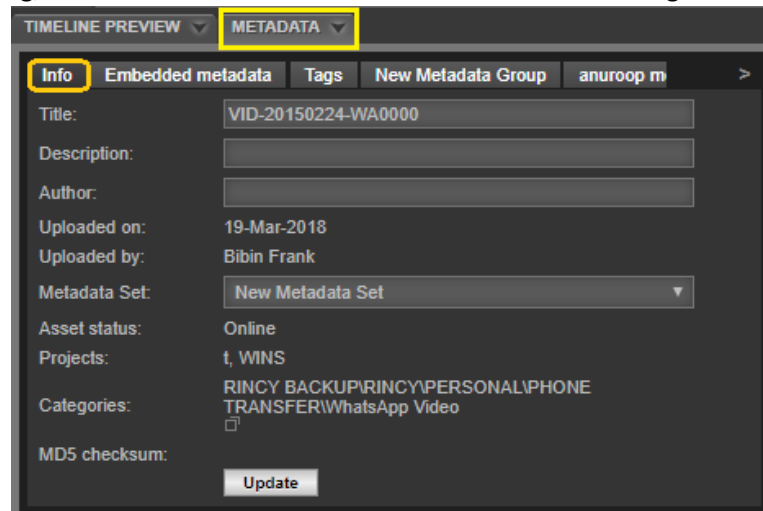
Metadata Groups Selected		Metadata Groups Available	
<input type="checkbox"/>	Name	Description	
<input checked="" type="checkbox"/>	Dublin Core		Empty
<input checked="" type="checkbox"/>	Rights Management		
		<input type="button" value="»"/>	
		<input type="button" value="«"/>	



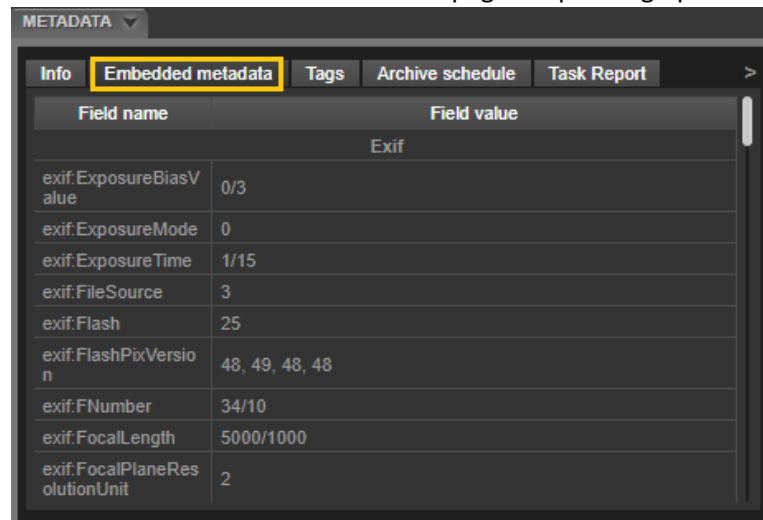
The Metadata widget displays the asset's info, embedded metadata, custom metadata and tags for the selected asset.




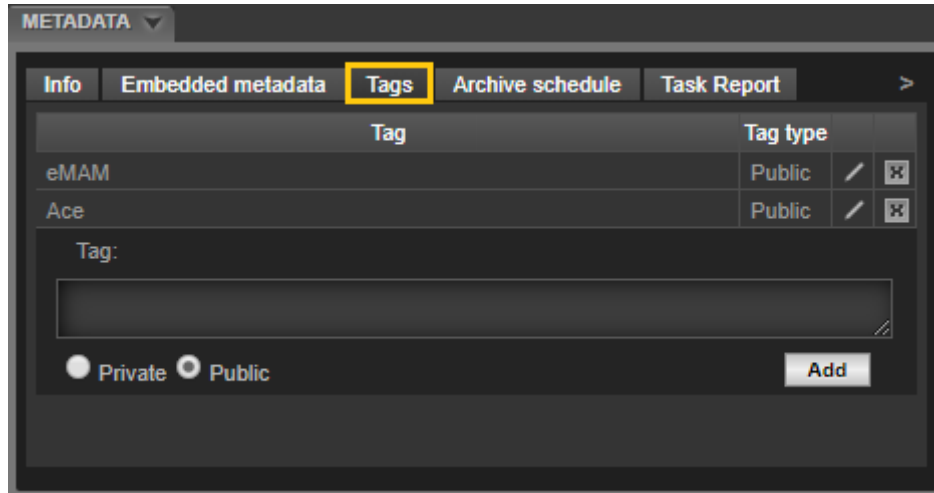
- **Info tab:** Info tab displays below information about an asset. *Title, Description, Author* and *Metadata Set* can be edited. After editing, the user must click UPDATE button to save the changes.



- **Embedded Metadata:** Embedded metadata is extracted by the system at ingest and is **non-editable**. These are technical and camera information about an asset, including file name, format, and size, bit rate, format information etc. Embedded metadata can scroll for several pages depending upon the type of asset.



- Tags:** eMAM can hold any number of searchable tags for an asset to aid search. The tags may be public, for all users, or private, usable only by the user creating it. The user can type in the text box and a list of suggestions gets auto populated (search as you type). Select the desired one (if already added as a tag) and click ADD to save the tag either as Public or Private. Previously created tags can be edited using the pencil icon or deleted using the  box.



- Custom Metadata tabs:** Custom metadata fields are specific for the needs of the organization and how it organizes information. Based on the *Metadata Set* selected under the Info tab, corresponding Metadata groups are displayed here as tabs. Each metadata group will display corresponding metadata fields.



## Need Help

Please contact eMAM Support at [support@emamcloud.com](mailto:support@emamcloud.com)