

Managing Metadata

Follow this procedure to manage metadata.

 Difficulty **Medium**

 Duration **10 minute(s)**

Contents


Prerequisites tutorials

Step 1 - Access the platform customization interface

Step 2 - Changing metadata

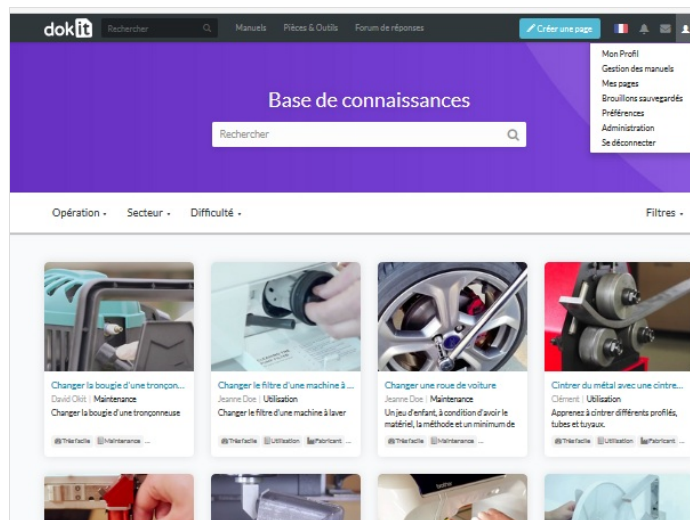
Comments

Prerequisites tutorials

 Se connecter et se déconnecter

Step 1 - Access the platform customization interface

At the top right of the screen, click on the icon representing an avatar, then on **Administration**.



Step 2 - Changing metadata

In the left column, click on **Manage Metadata**.

To add an instance of properties to the already existing list, click **Add another**.

To disable pre-configured metadata (difficulty + duration) when writing tutorials, uncheck **Enable the "Difficulty" property (filter+form)** and/or **Enable the "Duration" property (form only)**. Click **Save** to apply the changes.

The screenshot shows the 'Modifier CreateProperties : Dokit:PropertiesList' interface. On the left is a navigation menu with items like 'Paramètres généraux', 'Logo du site', 'Bannière du site', 'Gestion des catégories', 'Gestion des métadonnées', 'Gestion des annotations', 'Liste des utilisateurs', 'Droits et permissions', 'Editez vos CGU', 'Page d'actuel', and 'Options des formulaires'. The main area contains two 'Add properties' forms. The top form is for a property named 'Opération' with a 'fa-building' icon. The bottom form is for a property named 'Secteur' with a 'fa-industry' icon. Both forms have a 'Type' dropdown set to 'dropdown' and a 'Values' table with columns for languages EN, FR, DE, ES, IT, and PT. Below the forms are 'Options' and 'Emplacements' sections with checkboxes for 'Rendre la propriété obligatoire', 'Utiliser la propriété comme filtre de l'explorateur', 'Tutorials', and 'Pages'. At the bottom, there is a 'Métadonnées pré-configurées' section with checkboxes for 'Activer la propriété - Difficulté - (filtre + formulaire)' and 'Activer la propriété - Durée - (formulaire uniquement)'. A 'Ajouter un autre' button is located between the two forms.