Edit Metadata

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Edit Metadata Process

Step 1: Login using your credentials

![Login form]

Step 2: Go to the Item you want to edit

Users can reach an item through multiple methods, as listed below:

1. Search for an item
2. Browse communities and collections
3. Finding an item in the Administration section at Edit > Item

Click on the “Edit” button appearing on the right-hand side of the item title.
Step 3: Click on the “Metadata” tab to edit the metadata.

Step 4: Users can perform multiple actions in the Edit Metadata section, which are listed after the screenshot.
1. **Add**: Button used for adding new metadata elements in the existing Item.
2. **Metadata fields**: The fields column shows the metadata element's value appearing in the “Value” column.
3. **Edit**: This panel contains various options to update the specific metadata field. They are
   a. **Edit value** – Users click on this button to edit the existing metadata value
   b. **Delete metadata field** – Click on this button for deleting the metadata field from the Item
   c. **Undo changes** – Click on this button for undo changes made in the metadata field

**Add a metadata field**

Step 1: Click on the “Add” button to add a metadata field.

Step 2: Upon typing a few characters of the metadata element, users will notice a drop-down list showing metadata elements matching the entered value. Users can select the appropriate metadata element from the drop-down list.
Step 3: After selecting the required metadata element, enter the metadata value in the "Value" field and the ISO code of the language under the Lang field. For example, enter "en" for English.

Step 4: Click on the "Complete" button as highlighted below to update the field.
Step 5: Click on the “Save” button to continue saving changes or “Discard” to cancel changes made in the metadata fields. A success prompt confirming Metadata updates will appear as shown below.

Edit an existing metadata field

Step 1: Click on the “Edit” button to edit an existing metadata field.
Step 2: The metadata field becomes editable after clicking the “Edit” button to edit the metadata field element, value, and language.

Step 3: Click on the “Complete” button as highlighted in the screenshot below to finish the update.
The metadata field will highlight the successful addition of the metadata, as shown in the screenshot below. Click on the undo button if you want to undo the addition of the metadata field.

Step 4: Click on the “Save” button to continue saving changes or “Discard” to cancel changes made in the metadata fields. A success prompt confirming Metadata updates will appear as shown below.
Delete an existing metadata field

Step 1: Click on the “Delete” button to initiate the metadata field deletion.

Step 2: The deleted metadata field will be highlighted in red.
Add or edit authority controlled metadata fields

Some metadata fields may be configured to use controlled authority values. When adding or editing metadata in fields configured with such authorities, the metadata input field adjusts to enable the selection of these controlled values.

Three different presentations are offered for editing/selecting authority-controlled metadata:

- **Dropdown field**: for metadata fields controlled by a list of value-pairs defined in submission-form.xml.
- **Pop-up tree selector**: for metadata fields controlled by Hierarchical Taxonomies or Controlled Vocabularies.
- **Autocomplete field**: for authority-controlled metadata fields with authority keys.
A metadata field could be configured to use controlled authority values in two ways:

- Firstly, if the metadata field is globally configured to work with a ChoiceAuthority.
- Secondly, if the metadata is configured to use any of these controlled fields in the submission form defined for the owning collection of the item being edited.

If both options are defined, the first option - the configuration defined for the ChoiceAuthority - will be used to obtain the controlled values. See Authority Control of Metadata Values for more information.

The following sections show how these fields are presented when adding a new metadata. These fields will also be displayed similarly when editing an authority-controlled metadata field.

**Metadata fields controlled by a list of value-pairs**

When a metadata controlled by a list of value-pairs is created, a dropdown is displayed to select the value:

![Dropdown for selecting values](image1)

After selecting a value and confirming it:

![Selected value confirmed](image2)

The new metadata is added. Note that once the change is confirmed, it will display the value that is internally stored, whereas during editing, it shows the displayed value configured in the list of pairs.
As with other fields, click on the “Save” button to continue saving changes or “Discard” to cancel changes made in the metadata fields.

**Metadata fields controlled by Hierarchical Taxonomies or Controlled Vocabularies**

When a metadata controlled by a taxonomy list or controlled vocabulary is created, a field is displayed as follows:

Clicking on the field opens a pop-up to select the controlled value:
Once selected, it will be displayed in the field:

After confirming the value, the field is displayed again with the value that is internally stored once the changes are saved.

As with other fields, click on the “Save” button to continue saving changes or “Discard” to cancel changes made in the metadata fields.

Authority controlled metadata fields with authority keys
When creating metadata controlled by an authority with authority keys, a group of fields with the following elements will be displayed as follows:

- A main input field with the metadata value
- A secondary field for the authority key
- An attached icon to display the associated confidence level with the key

Entering text in the main field will suggest options to select controlled values as shown in the image:

When selecting one of the values, the selected value along with the associated key will be displayed in the corresponding fields, and the confidence value will display the icon to confirm that it is a value accepted by a user:
Once the change is confirmed, the associated authority key will be displayed along with the icon showing the confidence value:

Fields that have an associated authority key with a minimum confidence value will be displayed in the metadata list with the corresponding authority and confidence icon.

**Editing or removing an authority key**

It is possible to edit the authority key directly. To do so, first unlock the field for editing by clicking the button with the lock icon:

Edit the field with the desired changes:
To remove the authority key, empty the field. The field will be displayed without the key before saving:

To change the authority key, edit the value. The key value will be modified, and the associated confidence value will be set as accepted by the user:

### Confidence values

The following table shows the possible confidence values and the icons used by default:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Confidence</th>
<th>Confidence value (stored in metadatavalue)</th>
<th>Description</th>
<th>Displayed when not editing</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Accepted Icon" /></td>
<td>ACCEPTED</td>
<td>600</td>
<td>This authority value has been confirmed as accurate by an interactive user or authoritative policy</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image" alt="Uncertain Icon" /></td>
<td>UNCERTAIN</td>
<td>500</td>
<td>Authority value is singular and valid but has not been seen and accepted by a human, so its provenance is uncertain</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image" alt="Ambiguous Icon" /></td>
<td>AMBIGUOUS</td>
<td>400</td>
<td>There are multiple matching authority values of equal validity</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image" alt="NotFound Icon" /></td>
<td>NOTFOUND</td>
<td>300</td>
<td>There are no matching answers from the authority</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image" alt="Failed Icon" /></td>
<td>FAILED</td>
<td>200</td>
<td>The authority encountered an internal failure in trying to match the value</td>
<td>Yes</td>
</tr>
<tr>
<td>Status</td>
<td>Value</td>
<td>Description</td>
<td>Decided</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>REJECTED</td>
<td>100</td>
<td>The authority recommends this submission be rejected</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>NOVALUE</td>
<td>0</td>
<td>No reasonable confidence value is available</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>UNSET</td>
<td>-1</td>
<td>No confidence value has been set (default value in the DB table)</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>