


6.3.2.2 Metadata for Items

Access Metadata status

Select the **Manage Item Bank Reports** menu, and then click the **Status** tab.


You can view details about the **Metadata** status for a project by selecting the **Metadata** check box. The **Metadata** section is divided based on the metadata content name, for example: **Keyword**, **Language**, and **Source**.

The screenshot shows the 'Manage Item Bank Reports' interface for 'Project: Vikys Project'. The 'Status' tab is selected. Under 'Select Blueprint Document', 'Item Bank: Sandbox' is chosen. The 'Metadata' checkbox is checked, while 'Blueprint', 'Writers', 'Reviewers', and 'Validators' are unchecked. Below this, four tables show the status for different metadata content types: 'Block Text', 'Check Box', 'Drop-down List', and 'Multi-select'. Each table has columns for 'Content', '# Written', '# Accepted', and '# Rejected', with all values currently showing as '--'.

 The metadata content name is whatever the user entered.

The **Show Metadata** table displays the following details of the project:

Column	Description
Content	The content of metadata used for the items.
# Written	The number of items written for the corresponding metadata content.
# Accepted	The number of items accepted for the corresponding metadata content.
# Rejected	The number of items rejected for the corresponding metadata content.

 If you select the **Metadata** check box for a newly created project, then an error message in **red text** is displayed because the project contains no metadata content.

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Content

Status

Project: Advance [Help](#)

No metadata/ metadata contents available for this project.

Select Blueprint Document: DocOrg ▾

Blueprint **Metadata** Writers Reviewers Validators