



# **Configuration and administration**

Metadata forms and fields



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# Getting started

## Things to consider ahead of time

The following approach is recommended:

1. Which metadata forms do you need?
2. Which fields and settings do you want the metadata forms to have?
3. Which fields do you want to use in multiple metadata forms?
4. First, create all the field templates.
5. Next, create the metadata forms.
6. Now, add the fields to the metadata forms.

### Information

You need to create the field templates required for the metadata forms before you create the metadata form. You can use field templates in different metadata forms.

# Create field templates

## Field templates

The screenshot shows the ELO Administration Console interface for configuring a field template. On the left, a table lists various field groups. The main area displays the configuration for the 'ACCIDENTDATE' field group.

Name	Group
All fields	*
Date of accident	ACCIDENTDATE
File code	AKZN
Invoice amount	AMOUNT
Display name	ANZNAME
Area	AREA
Comment	BEMERKUNG
Category I	CATEGORYONE
Category II	CATEGORYTWO
City	CITY
Partners	COMPANY
Company name	COMPANY_NAME
Company Code	COMPANY_REFER
Content type	CONTENTTYP
Customer number	CUSTOMER_NUM
Department	DEPARTMENT

**ACCIDENTDATE** configuration:

- Field group: ACCIDENTDATE
- Name: Date of accident
- Translation variable: Translation variable
- Display mode:
  - Normal access
  - Read-only
  - Hidden
- Input**
  - Data type: ISO date
  - Relation: Enter name of metadata form
  - Minimum length: 0
  - Maximum length: 255
  - Regular expression: Regular expression
  - Mandatory field
  - List existing field values (F7 search)
  - External data: External data

See also: [Metadata forms and fields](#)

You can define templates for fields in the *Field templates* area. These templates can be used to create metadata forms in the *Metadata forms and fields* area.

### General

Field group: Define a unique group name here.

#### Please note

The group names must be valid identifiers in JavaScript, as some ELO modules use the group names as JavaScript variables. Use the following list as a guideline.

- Maximum 40 characters
- Uppercase letters only
- No spaces
- No special characters
- No umlauts
- No "ß"
-

No dashes

- No numbers at the beginning of the name
- No reserved words in JavaScript

Name: Define a name for the field.

Translation variable: The *Translation variable* field is required if you need the contents of the *Name* field in multiple languages. Enter the corresponding key from the respective properties file.

Display mode: The following options enable you to specify the access and visibility settings for the field.

- Normal access: The field is visible and can be edited by users.
- Read-only: The field is visible but cannot be edited by users. The contents can be transferred to the field automatically.
- Hidden: The field is hidden and therefore cannot be edited by users. The field can be used to store data that the user does not need to see, for example.

## Input

Data type: Define the data type of the field here.

### Information

For more information on field types, refer to the chapter *Field types*.

Relation: *Relation* type fields are used to link a field with the metadata of another entry.

The following conditions must be met before you can transfer metadata to a *Relation* type field:

- There must be at least one metadata form assigned the usage *Relation*.
- The required metadata forms must be entered in the *Relation* field in the field template.

### Please note

You must create the metadata form and assign it the usage *Relation* before you create the corresponding fields.

Minimum length: Set the minimum number of characters that need to be entered in a field.

Maximum length: Define the maximum number of characters that can be entered in a field.

Regular expression: You can use regular expressions to validate the data that was entered in a field.

**Please note**

An error in the expression can cause problems when entering data. Check that the regular expressions you use work properly.

**Mandatory field:** Use this option to define whether you want a field to be mandatory.

**List existing field values (F7 search):** Press the F7 key when entering metadata for a document or folder to show a list of previous entries made in the field.

**External data:** In this field, you can specify which data should be imported from the document metadata (such as Exif JPG data) or from the full text information and applied to the fields automatically.

To read Exif data from a JPG file, you must enter the exact identifier of the variable in the *External data* field.

You could use *Image.Resolution* or *FILESIZE*, for example.

**Please note**

The identifiers may vary depending on the manufacturer. To determine the Exif identifiers, read the Exif data with a script (see script example in the publication *99 script examples*) or use an external program.

**Default value:** Define the default value for the field here.

**Tooltip:** Create a tooltip for the field. This could contain information about the required format for entering data, for example.

**Translation variable:** The *Translation variable* field is required if you need the contents of the *Tooltip* field in multiple languages. Enter the corresponding key from the respective properties file.

## Properties

**Field with high priority:** If you enable the option *Field with high priority*, the information from the fields will be displayed after the file name in the tree view.

**Show field when checking in:** The field is displayed when checking in an entry. You can still enter metadata information at this point.

**Pass on to child entries:** This option enables child entries to use entries in this field. The fields must have the same group name for this to work.

**Allow input inheritance from parent element:** This option enables you to pass on inheritable entries from the parent field. The fields must have the same group name for this to work.

**Automatically add \* before search term:** Adds the placeholder \* before the query text when using this metadata form to search in ELO. This defines a search as *ending with*.

Automatically add \* after search term: Adds the placeholder \* after the query text when using this metadata form to search in ELO. This defines a search as *beginning with*. Example: If you enter *15* in this field, the search returns all documents with the entry *15* at the start of the field (ELO searches for *15\**).

Disable tokenization: When this option is enabled, the contents of the short name are not split into tokens and the entire character string from the field is written to the full text database.

Exclude from iSearch: The contents of this field are excluded from ELO iSearch and the contents are not added to the full text database.

## Keyword list

The *Edit keyword list* link takes you to the page where you can edit the keyword list.

Entry only allowed with keyword list: Select this option to only allow entries to this field from keyword lists when entering metadata. This enables you to structure your metadata and helps prevent manual errors. You can create an individual keyword list for each field (group name). Do the same for each input field, i.e. create a keyword list for each field of a metadata form. This ensures that your metadata is standardized.

Translated keyword list: The keyword list is taken into account when using the automatic translation function. The terms in the keyword list must have been translated and entered in the translation table for this function to work.

Dynamic keyword list: A dynamic keyword list can only be integrated with the help of scripts. For more information, refer to the *ELO Indexserver programming guide* documentation, [Dynamic keyword lists](#) section.

## Field permissions

This is where you define the permissions to the field.

AND group: Use this button to group users or user groups.

## Overview of metadata forms

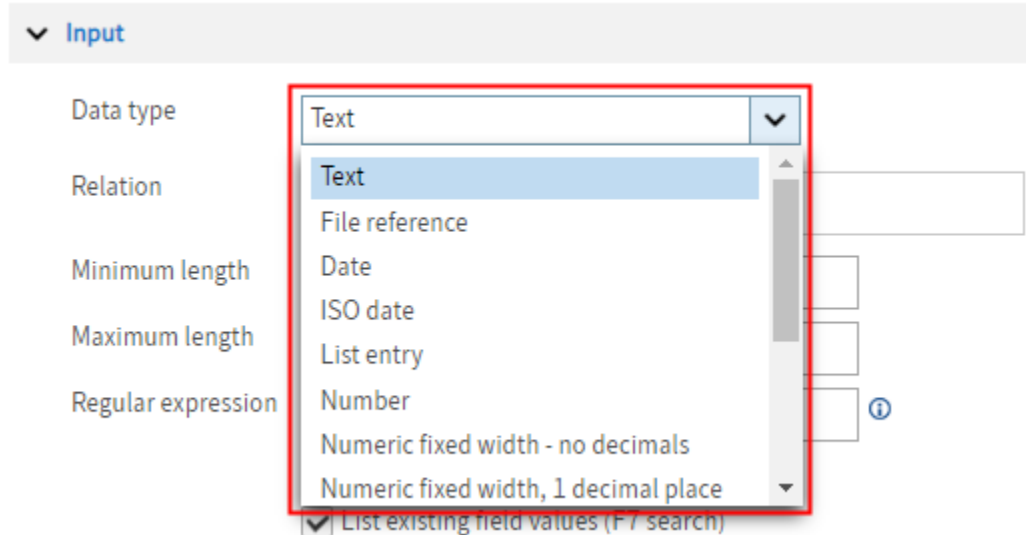
In the *Overview of metadata forms* area, you can see which metadata forms the field template is being used in.

Save: Click *Save* to confirm new settings or changes to the metadata form.

Cancel: Click *Cancel* to discard any changes or new entries for a field template. Changes are not saved.

## Field types

ELO provides different types of fields. You should select the appropriate field type depending on the application and your requirements.



To select this type of field in the ELO Administration Console, go to *Field templates > Input > Data type*.

The following field types are available:

**Text:** In *Text* type fields, you can enter any characters.

**File reference:** Import a file reference from the file reference generator.

**Date:** In *Date* type fields, the user can select a date from an integrated calendar.

### Please note

The field type *Date* is only provided for compatibility reasons. Please use the *ISO date* field type instead.

**ISO date:** In *ISO date* type fields, the user can select a date from an integrated calendar. The date is saved in ISO format (YYYYMMDD).

**List entry:** In the *List entry* type field, the user must store a hierarchical keyword list in a text file. The user selects keywords from this list when entering metadata.

### Please note

The *List entry* field type is available for compatibility reasons. In newer ELO client versions, this field type is treated the same as the *Text* field type.



**Number:** In *Number* type fields, you can only enter numbers and number separators. If you enter any other characters in this field, a warning message will appear.

**Numeric fixed width:** You can only enter numbers and number separators to a *Numeric fixed width* type field. If you enter any other characters in this field, a warning message will appear. If you see this message, correct your entry. You must enter a value greater than zero to the *Maximum length* field to define the width.

**Numeric fixed width, 1, 2, 4, or 6 decimal places:** In a *Numeric fixed width, x decimal places* type field, you can only enter numbers and corresponding number separators. You must enter a value greater than zero to the *Maximum length* field to define the width.

If you enter a number when assigning metadata, it will be automatically be completed according to the following convention:

- Number without decimal point: ELO will automatically add a decimal point and the selected number of decimal places (always zeros). This always adds zeros.
- Number with decimal point: ELO will add zeros after the last decimal until the required number of decimal places has been reached.

#### **Please note**

Using the type *Numeric fixed width, 1, 2, 4, or 6 decimal places* and configuring a setting in the *Maximum length* field at the same time can result in conflicts.

In such cases, at least the following must be taken into account for the setting in the *Maximum length* field:

- Places before the point
- The point
- The defined number of decimal places

If you expect multiple characters before the point, you will have to select a larger value for the *Maximum length* field.

### **Example 1**

The setting *Numeric, fixed width, 2 decimal places* is selected. If the user enters the value "1" in the field, ELO will change it to 1.00.

### **Example 2**

The setting *Numeric, fixed width, 4 decimal places* is selected. If the user enters the value "4.2" in the field, ELO will change it to 4.2000.

This ensures that entries always have the same number of decimal places.

**Thesaurus:** The *Thesaurus* field type provides word groups in a field which the user can select from a menu in a dialog box. The dialog box is opened by right-clicking the corresponding field.

User field: You can right-click *User* type fields to open a list of all active users and groups in ELO.

Relation: *Relation* type fields are used to link a field with the metadata of another entry.

▼ Input

Data type	Relation ▼
Relation	Project file ✕
Minimum length	0
Maximum length	255

The following conditions must be met before you can transfer metadata to a *Relation* type field:

- There must be at least one metadata form assigned the usage *Relation*.
- The required metadata forms must be entered in the *Relation* field in the field template.

#### Please note

You must create the metadata form and assign it the usage *Relation* before you create the corresponding fields.

# Metadata forms

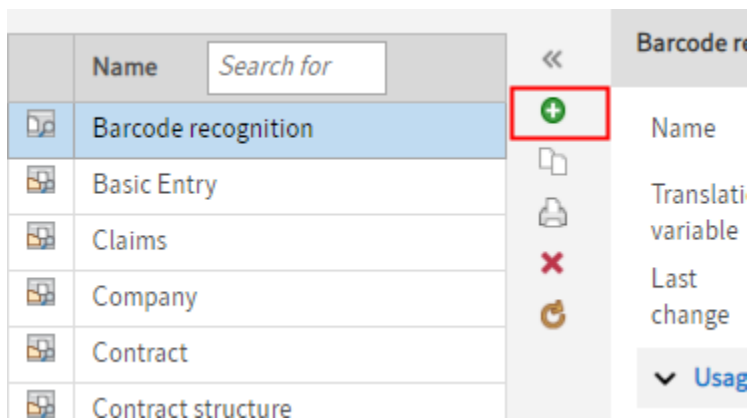
## Create metadata form

### Please note

When configuring metadata forms, the number of forms used should not reach double-digits.

A separate search index is built for each metadata form. A large number of metadata forms therefore requires a large amount of RAM and hard disk space for the ELO iSearch.

This applies for first generation and second generation metadata forms.



1. Click the *Add metadata form* button (green plus icon).

The *New metadata form* dialog box opens.

1. Enter a name for the metadata form in the *Name* field.

New metadata form Save Cancel

Name  Save data as a table ⓘ

Translation variable

> Usage

▼ Fields

Basis			
Short name	<input type="text" value="Short name"/>		
Date	<input type="text" value="Date"/>	Version	<input type="text" value="Version"/>
Filing date	<input type="text" value="Filing date"/>	Editor	<input type="text" value="Editor"/>

1. Enter all other information for the metadata form in the *New metadata form* dialog box.

### Information

Read the following information for notes on the corresponding fields and options.

1. Click *Save* to save the metadata form.

## Basic data

Invoice

Name	Invoice	ID	7
Translation variable	Translation variable	GUID	(8068A46F-BFFE-9AA6-18E3-590967F969ED)
Last change	02.05.2019 15:00	<input type="button" value="Save data as a table"/> ⓘ	

▼ Usage

Usage

Folders

Documents

Search

Relation

Restriction  Usage determined by parent element

Restrict selection of metadata forms for child entries

▼ Fields

Name: Enter the name of the metadata form here.

Translation variable: This field can be used to define a variable which can be used for customizing the program with scripts or for translations, e.g. the name of the metadata form.

Last change: In this field, you can see when the metadata form was modified last.

ID: Identification number of the metadata form. This is automatically assigned by the system.

GUID: This field contains the GUID of the metadata form, which is allocated by the system.

Save data as a table: Click the *Save data as a table* function if you do not want to save the data of the entries filed with this metadata form in the usual database structure (*objkeys* table). The entries are saved to a flat database table instead. This database table has one column per index value and one row per document. This may be required in specific cases to optimize search performance.

### Important

You cannot convert data back to the usual database structure. Check carefully if this setting is necessary in your case. You will find more information under [ELO server - Installation and operation > Optimization > ELO metadata table](#).

## Use

▼ Usage

Usage

Folders

Documents

Search

Relation

Restriction  Usage determined by parent element

Restrict selection of metadata forms for child entries

Enter name of metadata form

Folders: If you enable this option, the metadata form can be used to enter metadata for folders.

Documents: If you enable this option, the metadata form can be used to file documents.

Search: Select this option to use the metadata form for searches.

Relation: If this option is enabled, you can establish a link between the metadata form and *Relation* type fields. With *Relation* type fields, you can only select metadata forms in which this option is enabled.

Filing date: Apr 18, 2019, 8:19 AM      Editor: Administrator

Company 🔗 →

Company Code

Keywords      Field values

Filter

ELOSTD SWL

MF1

> MF2

Project plan

””

BMW

SEAT

📄 📁 💾       Expand keyword list automatically ⓘ

Relation fields establish a connection to the corresponding relational metadata forms. Relation fields can be used to display the priority fields of the associated metadata form as a keyword list. You can recognize relation fields by the chain icon.

**Information**

Double-click to transfer an entry from the keyword list to the field. Only the short name is copied into the field. You can sort the keyword list using the columns.

**Restriction**

Usage determined by parent element: If the option *Usage determined by parent element* is enabled, then this metadata form is only available if you file or create a child entry in a folder that is restricted to this metadata form.

See the option *Restrict selection of metadata forms for child entries*.

Restrict selection of metadata forms for child entries: Enter which metadata forms may be used for the child entries here.

Enter the metadata form you want to use in the *Enter name of metadata form* field. ELO suggests possible metadata forms as you type.

Click a suggestion to add the respective metadata form to the list. To remove the metadata form from the list, click the X icon to the right.

## Add fields

### Fields

Basis			
Short name	Short name		
Date	Date	Version	Version
Filing date	Filing date	Editor	Editor
Invoice number	INVNR (Invoice number, L1)		
Invoice amount	AMOUNT (Invoice amount, L2)		
Customer number	CUSTOMER_NUMBER (Customer number, L3)		
Invoice date	INVOICE_DATE (Invoice date, L4)		
Comment	BEMERKUNG (Comment, L5)		
Company name	COMPANY_NAME (Company name, L6)		

A preview of the metadata form is displayed in the left pane. You can modify the metadata form by moving the fields. You can move fields and the names of fields using the mouse.

### Information

Before you use the fields in the *Metadata forms and fields* area, you need to define the templates for the fields in the *Field templates* area. Before you start creating fields, you should have finalized all the settings for the metadata forms.

### Move fields

1. Click the field you want to move.
2. Position the cursor on the field.
 

The cursor turns into a cross with four arrows.
3. Click and hold down the left mouse button.
4. Drag the field to where you want it on the metadata form.
5. Release the mouse button.

The field is now at the correct position on the metadata form.



**Information**

Move field names in the same way.

## Create fields

1. Select the required tab on the metadata form.

**Please note**

You can use up to 200 fields on each metadata form. When numbering fields, it is important to note that 51 to 60 are hidden fields reserved for scripts.

Optional: Create a new tab by clicking the *Add tab* button to the right of the metadata form preview.

2. Click the *Add field* button at the bottom to add a new field to the metadata form.

The screenshot shows a metadata form interface. On the left, a table with a grid background contains several rows of fields. The first row is labeled 'Basis' and has columns for 'Short name', 'Date', 'Filing date', and 'New'. The 'New' field is highlighted with a red box. To the right of the table is a 'Field properties' sidebar. The 'Field group' field is highlighted with a red box and contains the text 'Field group'. Other fields in the sidebar include 'Name' (New), 'Display mode' (Normal access selected), 'Tooltip' (Tooltip), and 'Default value' (Default value).

This creates a new field marked *New*.

You can edit the settings for the fields in the *Field properties* area on the right-hand side.

3. Enter the required information for the new field.

**Information**

Refer to the following explanations of the field properties for the settings.

**Field properties**

**Field group:** Select a group name from the list of available field templates in the *Field group* field. You can use the group name to search multiple metadata forms, assuming they all use the same

field template. You can also use the group name to provide the user with a keyword list for multiple metadata forms.

**Please note**

You can only use a field group once for each metadata form.

**Information**

Some field settings are in the *Fields templates* section.

**Name:** Enter the name of the field here.

**Translation variable (name):** If you want to provide the name of the field in multiple languages, enter a corresponding variable name here. There must be a properties file for those languages containing this variable.

**Display mode:** Define the status of the field here. The *Normal access* option means the field is visible and can be edited by users. If the *Read-only* option is selected, you cannot enter anything in the field. However, you can enter information in the field using a script, for example. If the option *Hidden* is checked, the field is not displayed. It is still possible to enter information using a script.

**Tooltip:** You can enter text to this field to be displayed as a tooltip whenever the user moves the cursor over the field.

**Translation variable (tooltip):** If you want to provide the tooltip in multiple languages, enter a corresponding variable name here. There must be a properties file for those languages containing this variable.

**Field with high priority:** If you enable the option *Field with high priority* under *Metadata forms and fields*, the information from the fields will be displayed after the file name in the tree view.

**Show field when checking in:** The field is displayed when checking in an entry. You can still enter metadata information at this point.

**Mandatory field:** Specify whether you want a field to be mandatory here. You should define this setting in the options for field templates.

**Pass on to child entries:** If the option *Pass on to child entries* is enabled, metadata information can be passed on to child entries.

**Allow input inheritance from parent element:** If the *Allow input inheritance from parent element* option is enabled, entries assigned this metadata form can inherit metadata from parent entries.

**Default value:** If you want a field to be automatically assigned a specific value, enter the corresponding value in the *Default value* field.

## Positioning

Edit the exact position of the field in the *Positioning* area. To help you, turn on the grid in the preview (*Turn grid on/off* button).

### Information

If you want to see any changes you make here in preview mode, you need to save the metadata form.

Tab: Use the drop-down menu to select the tab you want the field to be displayed on.

Label column: This value specifies the horizontal starting position of the field name.

Label row: This value specifies the vertical starting position of the field name.

Input column: This value specifies the horizontal starting position of the field.

Input row: This value specifies the vertical starting position of the field.

Input width: This value specifies the width of the field in columns. If you enter 0, the column width is automatically adjusted to fit the available space.

## Form permissions

### Form permissions

The screenshot displays the 'Form permissions' configuration area. At the top, there is a search field labeled 'Add user or group'. Below it, a search results dropdown shows 'User or group with permissions' with 'GRP\_ADMIN' selected, having 'RWDE' permissions. To the right, there are four checked checkboxes for permissions: 'View metadata (R)', 'Change metadata (W)', 'Delete metadata form (D)', and 'Edit metadata form (E)'. Below these, there is a section for 'Members of the group GRP\_ADMIN' listing 'Byte' and 'Cole'.

Define the permissions for the metadata form in the *Form permissions* area.

Add user or group: Search for users or groups in the *Add user or group* field. ELO suggests possible users and groups as you type. Click the corresponding suggestion to add a user or a group.

User or group with permissions: You can see the users and groups with permissions to the metadata form in the *User or group with permissions* field. Edit the permission settings using the check boxes next to the *User or group with permissions* field.

AND group: Use the *AND group* button to connect two or more groups. In this case, the assigned permissions only apply to users who are members of all groups connected as AND groups.

Owner rights: Use the *Owner rights* button to add permissions for the user who created the metadata form.

Members of the group: Under *Members of the group*, you can see all users who are a member of the selected group.

## Entry options

▼ Entry options

Entry type	None ▼
Font color	System color ▼
Document status/sorting	Version control enabled/alphabetical ▼
Document path	[Default document path] ▼
Lifetime	<input style="width: 90%;" type="text" value="Lifetime"/> ⓘ
	<input type="checkbox"/> Translate short name
	<input type="checkbox"/> Enable quick preview of documents in the folder
Encryption key	<input style="width: 90%;" type="text" value="No encryption"/> ▼
	<input type="checkbox"/> Add to full text database
	<input type="checkbox"/> Approval document

Entry type (folder forms only): Define an entry type for folders in the *Entry type* drop-down menu.

Font color: Color for displaying the document type.

Document status/sorting: Select the document status here that will be applied to documents filed with this metadata form. Define the sort order for documents filed with the metadata form for folders.

Document path: Select the document path to be used with the metadata form. The default path is *basis*.

Lifetime: Define the lifetime of a document here. After this period has ended, the document is removed from ELO. This function is primarily useful for documents that need to be retained for a certain length of time, such as contracts.

Translate short name: If you enable this option, the short name is added to the translation table.

Enable quick preview for documents in the folder: If you enable this option, the first document in the folder is displayed in the right-hand program pane instead of a list of contained documents.

**Encryption key:** Select an encryption key here if you wish to encrypt documents filed with this metadata form. You can also select the *No encryption* option.

**Add to full text database:** Select this option to add documents filed with this metadata form to the full text database. This allows the documents to be found in a full text search.

**Approval document:** This setting corresponds to the *Author for approval documents* permission. Documents with this option can be edited by a user with the *Author for approval documents* right. With approval documents, an editor may continue to edit previous versions of a version-controlled document without other users in the repository being able to see it.

## Entry permissions

Define rights for the documents to be filed here.

### Please note

These settings must be matched with the permissions for the metadata form and with the permissions for the field templates.

**Add user or group:** Search for users or groups in the *Add user or group* field. ELO suggests possible users and groups as you type. Click the corresponding suggestion to add a user or a group.

**User or group with permissions:** You can see the users and groups with permissions in the *User or group with permissions* field. Edit the permission settings using the check boxes next to the *User or group with permissions* field.

**AND group:** Use the *AND group* button to connect two or more groups. In this case, the assigned permissions only apply to users who are members of all groups connected as AND groups.

**Owner permissions:** Use the *Owner permissions* button to add permissions for the user who created the entry.

**Parent rights:** Use the *Parent rights* button to apply the settings assigned to the parent entry.

**Members of the group:** Under *Members of the group*, you can see all users who are a member of the selected group.

## Filing rules

▼ Filing rules

Create filing path automatically  
 Create reference path automatically

Filing definition:

Filing path:  ✕

Default workflow:

Check-in workflow:

**Create filing path automatically:** If you select this option, folders will be created automatically if the path does not already exist when filing documents automatically.

**Create reference path automatically:** If you select this option, references will be created automatically if the path does not already exist when filing documents automatically.

**Filing definition:** You can see the current filing definition in the *Filing definition* field. Set the filing definition in the *Filing path* field. If required, you can create additional paths using the *Add reference path* button.

**Filing path:** In the *Filing path* field, you can define a rule that will govern how documents are automatically filed to ELO. This is the path on the file system where documents filed with this metadata form will be stored.

Example: `[Invoices]+LD(7,4)+[ ]+L1(1,1)`

The filing definition can contain fixed or variable components.

### Information

For more information on filing definition syntax, refer to the chapter *Filing definition and fields*.

**Add reference path:** In addition to the filing path, you can create additional reference paths. Add fields for additional paths using the *Add reference path* button.

### Information

To remove a reference path or filing path from the filing definition, click the X icon to the right of the corresponding field.

**Default workflow:** Select the workflow that will be started when a document is filed with this metadata form.

Check-in workflow: Select the workflow that will be started when a document is checked in with this metadata form.

## Barcode Info

Barcode info: This field lists the rules defined using the barcode wizard. Define the barcode rules by clicking the button next to the display field.

### Information

See the [ELO Barcode](#) section of the ELO Java Client documentation for more information on these settings.

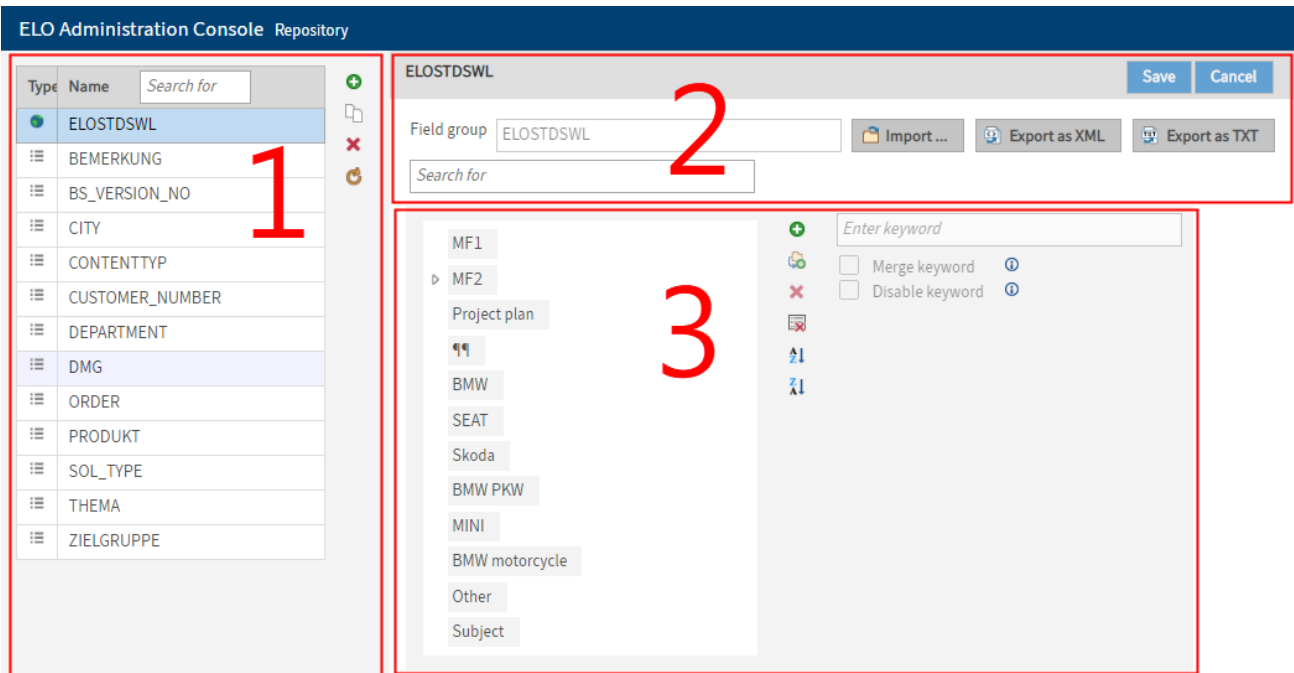
## Overview of fields

This contains an overview of the fields assigned to the metadata form. The table also shows you the field IDs, which you might require for the filing definition.

# Keyword lists

## Keyword lists

Create new keyword lists and edit existing keyword lists in the *Keyword lists* area.



The *Keyword lists* area contains the following sections:

1. Table of keyword lists
2. General settings
3. Keyword list

These are explained below.

### Table of keyword lists

The *Table of keyword lists* contains all the available keyword lists. Click a keyword list to open it for editing.

Search for: You can search the list using the *Search for* field.

Add keyword list (green plus icon): Click the *Add keyword list* button to create a new keyword list.

Duplicate the selected keyword list (icon with two documents): Click the *Duplicate the selected keyword list* button to copy the settings of an existing keyword list and apply them to a new keyword list.



Delete the selected keyword list (red X icon): Click the *Delete the selected keyword list* button to remove the selected keyword list.

Reload data from server (yellow circle arrow icon): Click the *Reload data from server* button to reload the *Keyword lists* area.

## General settings

The *General settings* area contains the following settings:

Field group: Assign a name for the keyword list in the *Field group* field. Enter the name of the field template you want to use for the group name.

Import ...: Click the *Import ...* button to load keyword lists already saved in file format in the ELO Administration Console. This function supports the file types *XML* and *TXT*.

### Please note

For technical reasons, an existing keyword list is overwritten when you import a keyword list. This is why the *Import keyword list* dialog box opens when you import a keyword list. To continue, click *Import...*

Export as XML: Click the *Export as XML* button to save the selected keyword list as an XML file.

Export as TXT: Click the *Export as TXT* button to save the selected keyword list as a TXT file.

Save: Click *Save* to save the keyword list.

Cancel: To discard the last changes you made, click *Cancel*.

Search for: You can search the keyword list in the *Search for* field.

## Keyword list

The *Keyword list* area contains the actual keyword list. You can add or edit keywords here.

Add keyword (plus icon): Use the *Add keyword* button to add new keywords. Enter the keyword to the *Enter keyword* field.

### Information

Metadata 2.0 does not recognize keywords which contain a pilcrow symbol (¶). Pilcrow symbols are used as a separator when multiple values are entered.

Add child entry (folder with plus icon): Click the *Add child entry* button to add child entries to a keyword.

Delete the selected keyword list entry and all child entries: (X icon): Click the X icon to delete the selected keyword. Existing child entries will also be deleted.

Delete keyword list completely (list icon with X icon): To delete the complete keyword list, click *Delete the keyword list completely*.

From A to Z, sort ascending (AZ icon): Click the *From A to Z, sort ascending* button to sort the keyword list alphabetically in ascending order.

From Z to A, sort descending (ZA icon): Click the *From Z to A, sort descending* button to sort the keyword list in reverse alphabetical order.

Enter keyword: Enter new keywords and child entries to the *Enter keyword* field. If you have selected a keyword or child entry, the respective name is displayed.

Merge keyword: If the option *Merge keyword* is enabled, the keyword is merged with the child entry that the user clicks. The composite value is entered in the field. Field values can therefore be made up of a keyword and multiple child entries.

Disable keyword: If the *Disable keyword* option is enabled, the keyword or child entry is only used for classification purposes, but cannot be selected when entering metadata. For example, the user can navigate to a child entry using the disabled keyword and select it.

# Filing definition

## Basic information on filing definition syntax

Use the following structure for a filing definition:

```
[¶folder1¶folder2¶]+Lx(v,y)+ ...
```

### Information

The pilcrow character ("¶") is used to separate folder levels. The keyboard shortcut for the pilcrow symbol is ALT + 0182. Alternative: Click the pilcrow symbol to the right of the *Filing path* field.

### Example 1

You want to file invoices in an alphabetical folder structure sorted by the first letter of the customer name. The *Sales* folder contains the child folder *Customers*. The *Customers* folder contains an alphabetical index.

The metadata form in this example uses the field *Customers(L1)*.

### Filing path

▼ Filing rules

Create filing path automatically  
 Create reference path automatically

Filing definition

Filing path

1. Enter the following path in the *Filing path* field:

```
[¶Sales¶Customers¶]+L1(1,1)
```

The contents of the *Filing path* field are automatically applied to the *Filing definition* field when you exit the field.

### Information

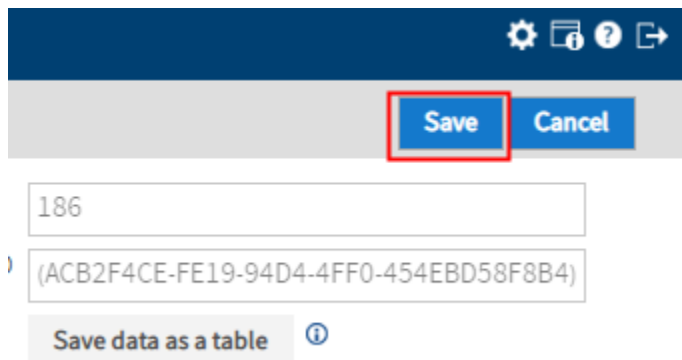
[ ... ]: The square brackets indicate defined folders. These folders must be exactly the same in ELO so that they can be found. They can be created automatically. To do this, the *Create filing path automatically* option must be enabled.

¶: The pilcrow character separates levels.

+: The plus symbol links the fixed part of the filing definition with the variable part.

L1 (1,1): ELO selects the first letter of the *Customers* field (1,1), i.e. the first letter of the customer name.

2. Click *Save* to save the changes to the metadata form.



The screenshot shows a metadata form with a dark blue header bar containing icons for settings, help, and refresh. Below the header, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box. Below the buttons, there are two text input fields. The first field contains the number '186'. The second field contains a long alphanumeric string: '(ACB2F4CE-FE19-94D4-4FF0-454EBD58F8B4)'. At the bottom of the form, there is a button labeled 'Save data as a table' with an information icon to its right.

Now, if a document is filed with this metadata form using the *Automatic filing* function, the filing definition applies.

For example, a document from the customer *Smith* will be automatically filed to *Sales//Customers//S*.

## Example 2

You have created a child folder for each customer within the *Sales* folder. Each of these child folders contains additional folders, such as *Invoices*, *Offers*, *Delivery notes*.

The metadata form in this example uses the fields *Customers* (L1) and *Document type* (L2).

1. Enter the following path in the *Filing path* field:

[¶Sales¶]+L1+[¶]+L2

### Information

The contents of the *Filing path* field are automatically applied to the *Filing definition* field when you exit the field.

[¶Sales¶]: ELO searches the repository for the *Sales* folder. The second pilcrow character indicates that a second level must follow.

+L1: The name of the child folder must match the contents of the first field (*Customers*).

+ [¶]: ELO searches for another child folder.

+L2: The name of the child folder must match the contents of the second field (*Document type*).

2. Click *Save* to save the changes to the metadata form.

Now, if a document is filed with this metadata form using the *Automatic filing* function, the filing definition applies.

For example, an invoice for the customer *Johnson* is automatically filed to *Sales//Johnson//Invoice*.

## Fixed fields

The following variables relate to fields that exist on every metadata form. These variables can also be used for filing definitions.

- LK: Short name
- LD: Date
- LA: Filing date

## Filing to multiple folders

In ELO, you can file a document to several folders at the same time. However, ELO does not file multiple copies of the document. Instead, the same document is stored in different folders as references. If changes are made to a document, the changes also apply to all references to the document.

### Example

You want to file all orders for a single year to the *Orders* folder. The *Orders* folder contains a folder for each year.

You also want to file the orders as references in the corresponding customer folder.

The metadata form in this example uses the fields *Customer* (L1) and *Order date* (L3).

### Filing path

▼ Filing rules

Create filing path automatically  
 Create reference path automatically

Filing definition

Filing path

- To file documents to the *Orders* folder, enter the following path in the *Filing path* field:

[¶Orders¶]+L3(1,4)

The contents of the *Filing path* field are automatically applied to the *Filing definition* field when you exit the field.

#### Information

[¶Orders¶]: ELO searches for the *Orders* folder.

+L3 (1,4): The field *Order date* uses the ISO date (YYYY-MM-DD). This means that ELO needs to read four characters for the year, starting with the first (1,4).

## Reference path

Filing path	<input type="text" value="[{Orders}]L3(1,4)"/>
	<input type="button" value="Add reference path"/>
Default workflow	<input type="text" value="[NO WORKFLOW]"/>
Check-in workflow	<input type="text" value="[NO WORKFLOW]"/>

1. To create a new path, click *Add reference path*.

The *Reference path 1* field appears.

Filing definition	<input type="text" value="[{Orders}]L3(1,4)[{Customers}]L1"/>
Filing path	<input type="text" value="[{Orders}]L3(1,4)"/>
Reference path 1	<input type="text" value="[{Customers}]L1"/>
	<input type="button" value="Add reference path"/>

2. Enter the following path in the *Reference path 1* field:

`[{Customers}]L1`

	<input checked="" type="checkbox"/> Create filing path automatically
	<input checked="" type="checkbox"/> Create reference path automatically
Filing definition	<input type="text" value="[{Orders}]L3(1,4)[{Customers}]L1"/>
Filing path	<input type="text" value="[{Orders}]L3(1,4)"/>
Reference path 1	<input type="text" value="[{Customers}]L1"/>
Reference path 2	<input type="text" value="Enter filing path"/>
	<input type="button" value="Add reference path"/>

The contents of the *Reference path 1* field are automatically applied to the *Filing definition* field and added to the filing path when you exit the field.

### Information

|: If a filing definition contains multiple paths, each path must be separated with a pipe symbol ("|"). The ELO Administration Console creates the pipe symbol automatically as soon as you have entered a reference path in a corresponding field.

To create the pipe symbol manually, use the keyboard shortcut: ALT+GR+ <.

[¶Customers¶]: ELO searches for the *Customers* folder.

+L1: The name of the child folder must match the contents of the first field (*Customer*).

### Information

Once you have created a complete filing definition with multiple paths, you can enter it in the *Filing path* field. The ELO Administration Console splits the paths automatically as soon as it finds a pipe symbol.

3. Click *Save* to save the changes to the metadata form.

The screenshot shows a metadata form with the following elements:

- Top navigation bar with icons for settings, information, help, and share.
- Buttons for **Save** and **Cancel**, with **Save** highlighted by a red box.
- Input field for **ID** containing the value `186`.
- Input field for **GUID** containing the value `(ACB2F4CE-FE19-94D4-4FF0-454EBD58F8B4)`.
- A button labeled **Save data as a table** with an information icon.

Now, if a document is filed with this metadata form using the *Automatic filing* function, the filing definition applies.

An order for the customer *Allimports Inc.* from 2020 will be automatically filed to *Orders//2020*, and as a reference to the *Customers//Allimports Inc.* folder.

The screenshot shows the filing definition configuration with the following elements:

- Two checked checkboxes: **Create filing path automatically** and **Create reference path automatically**, both highlighted by a red box.
- The **Filing definition** text area contains the value: `[¶Orders¶]+L3(1,4)|[¶Customers¶]+L1`.



**Information**

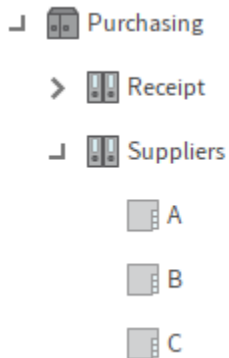
When using variables in paths, it is recommended that you enable the options *Create filing path automatically* and *Create reference path automatically*.

## Filing definition by longest match

Assume you want to file delivery notes from your suppliers with a specific metadata form in alphabetical order. In addition, you want to distinguish between *S*, *Sm*, and *St*. This allows you to file suppliers such as *Smith*, and *Stiller* separately.

### Prepare folders

1. Create a *Purchasing* folder with a *Suppliers* child folder.



2. In the *Suppliers* folder, create a child folder for each letter of the alphabet. Also create folders named *Sm* and *St*.

The metadata form in this example uses the field *Suppliers* (L1).

Create filing path automatically  
 Create reference path automatically

Filing definition

Filing path

3. Enter the following path in the *Filing path* field:

```
[*Purchasing*Suppliers*]+L1(1,1)+[%]+L1(2,2)
```

The contents of the *Filing path* field are automatically applied to the *Filing definition* field when you exit the field.

### Information

[¶Purchasing¶Suppliers¶]: ELO searches for the *Purchasing* folder and the *Suppliers* child folder.

+L1(1,1): ELO starts by checking the first character of the first field.

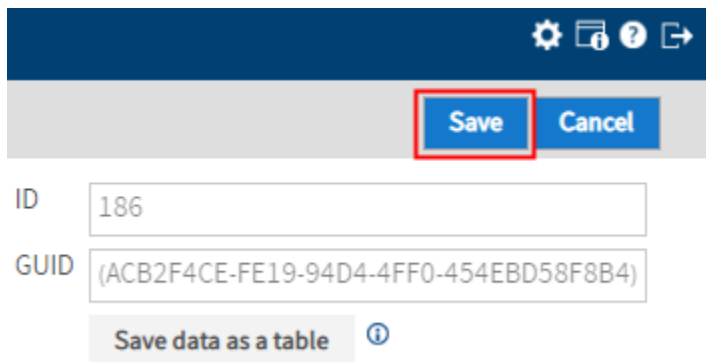
+[%]: The percent sign instructs ELO to file by the longest match. If it finds a match for the first character, ELO carries on checking.

+L1(2,2): ELO checks two characters from the second character in the first field.

With this filing definition, ELO checks whether a folder exists under the specified path (*Purchasing//Suppliers*) that matches the first three characters of the contents of the first field.

ELO uses the longest match for filing.

4. Click *Save* to save the changes to the metadata form.



The screenshot shows a metadata form interface. At the top, there is a dark blue header bar with icons for settings, information, help, and navigation. Below the header, there is a grey bar containing two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box. Below this bar, there are two input fields: 'ID' with the value '186' and 'GUID' with the value '(ACB2F4CE-FE19-94D4-4FF0-454EBD58F8B4)'. At the bottom of the form, there is a button labeled 'Save data as a table' with an information icon to its right.

Now, if a document is filed with this metadata form using the *Automatic filing* function, the filing definition applies.

A document for the supplier *Sanborn* can only be filed to the *S* folder. A document for the supplier *Smith* also has an *S* at the beginning. However, the match for the *Sm* folder is longer, so ELO files the document there.