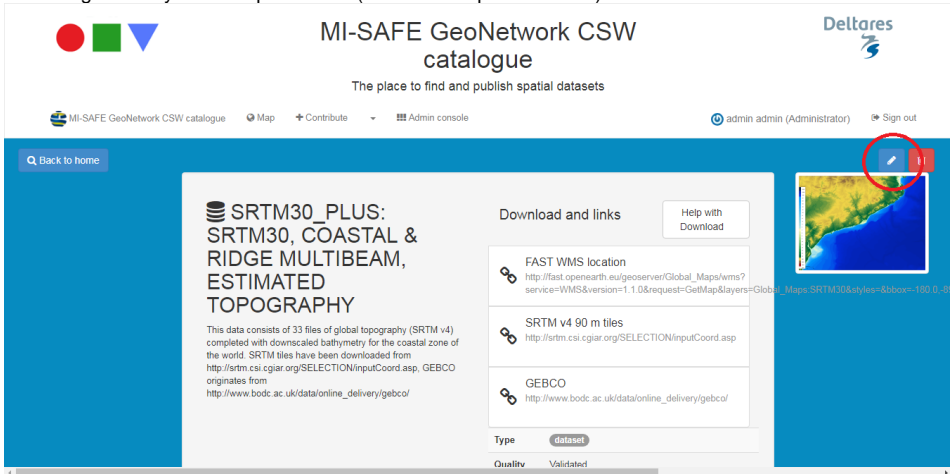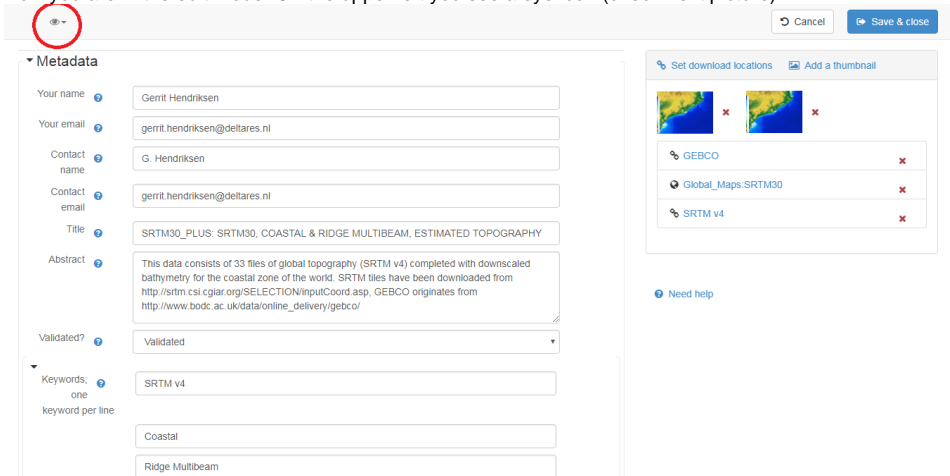# Update Metadata

This how to is created on behalf of the MI-SAFE consortium to explain the hidden treasures of the MI-SAFE metadata portal.
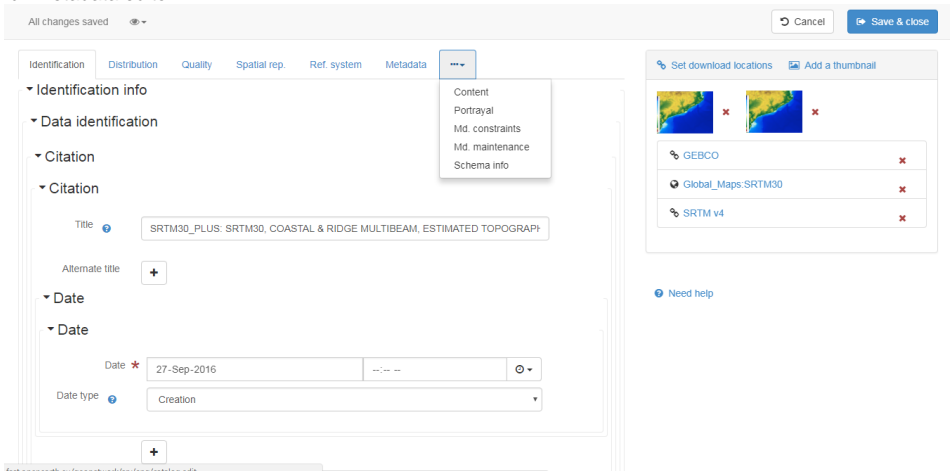
Step-by-step guide

1. Login with your credentials
2. Search for the metadata object subject to enhancement
3. On the right hand you see a pencil icon (red circle on picture below).

4. Now you are in the edit mode. On the upper left you see a eye icon (check next picture)

5. If you click this eye icon a drop down list is created (unfortunately only half visible, cause unknown). Click second box for full view and you get the full metadata editor.

6. Now a lot of additional fields are displayed. In most cases every subject in the metadata can be appended by additional fields. Following image shows the metadata constraints. Free textfields are available.

Related articles

- Update Metadata