

# Metadata module

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 This article is designated for administrators.

## About

The **Metadata module** ensures data consistency and improves content organization. It requires essential fields like descriptions and tags to be filled, ensuring comprehensive metadata for each piece of content. The "Read more" feature shortens lengthy descriptions for better display, preserving content integrity. Additionally, customized tooltips provide guidance for users during content creation or editing.

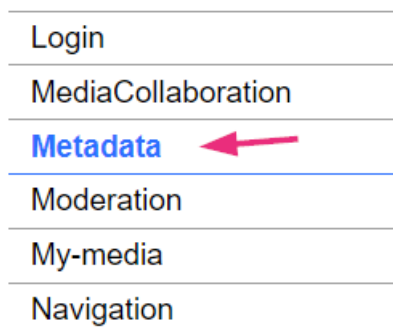
For the user guide, see [Media metadata](#).

## Configure

1. Go to your Configuration Management console and click on the **Metadata** module.

You can also navigate to it directly using a link:

*[https://{your\\_KMS\\_URL}/admin/config/tab/metadata](https://{your_KMS_URL}/admin/config/tab/metadata)*.



The Metadata module displays.

## Metadata


|                                 |                                  |   |
|---------------------------------|----------------------------------|---|
| descriptionRequired             | <input type="text" value="No"/>  | Require users to fill in the <b>Description</b> field before media can be published or added to a playlist? |
| tagsRequired                    | <input type="text" value="No"/>  | Require users to fill in the <b>Tags</b> field before media can be published or added to a playlist?        |
| readMoreEnabled                 | <input type="text" value="Yes"/> | Enable/disable read more for Media, Channel, and Gallery description - shortening to 500 characters.        |
| basicNameFieldHelperText        | <input type="text"/>             | Tooltip comment for the <b>Name</b> field when uploading or editing an entry.                               |
| basicDescriptionFieldHelperText | <input type="text"/>             | Tooltip comment for the <b>Description</b> field when uploading or editing an entry.                        |
| basicTagsFieldHelperText        | <input type="text"/>             | Tooltip comment for the <b>Tags</b> field when uploading or editing an entry.                               |
| showDescriptionInTooltipMeta    | <input type="text" value="No"/>  | Choose whether to display field's description as a tooltip  |

## 2. Configure the following fields:

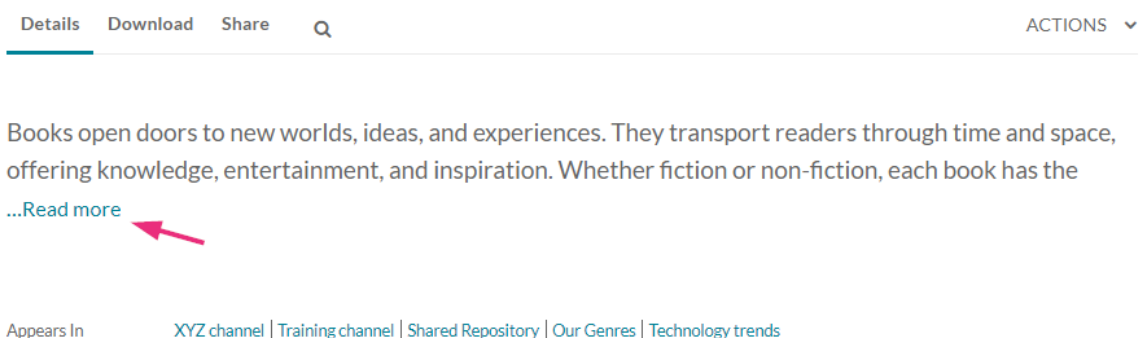
**descriptionRequired** - Set to 'Yes' if you want to require users to fill in the **Description** field before media can be published or added to a playlist.

**tagsRequired** - Set to 'Yes' if you want to require users to fill in the **Tags** field before media can be published or added to a playlist.

**readMoreEnabled** - Set to 'Yes' to enable **Read more** for media, channel, and gallery descriptions, shortening them to 500 characters.

 This field does not pertain to the **Theming** feature set.

The image below illustrates how the "Read more" feature appears when enabled.



**basicNameFieldHelperText** - Enter text for a tooltip for the **Name** field when uploading or editing an entry.

**basicDescriptionFieldHelperText** - Enter text for a tooltip for the **Description** field when uploading or editing an entry.

**basicTagsFieldHelperText** - Enter text for a tooltip for the **Tags** field when uploading or editing an entry.



**showDescriptionInTooltipMeta** - Set to 'Yes' to display the field's description as a tooltip.

3. Click **Save**.

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