

Mariner Software

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Jim Henson - 2018-12-17 - in Importing Library Items

Why don't I see the data entry window whenever I import documents or receipts?

Whenever a document or receipt was imported to a library in Paperless 1.x, a dialog was displayed, where information (such as the title, the category, the subcategory, and splits information for receipts) could be managed.

This dialog has been replaced in Paperless 2 and 3 by the Details (metadata) pane, which shows on the right-hand side of the Paperless library window.

The metadata pane is available to show or hide under list view, icon view, and cover flow view; however, it is not available to show under reports view.

For steps to show or hide the metadata pane, [see this knowledge base article](#).