Mariner Software

Why isn't the document details (metadata) pane visible in Reports view?

Jim Henson - 2024-04-20 - Managing Library Items and Metadata

Why isn't the document details (metadata) pane visible in Reports view?

Document metadata (information related to your documents, like title, category, and subcategory) is managed in the details pane, which can be shown or hidden under any view type (such as list view, cover flow view, or icon view), except for reports view. The document details (metadata) pane visible is disabled for Reports view. It is not possible to show, hide, or edit document metadata from within reports view.

To view or edit metadata for documents in your library, return to one of the following views using the view controller or options from the View menu:

- Icon view
- List view
- Cover flow view