








# Viewing Metadata via the GUI

If your user account has the Read permission level on a collection or data file in DME, you can view the metadata for that data in the GUI.

To view details:

1. Log in as described in [Logging In via the GUI](#). The Dashboard appears.
2. Browse for content as described in [Browsing for Data via the GUI](#). The Browse page appears.
3. Navigate to and right-click the collection or data file you want to view. Click **View Details**. The Collection page or Data File page appears, listing the metadata for the collection or data file.

The following table describes the actions you can take on the Collection page or Data File page:

To do this ...	Do this ...
Download the collection or file	Click the download icon (  ). The Download dialog box appears. For details, refer to <a href="#">Downloading Data via the GUI</a> .
Manage permissions for the collection or file	Click the permission icon (  ). The permissions page for that collection or file appears. For details, refer to <a href="#">Managing Permissions</a> .
Update user metadata for the collection or file	Click the edit icon (  ). In the Metadata section of the page, the user metadata attributes become editable. For details, refer to <a href="#">Updating Metadata for One Collection or Data File via the GUI</a> .
Browse the collection or data file	Click the browse icon (  ). The Browse page appears, with the hierarchy of collections expanded to display the collection of interest or the parent collection for the data file. For details, refer to <a href="#">Browsing for Data via the GUI</a> .
Bookmark the collection or data file	Click the bookmark icon (  ). The Bookmark dialog box appears. For details, refer to <a href="#">Creating a Bookmark via the GUI</a> .
Delete the file	Click the delete icon (  ). The availability of this icon depends on various factors. For details, refer to <a href="#">Deleting a Data File via the GUI</a> .
Delete an empty collection	Click the delete icon (  ). The availability of this icon depends on various factors. For details, refer to <a href="#">Deleting a Collection via the GUI</a> .
Copy the path	Click the copy icon (  ). The system copies the path for the collection or file to your clipboard.
View information about an attribute	Click the information icon (  ), if the attribute has that icon. The system displays information about that attribute.
View the metadata of ancestor collections	Scroll down to the bottom of the page and click <b>Ancestor Metadata</b> . The metadata rows for the ancestor collections appear, in order by collection type.