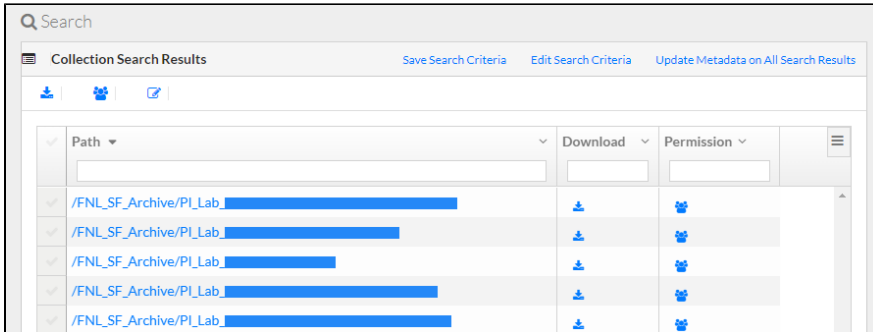



# Updating Metadata for Multiple Collections via the GUI

If your user account has Own or Write permission for a collection, or if your user account is a member of a group with that permission, you can update the user metadata for that collection. (To edit metadata for a data file, refer to [Updating Metadata for One Collection or Data File via the GUI](#).)

To update user metadata:

1. Perform a search as described in [Searching for Data via the GUI](#). The search results page appears.



2. Select the collections in which you want to add or edit a metadata name-value pair:
  - To select all collections in the search results: Click **Update Metadata on Search Results**.
  - To select specific collections: In the selection column, select each collection of interest. To select rows from multiple pages of search results, hold the Shift key while navigating to and selecting the additional rows. Click the edit icon (  ) above the list.

The Update Bulk Metadata page appears. Depending on your selection, this page either specifies the total number of collections or lists the selected collections.

3. To add a metadata attribute, click **Add Metadata**. A blank attribute row appears. If you change your mind about adding an attribute, click the trash can icon next to that attribute.
4. In each user attribute row:
  - a. Specify a unique attribute name. If you proceed to add a new attribute to the selected collections, the attribute name is permanent.
  - b. Specify an attribute value that describes the contents of the selected collections.
5. Click **Update**. A message appears, prompting you to confirm the change for all selected collections.

6. Click **OK**. The system saves the changes and displays a result message for each collection.

Update Bulk Metadata

This page allows you to add or modify metadata for the selected collections.

Attribute Name	Value
<input type="text" value="Demo1"/>	<input type="text" value="RSFa"/>
<input type="text" value="Demo2"/>	<input type="text" value="RSFb"/>

Add Metadata

Update

Cancel

Show  entries

Search:

Update Bulk Metadata Results

Path	Result
/DOE_TEST_Archive/Program_Jane/Study_1/Asset_1	Success
/DOE_TEST_Archive/Program_Jane/Study_1/Asset_2	Success

Showing 1 to 2 of 2 entries

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