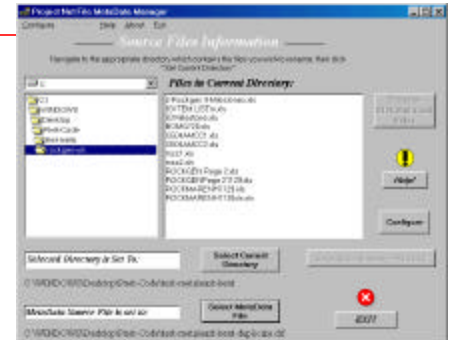


# Project Net File Metadata Manager

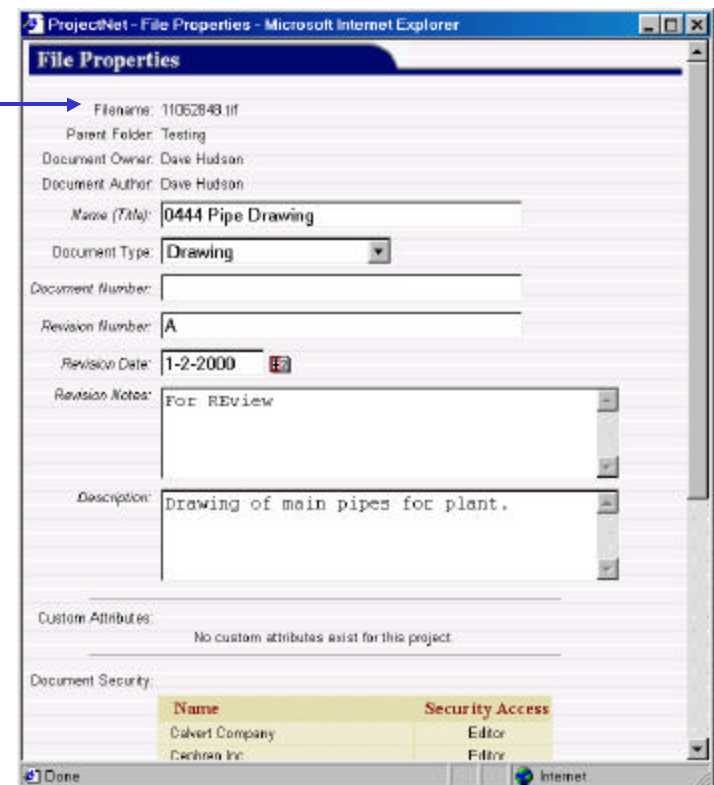
The purpose of this program is to recapture the file information (metadata) that is lost when a file is downloaded from Project Net.



This information can now be recaptured:

- 1) Document drawing title
  - 2) Document description
  - 3) Revision information
  - 4) Folder Information
- and more!

The filename is retained, all other data is lost when a file is downloaded.

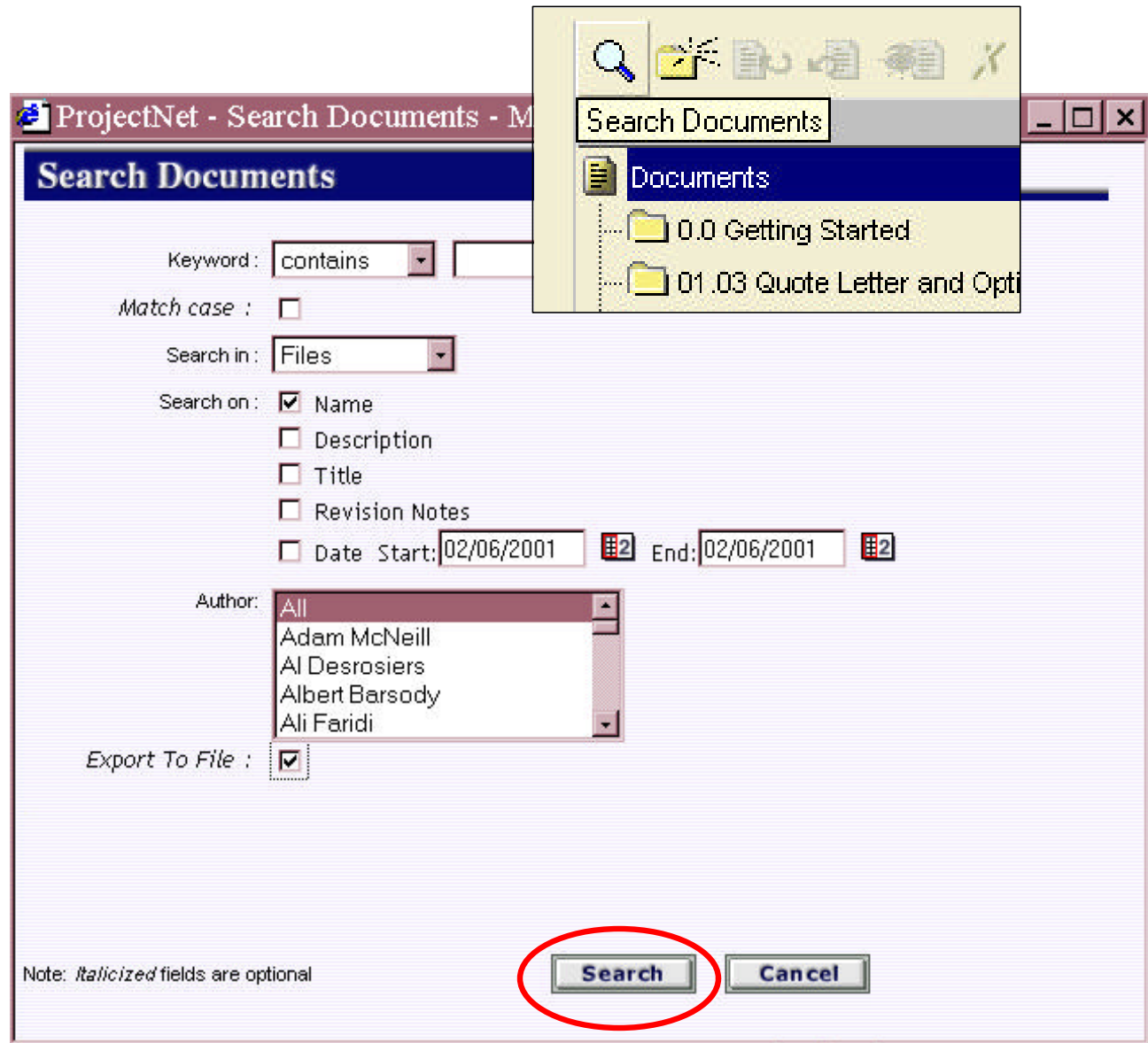


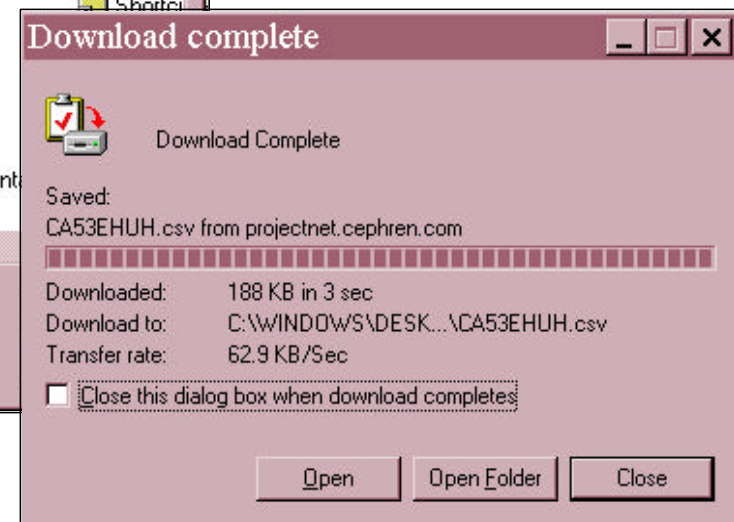
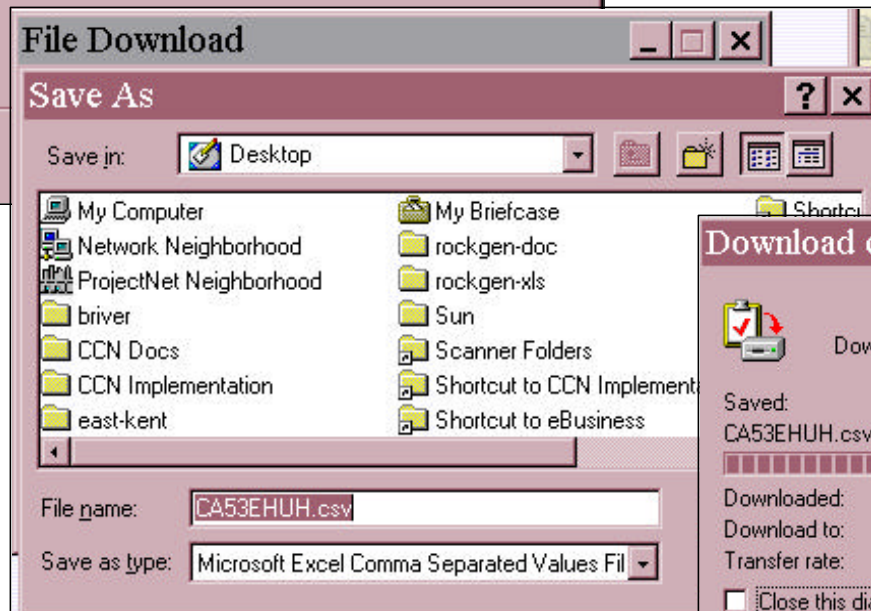
Begin by downloading the project file meta data.

1) Go to search function.

2) Check the “Export to File” box.

3) Click on search.





## Export the file

1) After you click “Search,” the File Download screen will pop up.

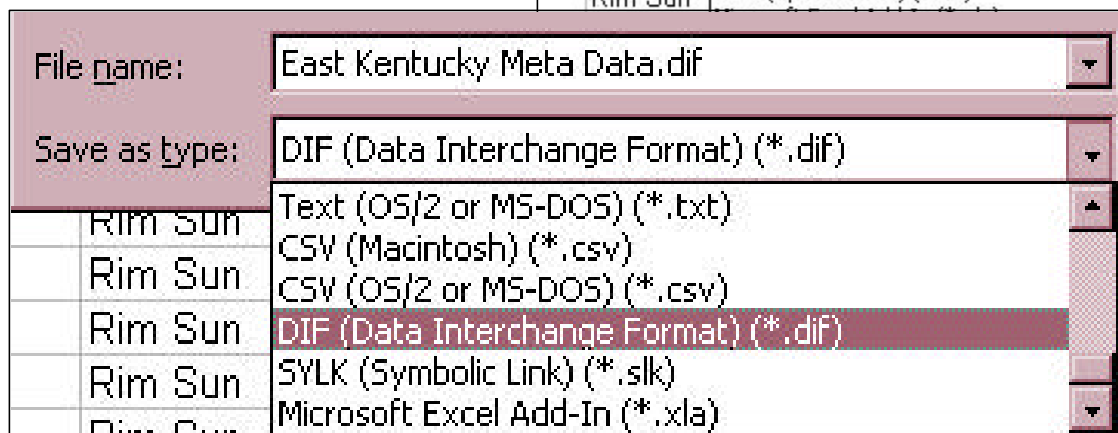
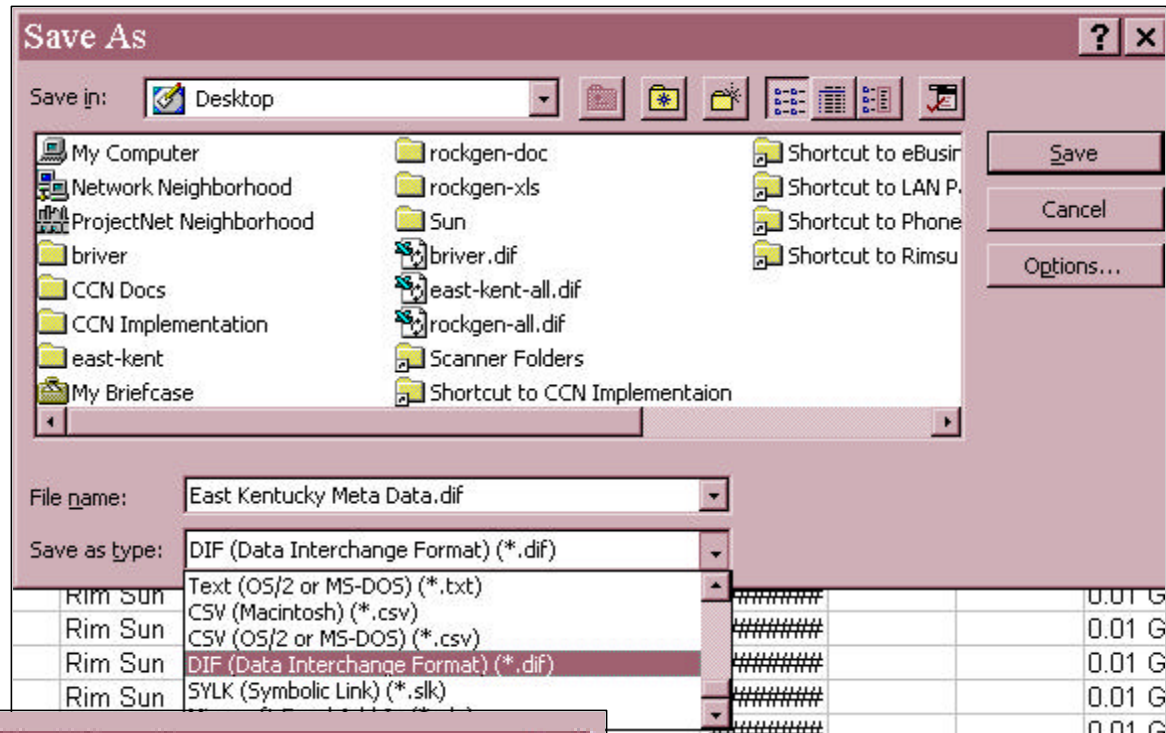
2) Choose a location and save the file.

3) By default, the file is saved as an “.csv” file. You will change this in the next step.

## Resave the file

Once you have downloaded the file, you must resave it as a “.dif” (Data Interchange Format) file.

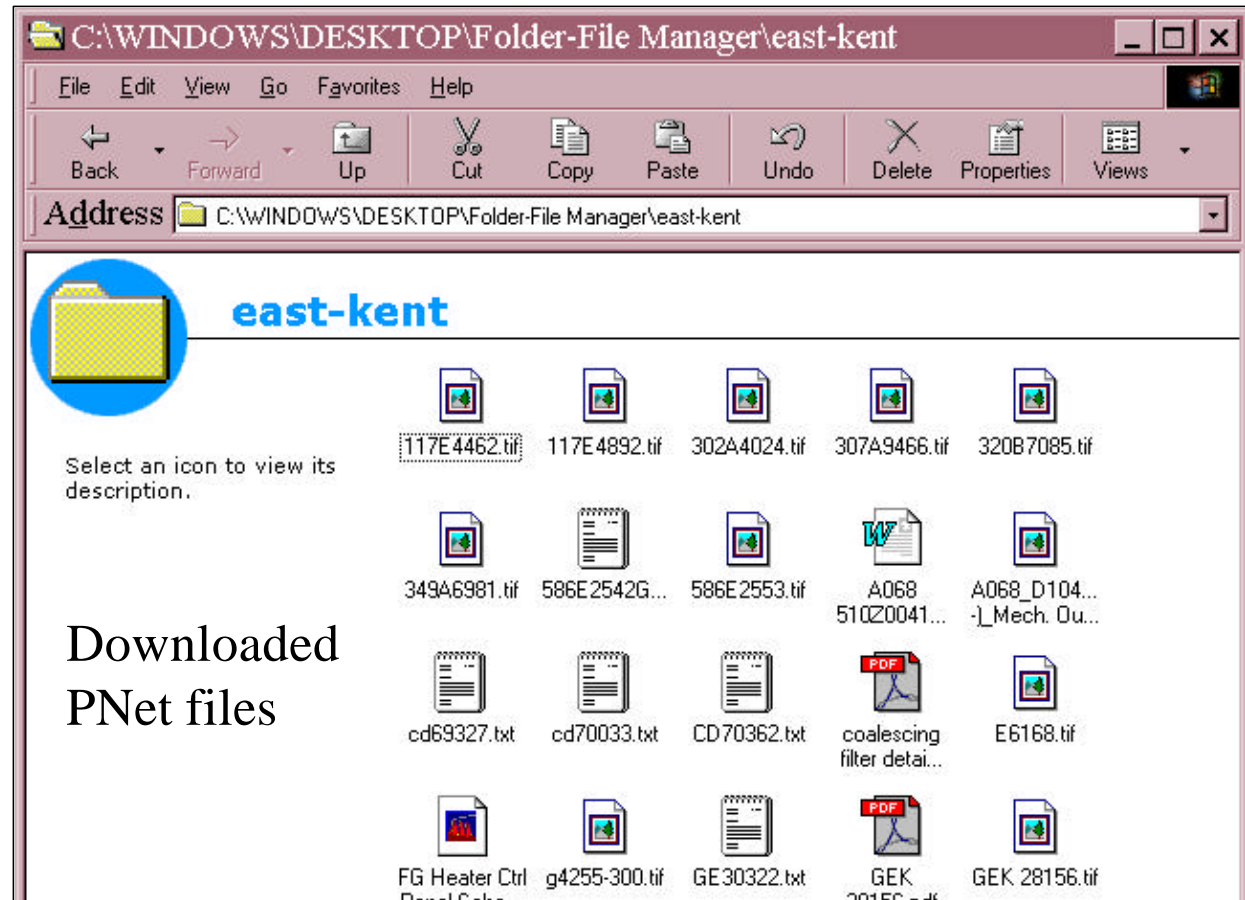
- 1) Go to File, Save As.
- 2) Rename the file.
- 3) Save file type as “DIF.”



Now that you have saved the metadata file, you can download the desired documents from Project Net or work files that were previously downloaded.

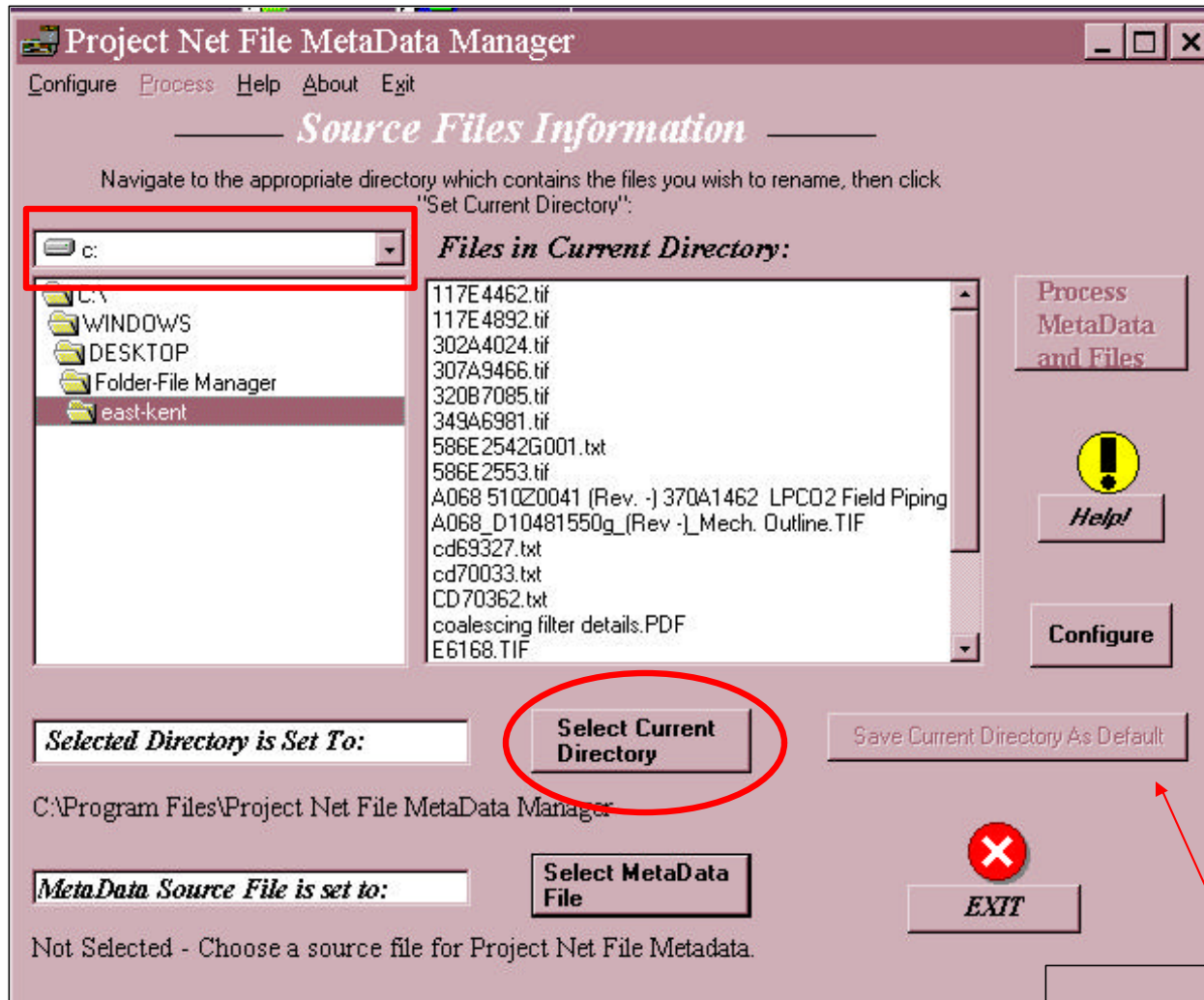
1) Click on the Desktop Shortcut, or click “Start... Menu.... Programs”

2) Select the Project Net File MetaData Manager program.



Downloaded PNet files





## Select the directory

- 1) Find the directory which contains the downloaded files from Customer Collaboration in the pull down menu. Drill down to the appropriate folder.
- 2) Click the “Select Current Directory” button when you have finished.

**Note:** Once you select a directory, you can set it as the default location if you wish.

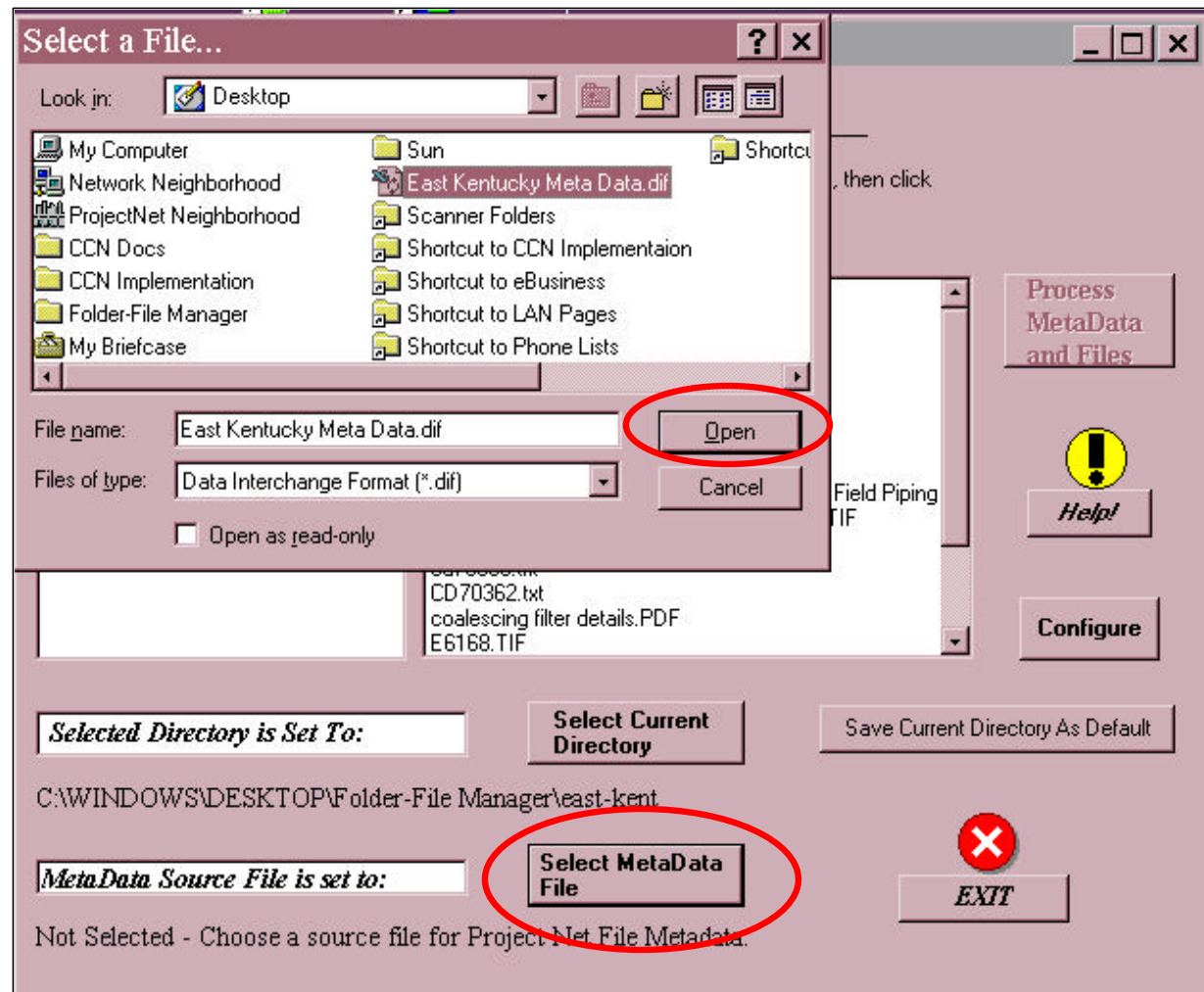
Save Current Directory As Default

**Select the MetaData file**

**1) Click on the “Select MetaData File” button.**

**2) A window will pop up. Find the metadata file from the stored location.**

**3) Click “Open.”**



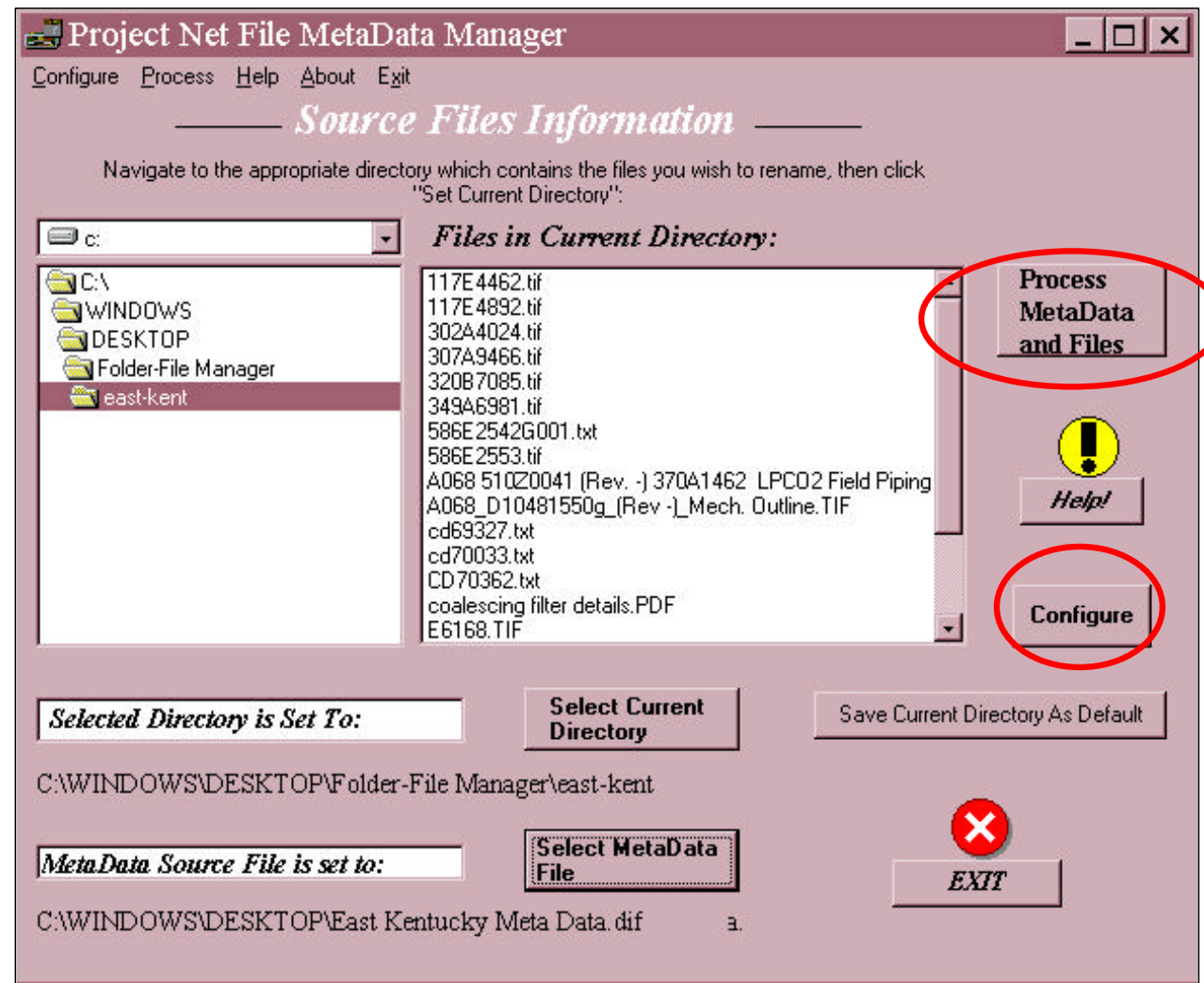
Once you select the metadata file, the “Process MetaData and Files” button will be highlighted.

If you would like to proceed using the default\* or saved\* settings:

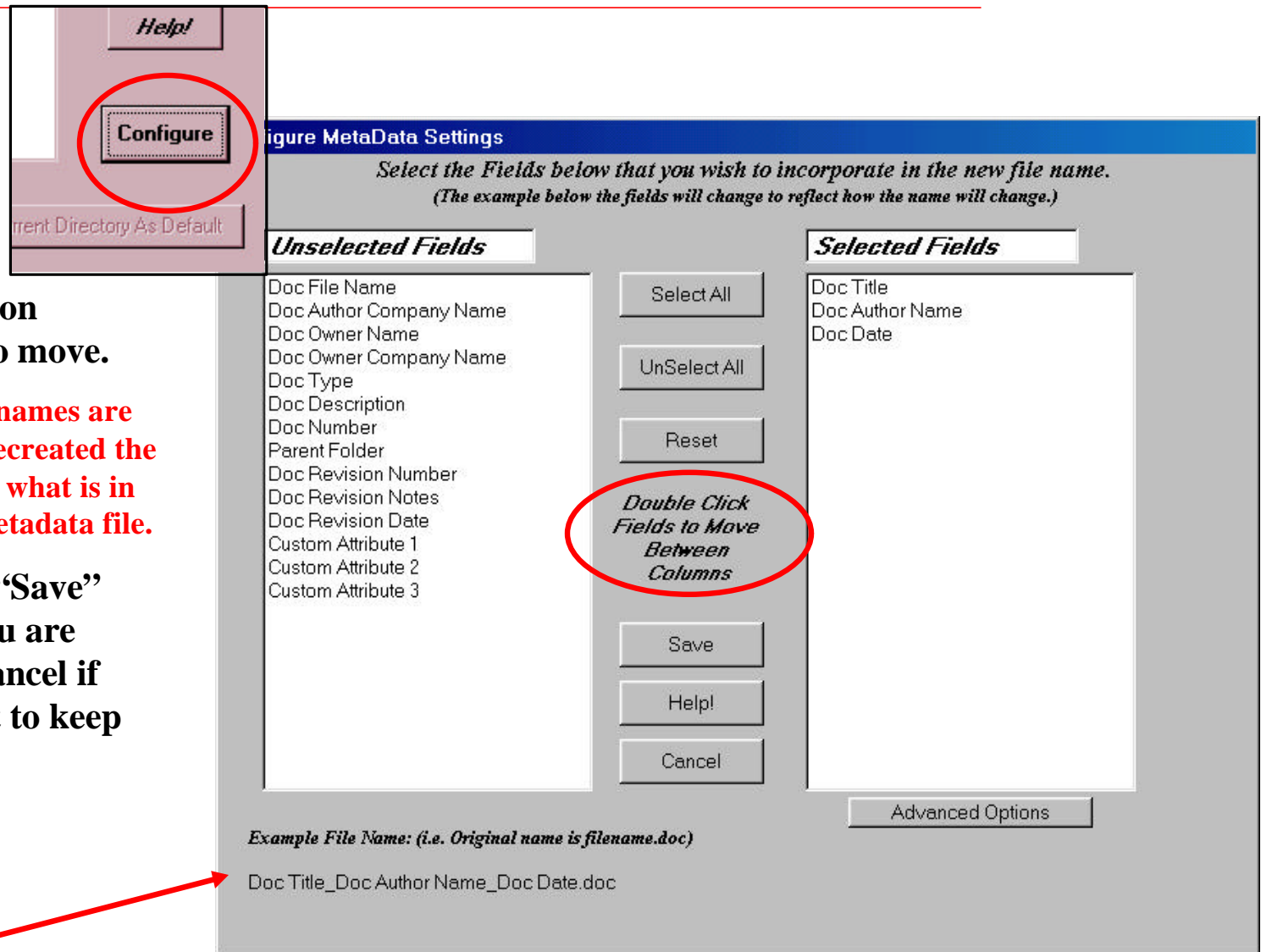
1) Click on the “Process MetaData Files.” button

If you would like to change the settings which affect how the filename is created using the metadata fields:

1) Click on the “Configure” button.



*\*Note: The ‘default setting’ as distributed, is to recreate the file names based on the “Document Title” which is in Project Net. If you configure and save new settings, they will be used instead.*



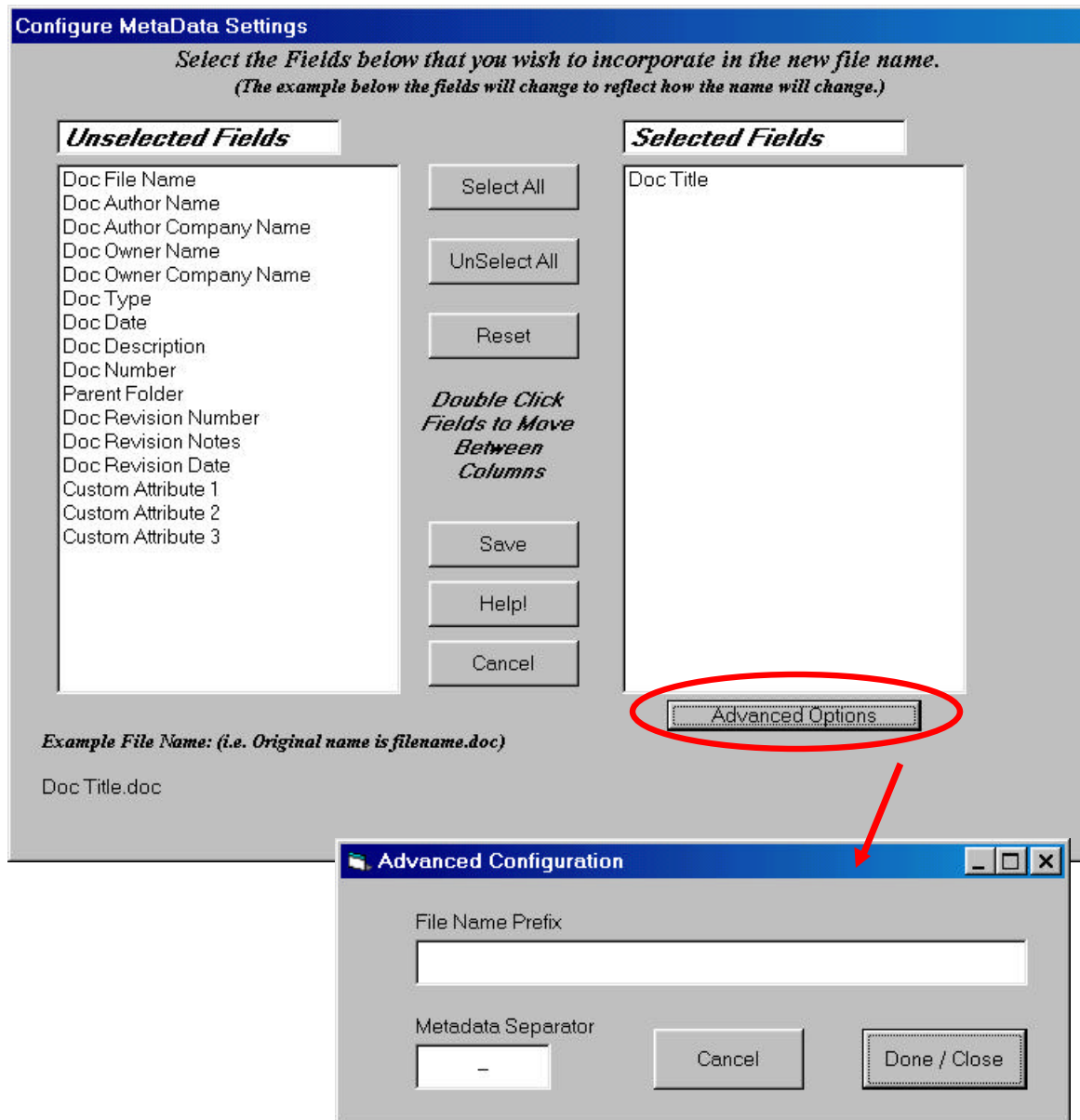
## Configure

1) Double click on selected fields to move.

**Note:** These field names are the ones used to recreated the filename based on what is in the Project Net metadata file.

2) Click on the “Save” button when you are finished. (Or cancel if you decided not to keep changes)

When you make changes, the example filename will change to reflect how the files will look when renamed.



Clicking on the “Advanced Options” button will open the window below. The filename prefix will be added to every file that is renamed. I.e. If you entered “GE Power” in the File Name Prefix box, every file renamed would look like: “GE Power\_doc title.doc”

The metadata separator allows you to change the meta separator which is used when multiple fields are chosen. The default is an Underscore “\_”. I.e. “GE Power\_Pipe Drawing\_Rev 2.doc”

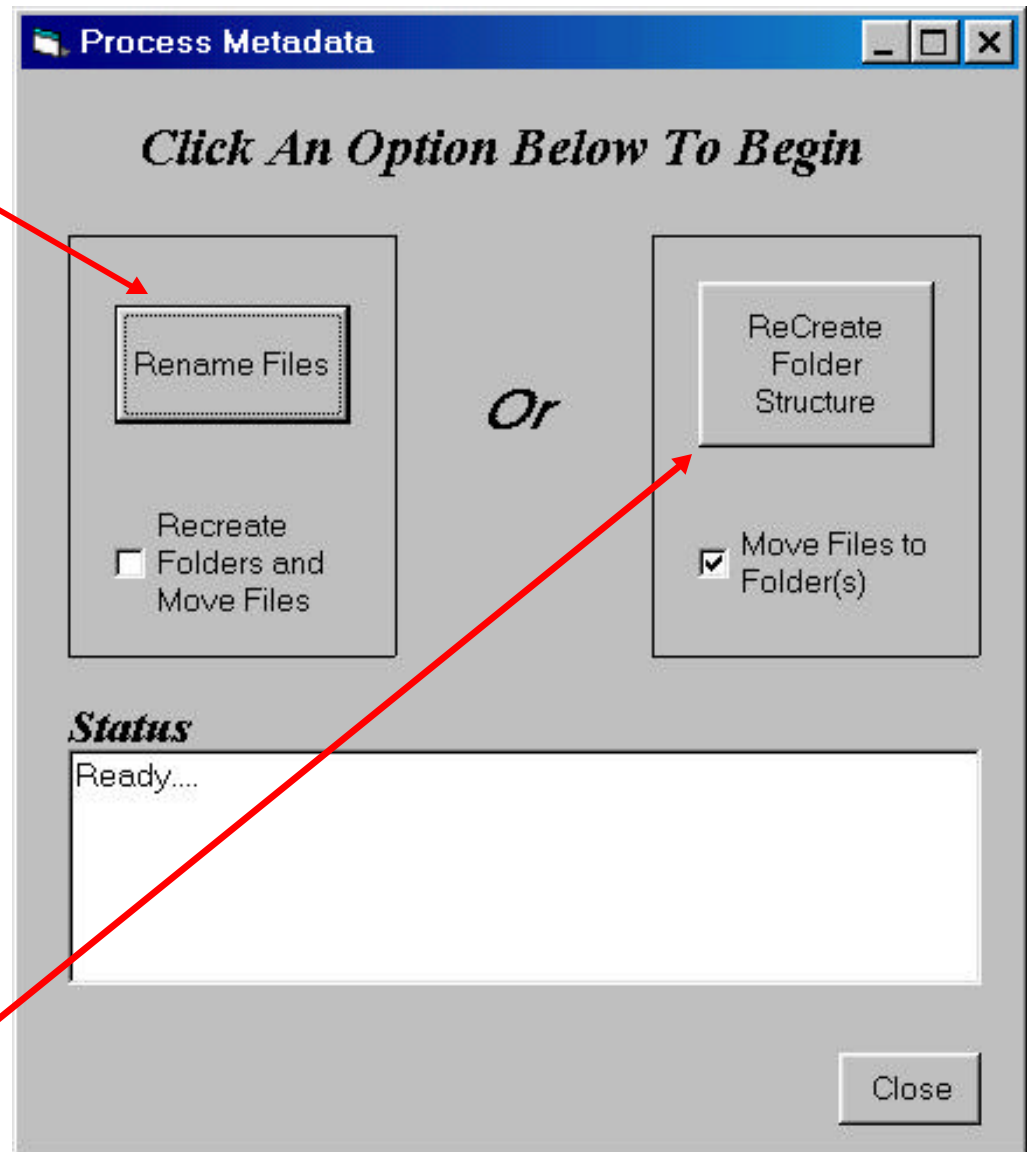
### Rename Files:

Click “Rename Files” to process the files in the directory you selected. The files will be renamed based on the metadata filename configuration.

You can also check the “Recreate folder and move files” box to have the folder structure that is in Project Net recreated and the files moved into them.

### Recreate Folder Structure:

Click “Recreate Folder Structure” to have the program recreate the folder structure from Project Net and then move the files into the appropriate directories without renaming them. (Move files is checked by default, you can uncheck this if you do not want the files moved)



*Multiple entries that match this file were found in the Metadata File. Please review and select the one you wish to use.*

**Multiple Metadata Entries**

*Multiple entries that match this file were found in the Metadata File. Please review and select the one you wish to use.*

Matching Metadata Entry Number 2 of 2

Doc File Name	320B7085.tif
Doc Title	0492 PERFORMANCE MONITOR
Doc Author Name	Horner George
Doc Author Company Name	GE Power Systems - Energy Products
Doc Owner Name	Horner George
Doc Owner Company Name	GE Power Systems - Energy Products
Doc Type	FI
Doc Date	11-Jan-01
Doc Description	
Doc Number	320B7085
Parent Folder	0040 Schematic Diagrams
Doc Revision Number	-
Doc Revision Notes	
Doc Revision Date	
Custom Attribute 1	
Custom Attribute 2	
Custom Attribute 3	

**Local System Data On File:**

Date Created: 2/6/01 1:30:12 PM  
Date Last Modified: 1/11/01 10:16:52 AM  
File Size: 44380

Skip File (Do Not Rename this file)    < Back    Next >    Select (Rename this file using this data)

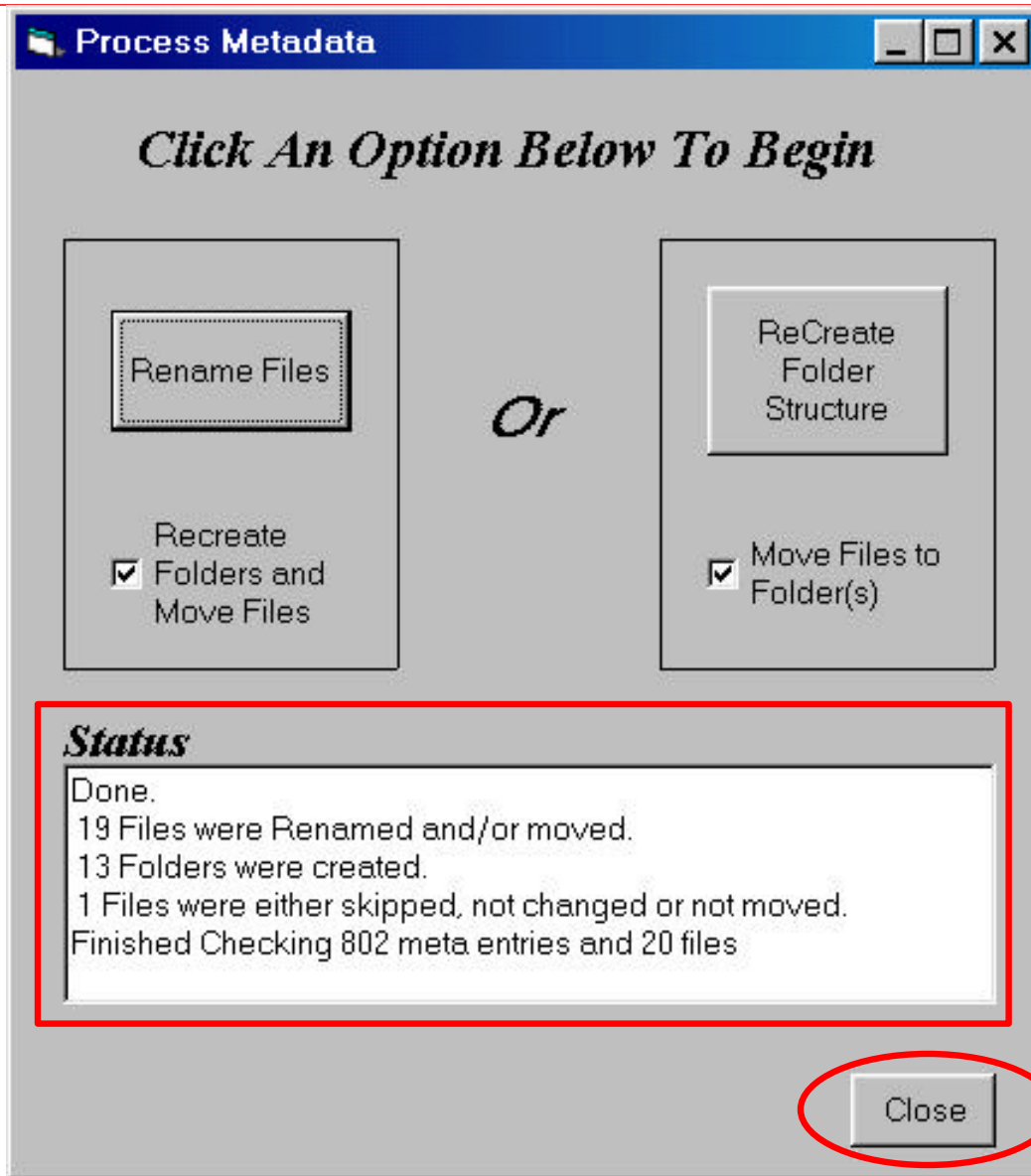
If one of the documents you downloaded has more than one entry in the metadata file, you will see a screen like this. (This can happen if two people upload a file with the same name, but in different folders in Project Net)

Choose the entry that matches the file you have downloaded from Project Net.

1) Choose “Next” and “Back” to view all entries.

2) Choose “Select” to use the entry shown or “Skip File” to skip the file and not have it renamed or moved (or folder created).

When you download files from Project Net, your local system (computer) stamps the file with the created and modified dates from Project Net. This will help you identify the proper file that matches the data. You should be able to see which system date for the file matches the metadata.



### Status Check

Once you have completed the process, you will see a status box like the one below.

1. Click on the "Done/Close" button.

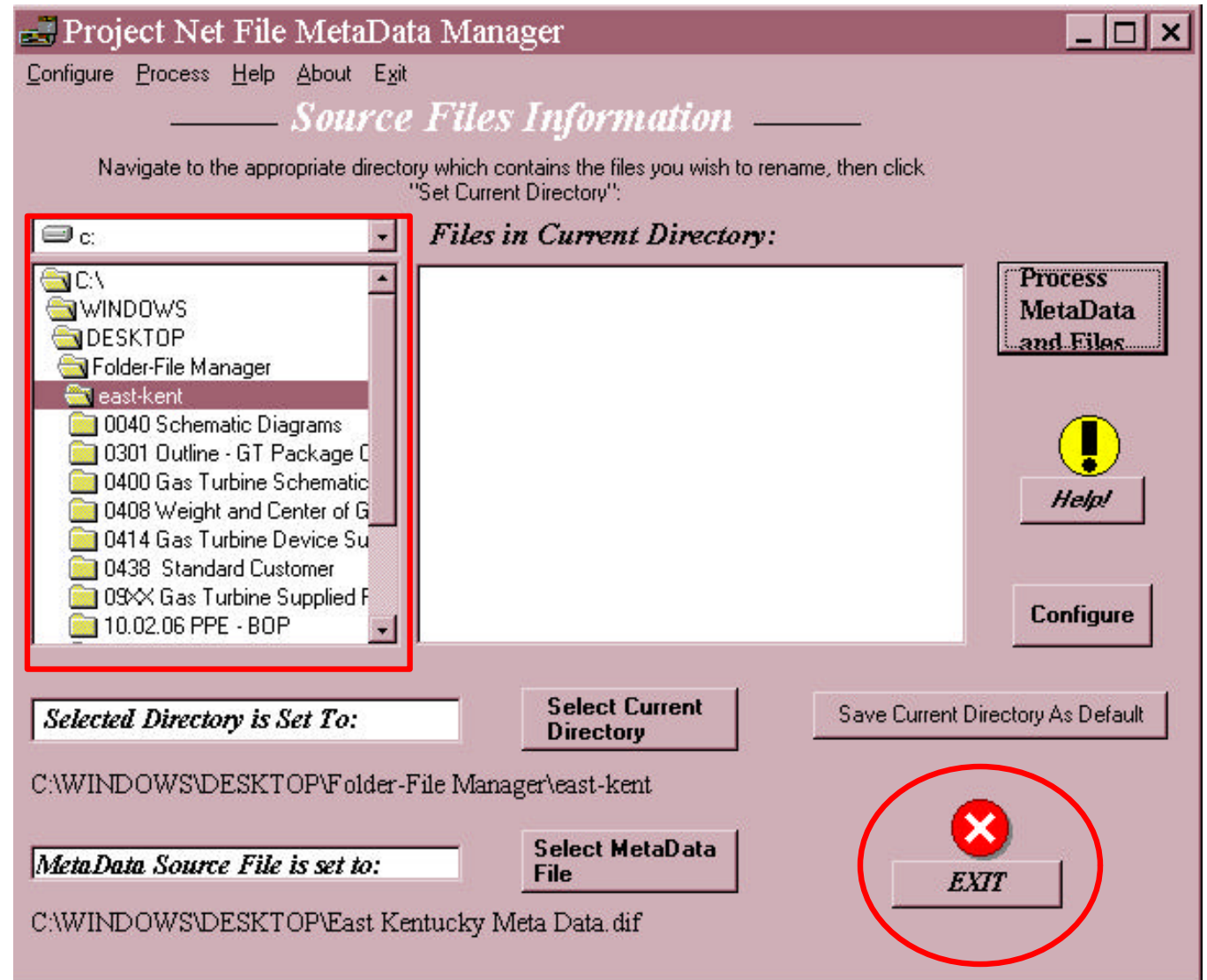


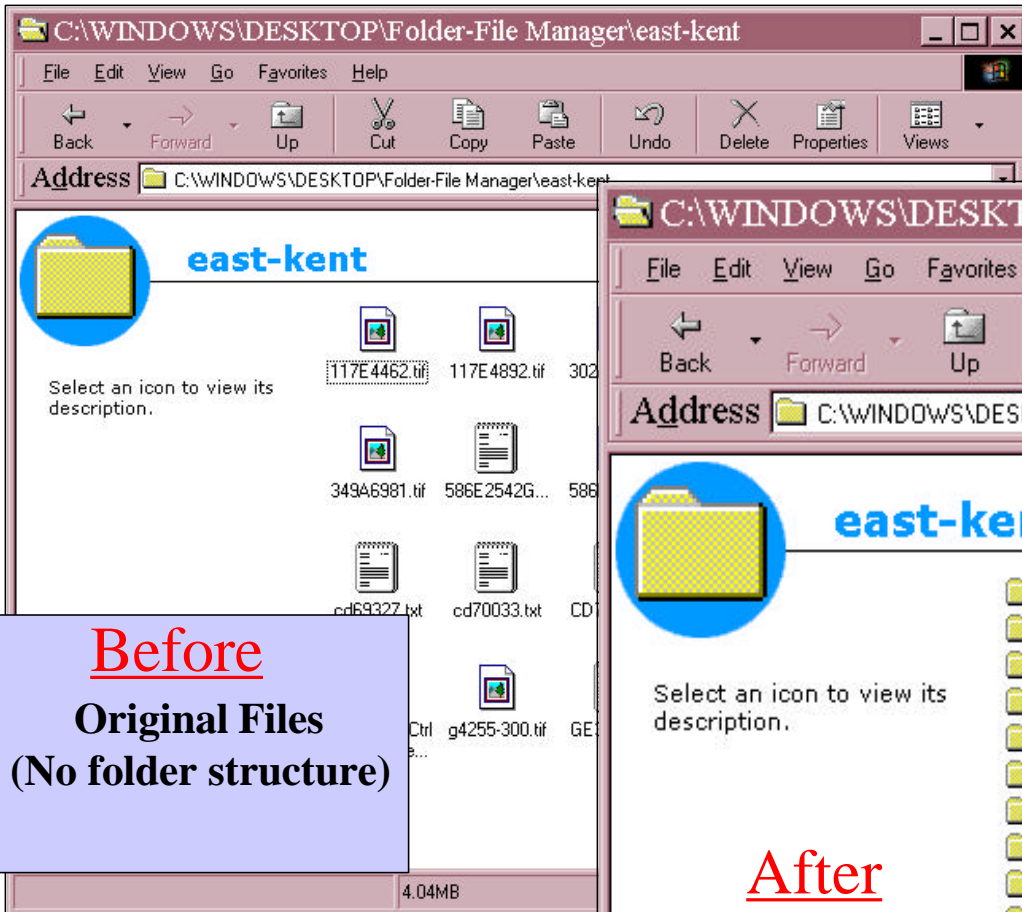
## Exit

The recreated folder structure is now intact.

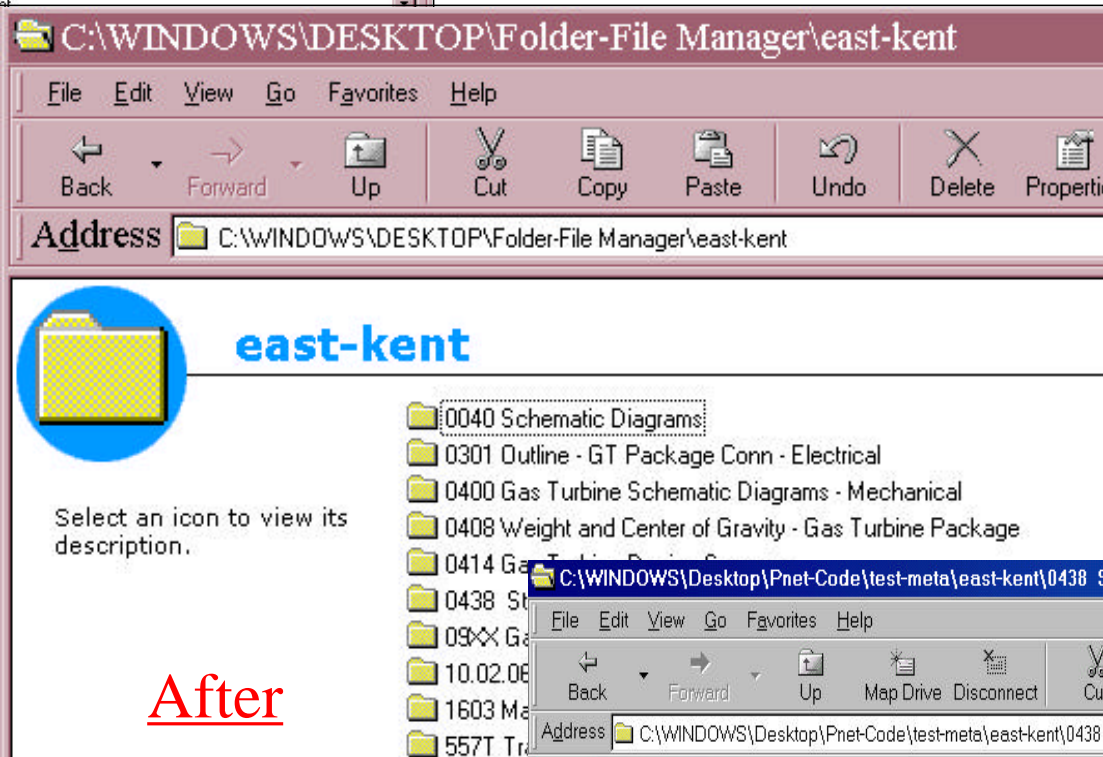
The downloaded CC documents are now in the appropriate subfolders.

1) Click “Exit” button.





**Before**  
**Original Files**  
**(No folder structure)**



**After**

**Restructured files using the  
Meta Data Manager Program  
(Folder Structure recreated and  
files renamed with document titles  
from Project Net)**

