

Managing attachment metadata



Please submit your suggestions and feature requests about metadata management to tech-support@stiltsoft.com.

1. Open a Jira issue with attachments.
2. Locate the attachment or document revision which you want to add metadata for.
3. Hover over the attachment or document revision.

The screenshot shows the 'Attachments' section of a Jira issue. It lists various attachments categorized by type: Uncategorized (0), Social Media (1), 10-pagers (2), Banners (2), and Marketplace listing (0). The '10-pagers' category is expanded, showing three PDF attachments. The third attachment, 'Spreadsheet Issue Editor for Jira Cloud.pdf', is highlighted, and a hover menu is visible with an 'Edit metadata' icon (a document with a pencil) being clicked.

Attachment Name	Uploader	Size	Time
Excel-like issue editing in Jira Cloud.pptx	Larry Stenfer	6.23 MB	2 minutes ago
Spreadsheet Issue Editor for Jira Cloud.pdf	Larry Stenfer	2.65 MB	3 minutes ago
Spreadsheet Issue Editor for Jira Cloud-1.pdf	Larry Stenfer	2.65 MB	3 minutes ago
Spreadsheet Issue Editor for Jira Cloud.pdf	Administrator	2.65 MB	4 minutes ago
Spreadsheet Issue Editor for Jira Cloud 2.pdf	Larry Stenfer	2.52 MB	3 minutes ago
sie-spreadsheet.png	Larry Stenfer	2.75 MB	11 minutes ago
sie-spreadsheet-youtube.png	Larry Stenfer	1.24 MB	11 minutes ago

4. Click the **Edit metadata** icon.
5. In the **Edit attachment metadata** form, fill out metadata for the attachment.

The screenshot shows the 'Edit attachment metadata' form. It includes a feedback prompt, a document ID field, a description field, a revision field, a status dropdown, a link field, and a signed by field. The form is set to 'Approved' status and is signed by 'Larry Stenfer'. The background shows the Jira interface with the same attachment list as the previous screenshot.

Edit attachment metadata

Provide feedback on attachment metadata
Want more for metadata management? Please comment on this request.

Document ID: SIFE-10PGR-2021

Description: 10-pager for LinkedIn Ads

Revision: 1.1

Status: Approved

Link:

Signed by: Larry Stenfer

Save **Cancel**

6. When complete, click **Save**.