

## 7.2.3 Metadata Assigned to Questions

The Project Manager may create metadata for the project which may or may not be mandatory. These metadata are used in items.

Users can view reports based on the type of metadata.

**Observer Dashboard** Project: **Blueprint** [Help](#)

This page shows the status of the project. For more information about what is included in the tables below, click the "Help" link in the top right corner of the screen.

**Select Report:**  
 Blueprint Level: Level 1 ▾  
 Metadata  Writers  Reviewers  Validators

Start Date: 9/17/2018      Completion Date: 2/17/2019      Days to Completion: 152

[Show Demo for multiple entry text metadata Status -](#)

Content	# Written	# Accepted	# Returned
junk ◀ ▶	--	--	--
stuff ◀ ▶	--	--	--

[Show Drop-down List Status -](#)

Content	# Written	# Accepted	# Returned
Q1 ◀ ▶	--	--	--
Q2 ◀ ▶	--	--	--

[Show No Status -](#)

Content	# Written	# Accepted	# Returned
No ◀ ▶	--	--	--
Yes ◀ ▶	--	--	--

[Show Testing batch edit Status -](#)

Content	# Written	# Accepted	# Returned
Add metadata ◀ ▶	--	--	--

The **Metadata** table information is split based on the used metadata type and content such as block, keywords and language.

The table displays the following details of the project:

Column	Description
<b>Content</b>	The metadata contents created for the project and used in items.
<b># Written</b>	The number of items written for the corresponding metadata content.
<b># Accepted</b>	The number of items accepted for the corresponding metadata content.
<b># Rejected</b>	The number of items returned for the corresponding metadata content.



If you select the **Metadata** check box for a newly created project, then an error message in **red text** is displayed because the project contains no metadata content.

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**Observer Dashboard** Project: Test Metadata [Help](#)

This page shows the status of the project. For more information about what is included in the tables below, click the "Help" link in the top right corner of the screen.

No metadata/ metadata contents available for this project.

Select Report:

Blueprint Level: Level 1 ▼

Metadata  Writers  Reviewers  Validators

Start Date: 9/18/2018      Completion Date: 2/18/2019      Days to Completion: 153



The "# Returned" State column header text may appear using different words, depending on the text provided in the **Return State Text** settings of the Item Bank's configuration.

Prior to the 1809 version, the default text was Reject. If you are working with Questions within an Item Bank that was created prior to the 1809 release, the text is named Reject unless you named it something else.