

Configuring Metadata via PRONTO Web Maintenance

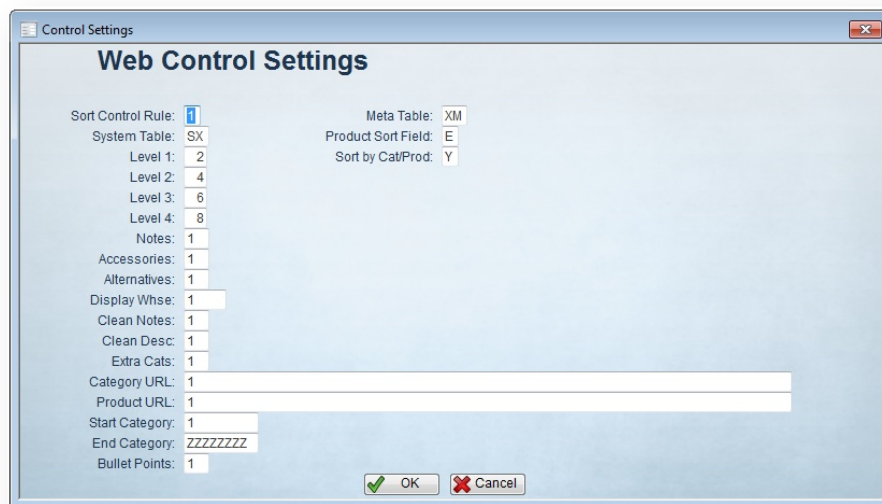
Product Metadata can be configured in PRONTO Web Maintenance for use on the website. There are four main steps:

1. [Specify the Metadata Table](#) (indicates where metadata will be stored in the database)
2. [Create Metadata Codes](#) (feature types, e.g. Colour, Size, Material)
3. [Create Metadata Values](#) (features assigned at product level, e.g. Green, 1800mmL, Aluminium)
4. [Assign Metadata to Products](#)

Step-by-step guides

1. Specify the Metadata Table:

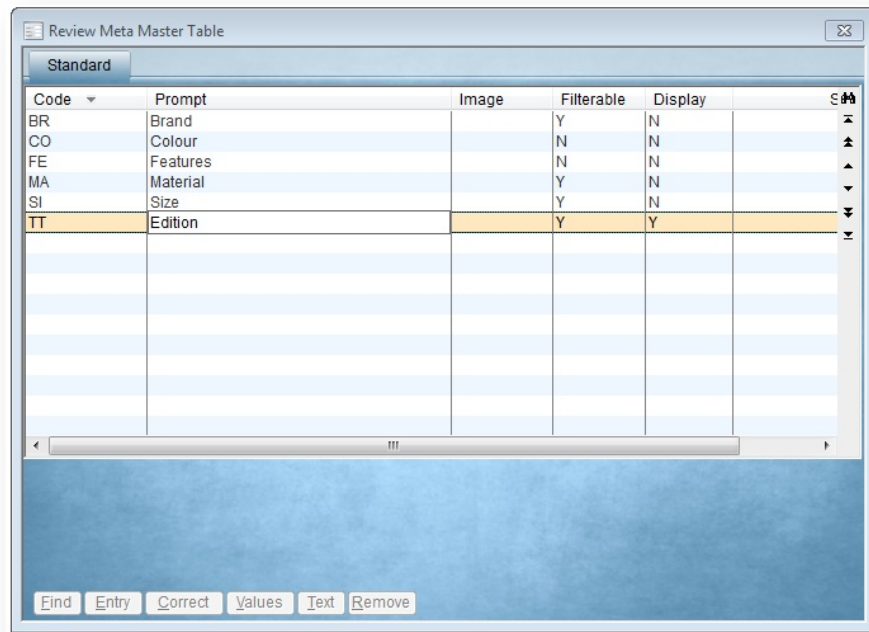
1. Login to PRONTO.
2. Navigate to **'Web Site Category / Product Maintenance'** --> **'Control Settings'**.
3. Update the **'Meta Table'** field with the Metadata Table code (generally **'XM'**).
4. Click **'OK'** to save.



2. Create Metadata Codes:

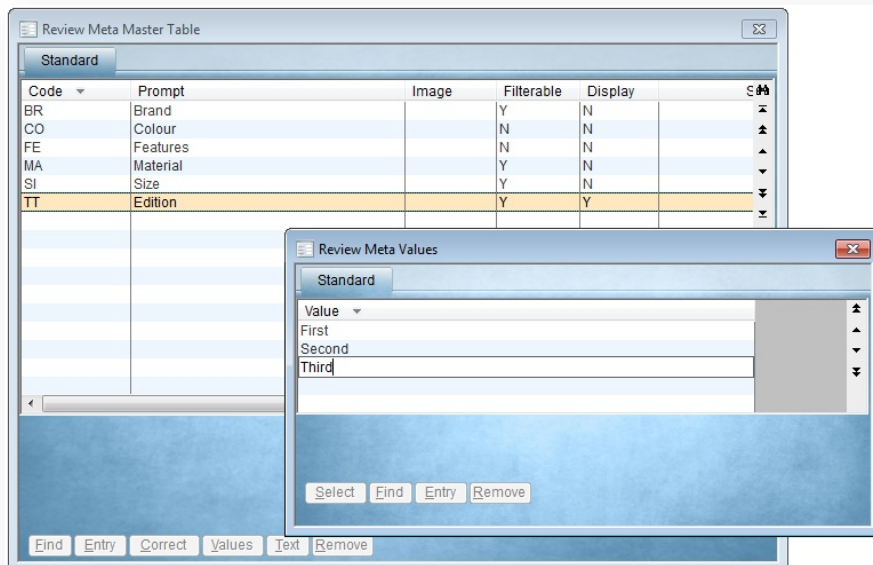
1. Login to PRONTO.
2. Navigate to **'Web Site Category / Product Maintenance'** --> **'Metadata'**.
3. Click **'Entry'**.
4. Enter a 2-character value in the **'Code'** field (identifier in the XM Table).
5. Enter a description in the **'Prompt'** field (this is what users will see).
6. Enter an image reference in the **'Image'** field if required, otherwise Enter/Tab to next field.
7. Enter a value in the **'Filterable'** field:
 - **Y** - Users can filter on this metadata type
 - **N** - Users can not filter on this metadata type
8. Enter a value in the **'Display'** field:
 - **Y** - Display this metadata type on the web
 - **N** - Integrate, but do not display this metadata type on the web
9. Assign a sequence value in the **'Sort'** field (this determines the order in which the Metadata types will appear on the website).
10. Enter a **'V'** in the **'Validation'** field (metadata 'values') and hit Enter/Tab.

11. Hit '**Esc**' to leave Code entry mode.



3. Create Metadata Values:

1. Login to PRONTO.
2. Navigate to '**Web Site Category / Product Maintenance**' --> '**Metadata**'.
3. Highlight the required metadata code to which values will be added.
4. Click '**Values**'.
5. Click '**Entry**'.
6. Enter a value description.
7. Use Enter/Tab to proceed to the next entry line.
8. Enter the next value.
9. Repeat Steps 6 - 8 as required.
10. Hit '**Esc**' to leave Values entry mode.

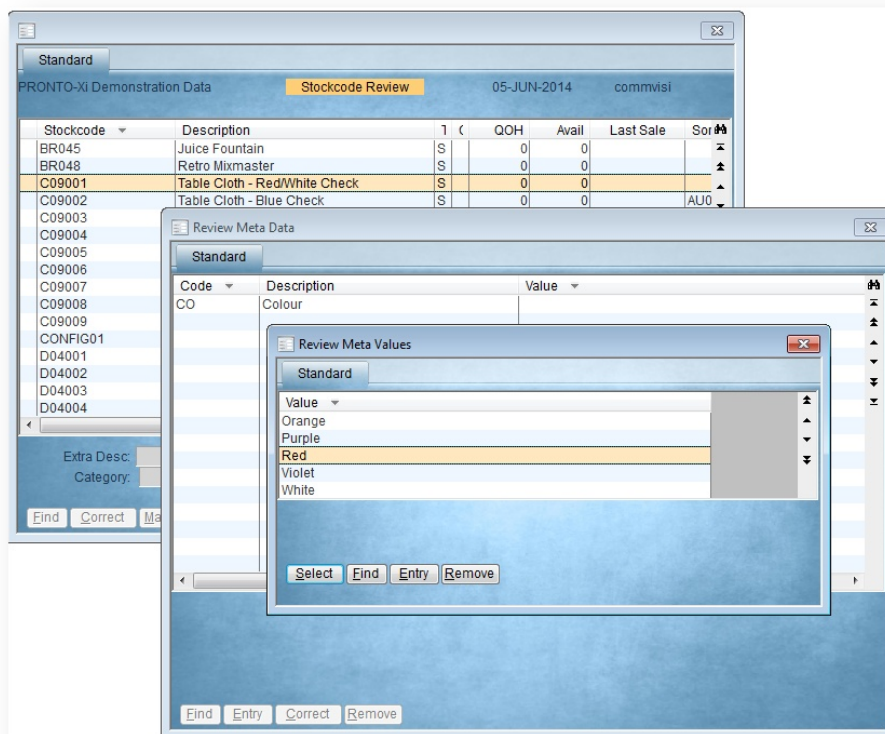




Metadata Values cannot be corrected. If, during creation of a new Metadata Value, a typo occurs, it is best to remove the incorrect item and re-enter it.

4. Assign Metadata to Products by Stockcode:

1. Login to PRONTO.
2. Navigate to '**Web Site Category / Product Maintenance**' --> '**Stockcode Review**'.
3. Search for the required product.
4. With the product highlighted, click '**Meta**'.
5. Click '**Entry**'.
6. Enter the Metadata Code, or click the magnifying glass / hit 'F2' to search.
7. A new window will appear with the available values; highlight the required value and click '**Select**'.
8. Repeat Steps 6 & 7 as required.



From PRONTO version 1.56+, you can also maintain Metadata via import, pasting the data from a spreadsheet.

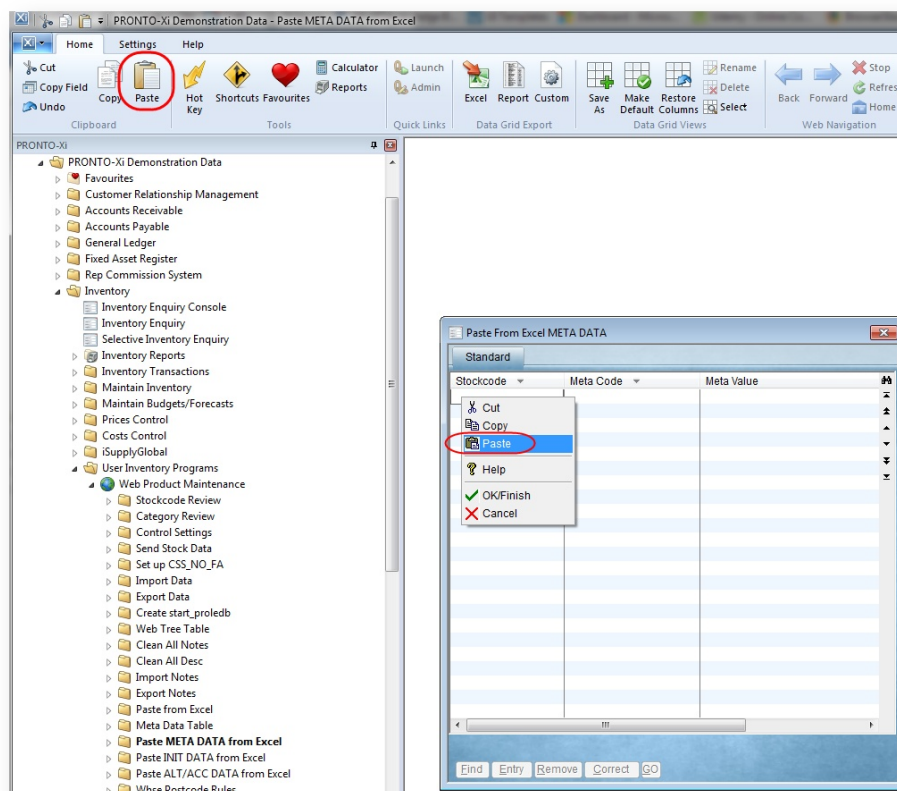
1. Populate a spreadsheet with metadata in the format: **Stockcode, Meta Code / Description, Meta Value** (no header row).

2. Highlight and Copy all data on the spreadsheet.

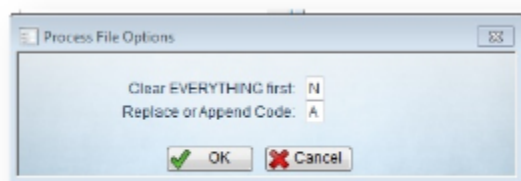
The screenshot shows the Microsoft Word ribbon with the Clipboard and Font groups. The Clipboard group includes icons for Paste, Cut, Copy, and Format Painter. The Font group shows the Calibri font, size 11, and bold, italic, and underline buttons. Below the ribbon, a table is visible with columns A, B, and C, and rows 1 through 7. The table contains data for various items, with the first row highlighted in yellow.

	A	B	C
1	C09002	Colour	Blue
2	C09002	Colour	White
3	C09002	Material	Cotton
4	D06002	Material	Melamine
5	D06002	Colour	White
6			
7			

3. Login to PRONTO.
4. Navigate to **Web Site Category / Product Maintenance Metadata** Paste META DATA from Excel.
5. Click **Entry**.
6. Paste the copied data into Pronto by click the **Paste** clipboard icon on the top menu, or by right-clicking and selecting **Paste**.



7. Verify that data has pasted correctly.
8. Hit **Esc** to leave data entry mode.
9. Click **GO** to process the import.
10. Confirm by clicking **Yes** / using '**Y**' key.
11. Specify whether to clear ALL existing data first (default is NO).
12. Specify whether to overwrite or append existing metadata:
 - a. **R** - replace/overwrite (any existing metadata for pasted codes will be cleared and replaced with data in the import).
 - b. **A** - append (any existing metadata for pasted codes will remain intact and data in the import will be added).

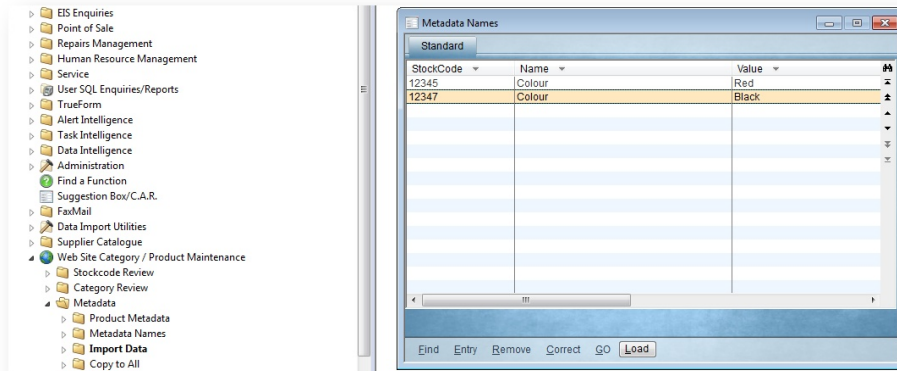


13. Click **OK** to proceed.

14. A confirmation message will be displayed once data has been processed.

To import very large amounts of Metadata, it may be more efficient to save the spreadsheet as a .csv file, rather than performing a Copy & Paste:

1. Save the spreadsheet as '**metafile.csv**' in PRONTO's /tmp folder.
2. Navigate to '**Web Site Category / Product Maintenance**' --> '**Metadata**' --> '**Import Data**'.
3. Click '**Load**'. Data from the .csv file will be pasted.
4. Verify the data has pasted correctly.
5. Click '**GO**' to process the import.



To Integrate Metadata to the web, send 'Custom Tables':

	Last Sent (Timings)	Last Sent (Manual)	Next Send (Changed)	Next Send (All)	Status	Send Now	Manual Send
Customer Master :	27-03-14 12:01 PM	24-03-14 03:45 PM	27-03-14 04:00 PM			All Changed	
Customer Transactions :		24-03-14 03:43 PM				All Changed	
Product Categories :	27-03-14 12:01 PM	26-03-14 04:35 PM	27-03-14 04:00 PM			All Changed	
Product Master + Pricing :	27-03-14 08:09 AM	27-03-14 11:20 AM	27-03-14 12:00 PM		In Progress	All Changed	Set Options... (11 Selected)
Product Availability :	27-03-14 08:09 AM	26-02-14 07:31 PM	27-03-14 12:00 PM		Pending Changed	All Changed	
Product Notes :						All Changed	
Product Images :	27-03-14 11:30 AM	17-03-14 11:26 AM	27-03-14 12:00 PM		Pending Changed	All Changed	
Documents :						All Changed	
Supplier :						All Changed	
Stock Supplier :						All Changed	
Discounts + Special Pricing :	27-03-14 08:13 AM	26-02-14 07:35 PM	27-03-14 04:00 PM			All Changed	Set Options... (8 Selected)
Current Orders :		25-03-14 09:18 AM				All Changed	
Archive Orders :						All Changed	
Custom Tables :		27-03-14 11:21 AM				All Changed	Set Options... (2 Selected)
System Table :						All Changed	
Receipting :						All Changed	
Retrieve New Orders, etc :	27-03-14 12:19 PM	25-03-14 09:17 AM	27-03-14 12:20 PM			Get	

Related articles

- [Product & Category Page Metadata](#)
- [Product Features](#)