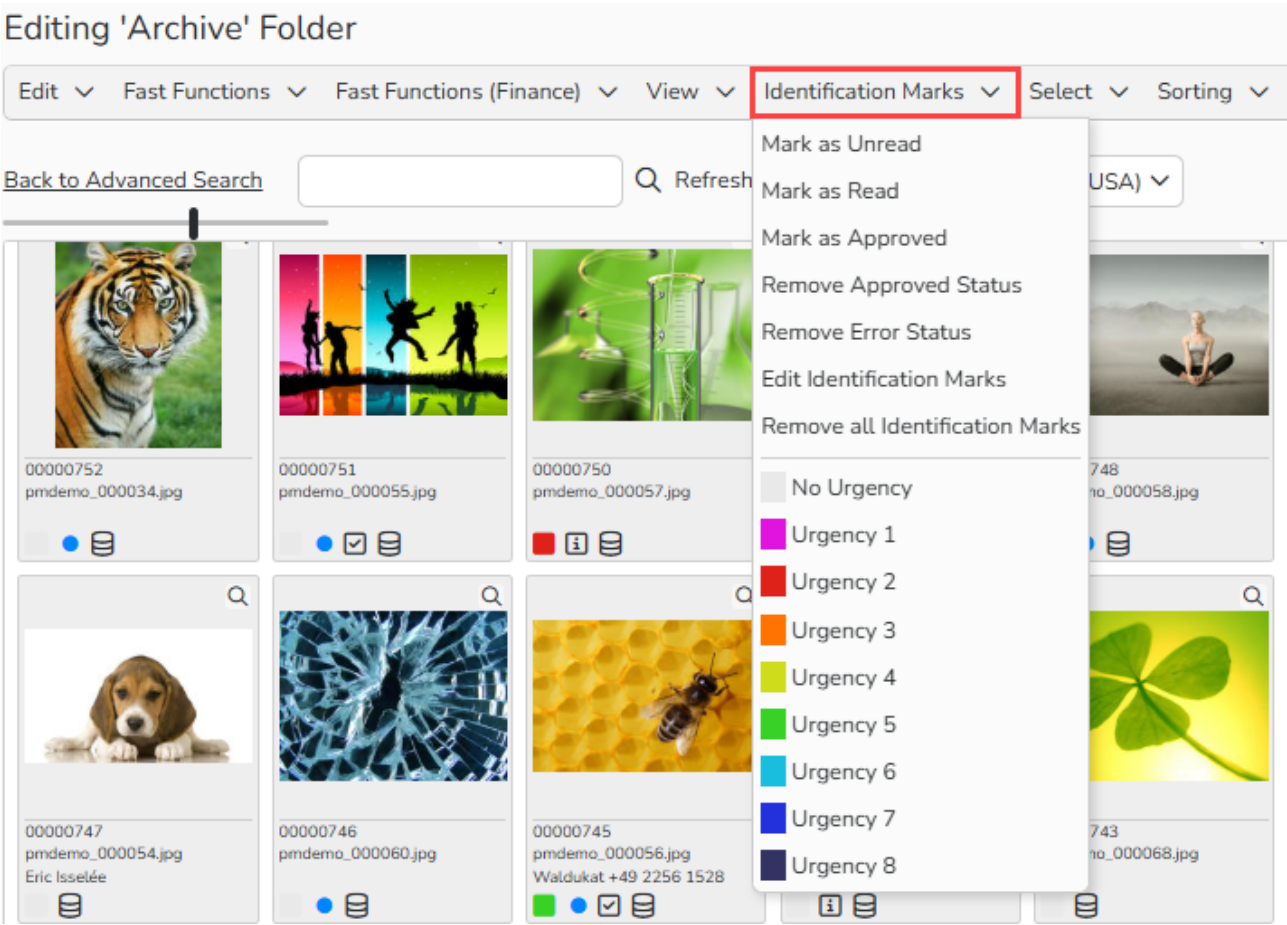


Identification Marks

Overview

Identification Marks are icons that show a file’s status at a glance. Use the **Identification Marks** menu in **Media Processing** to apply or remove marks on selected files. Backstage automatically adds some standard marks during import; others, like “Approved,” can be applied manually. You can also customize urgency levels with labels and colors.



Archive folder: Identification Marks menu

Standard identification marks

In **Media Processing**, use the **Identification Marks** menu to apply or remove the following standard marks:

--	--

 Unread	Newly imported media files are automatically marked as <i>Unread</i> . To change the status, select the file and choose Identification Marks > Mark as Read .
 Error Status	If an error occurs during processing, the system marks the file with this icon. To check the reason, select the file and click History in the View Metadata panel below the media display.
 Approved	Use this mark to indicate approval of a media file. Apply it with Identification Marks > Mark as Approved .
 Urgency	Use colored marks to show urgency (levels 1-8). Select No Urgency to remove this mark. You can rename, recolor, or hide these levels under Administration > Database Fields > Media : Locate the Urgency field and select Edit > Set Menu Items .
 Media from Database	All media published from Media Processing to your archive automatically receive the <i>Media from Database</i> status. If you use an Opengate connection, this mark helps distinguish your media from partner files.
 Media on Series	Indicates that a media file belongs to an offer or series.
 Custom	Files with this icon have a user-defined mark, such as a specific workflow step. Hover over the icon to view details.

Custom identification marks

Create identification marks that reflect your internal workflows, from quality check to labeling, approval, and publishing. After completing a task, apply the corresponding mark to show file status.

To create a new set of Identification Marks:

1. Navigate to **Media Management > Identification Marks** and select **Edit > New**.
2. In the **General Data** panel:
 1. Fill in a descriptive **Name** for your Identification Mark set. The name will appear on the **Identification Marks** menu in **Media Processing**.
 2. Enable the **Active** option once you're ready to start using the set.
 3. Each set can include multiple marks for different workflow steps. Enable **Steps Must Be Performed in Order** to enforce sequence and prevent users from skipping steps.

4. Click **Save**.

3. In the **Configure Identification Mark** panel:

- Select **Edit > New** to add multiple marks for different workflow steps.
- Use the **Sequencing** menu to define the sequence of marks for media processing.
- Remove marks you no longer need via **Edit > Delete**.

Identification Marks / Editing 'Quality check'

<< < 2 (3) > >> Back to Overview Edit ▼

▼ General Data

Name:

Quality check

Active:

☒ Active

Sequencing:

☒ Steps Must Be Performed in Order

Cancel and Back to Overview

Save

▼ Configure Identification Mark

Edit

▼

Sequencing

▼

	Identification Mark
	Quality check
	Keywording

▼ Settings

Name:

Quality check

Revert

Save

Create custom Identification Mark set

Enable custom identification marks for a folder

After creating marks for different tasks, activate them in Folder Management of the specific folders where you want the set's marks available. By default, no custom marks are visible in a folder until activated.

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1. In **Media Processing**, right-click a folder to open its context menu and select **Settings** there. The **Folder Management** dialog opens.
 - Alternatively, go to **Media Management > Folder Management** and select a folder name.
2. In the **Folder Management** dialog, select the **Identification Marks** tab.
3. From the list of unassigned marks, select the ones you need and click **Add**. To remove marks, click **Remove**.
4. Click **Save**.

Folder Management / Editing 'Import' Folder

General Data	Field Mapping	Work Folders	Actions	Fast Functions	Identification Marks	Accept	<	>																																
▼ Select Identification Marks for Use in this Folder Not Selected Identification Marks <table border="1"> <thead> <tr> <th colspan="4">Quick Search Filter Sorting</th> </tr> <tr> <th colspan="4">Views ▾ Export</th> </tr> <tr> <th>ID</th> <th>Name</th> <th>Active</th> <th></th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Keywording</td> <td>✓</td> <td></td> </tr> </tbody> </table> Add >> << Remove Selected Identification Marks <table border="1"> <thead> <tr> <th colspan="4">Quick Search Filter Sorting</th> </tr> <tr> <th colspan="4">Views ▾ Export</th> </tr> <tr> <th>ID</th> <th>Name</th> <th>Active</th> <th></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Quality check</td> <td>✓</td> <td></td> </tr> </tbody> </table>									Quick Search Filter Sorting				Views ▾ Export				ID	Name	Active		3	Keywording	✓		Quick Search Filter Sorting				Views ▾ Export				ID	Name	Active		2	Quality check	✓	
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Folder Management > Identification Marks tab

Customize urgency levels

Backstage provides a set of color-coded marks for urgency, showing priorities 1-8 directly on media files.

You can tailor labels and colors for the urgency menu or hide labels you don't need. Add marks to thumbnails or metadata-editing forms via the **Identification Marks** menu or number keys 1-8 on your keyboard.

To customize the urgency list:

1. Go to **Administration > Database Fields > Media**.
2. Click **Quick Search** and type *Urgency* in the search field, press **Enter**.
3. Select the list entry and choose **Edit > Set Menu Items**.
4. In the **Edit Urgency Fields** dialog, apply your changes and click **Save**.

Edit Urgency Fields

Define Menu Items

Active	Default name	Overwrite	Color	Name Englisch (USA) *	Name Deutsch *
☒	 No Urgency	☒	#e9e 	Ready!	Fertig!
☒	 Urgency 1	☒	#e11 	Add Keywords	Stichworte
☒	 Urgency 2	☒	#df2 	Needs Downsizing	Downsizing
☒	 Urgency 3	☐			
☒	 Urgency 4	☐			
☒	 Urgency 5	☐			
☒	 Urgency 6	☐			
☒	 Urgency 7	☐			
☒	 Urgency 8	☐			

Edit Urgency Fields

Manage custom identification marks

All identification marks are listed under **Media Management > Identification Marks**.

Create a new mark

- Select **Edit > New**.

Edit an existing mark

- Select the mark, choose **Edit > Open**, make changes, and click **Save**.

Copy a mark

- Select the mark and choose **Edit > Copy**.

Delete a mark

- Select the mark(s) and choose **Edit > Delete**.

Note

*The integrated table functions allow you to search, filter, and sort records. For more information on these functions, as well as how to set up custom views and use the export function, see the **Advanced Table View** FAQ.*