

Classifications

Overview

Classifications are tools for media labeling. Within media classifications, you can define multilingual content for database fields that should be available by default when editing metadata. You can also map individual terms and create hierarchical tree structures, for example, to organize locations, license types, formats, people, usage notes, and more.

Create Classifications

To create Classifications, proceed as follows:

1. Navigate to **Media Management > Classifications > Classifications**.
2. Select **Edit > New** to open a new classification setup window.
 - In the **Master Data** panel, configure the following general settings:
 - **Name**: Specifies the internal name of the classification.
 - **Classification is Active**: Activates the media classification for Backstage use.
 - **Activate Classification in Webgate**: Activates the classification for use in your Webshop.
 - **Classification is Field Specific**: Link the classification to a database field in the Media Processing area. When selected, related fields fill automatically; if not, fields use default text.
 - **Value and Display separated with '='**: The field value appears to the left of the equal sign; the text displayed in Backstage appears on the right
 - **External Reference**: If you have an external classification or thesaurus that you want to import into BS, enter the match code here.
 - Click **Save**.

Classifications / New Media Classification

▼ Master Data

Name:

Regions

Classification is Active:

☒ Active

Type:

Hierarchy

Activate Classification in Webgate:

☐ Active

Classification is Field Specific:

☒ Field Specific

Value and Display separated with '=':

☐ Separated

External Reference:

Cancel and Back to Overview

Save

Classifications window: Master Data panel

- In the **Manage Structure and Field Mapping** panel (only for field-based media classification):
 - Configure the first level of your classification. Available settings are:
 - **Name:** Specify the name of the level.
 - **Field Mapping:** Set a link to a metadata field.
 - **Field Mapping Collections:** Set the mapping to a field mapping collection.
 - **Levels:** Select the number of levels to create.
 - Add further levels with **Edit > Add New Level**.
 - To delete a level, click **Edit > Delete Last Level**.
 - Confirm each level by clicking **Save Level**.

▼ Manage Structure and Field Mapping

Edit ▼

Country Code
Country
State
City

▼ Settings

Name: *

Field Mapping 1: ▼

Field Mapping Collections: ▼

Levels: ▼

Classifications window > Manage Structure and Field Mapping panel: Field-Specific Classification

- To customize level elements, switch to the **Elements** tab:
 - To add elements, select an option from the **Edit** menu:
 - **Add new element (top level)**
 - **Add element (current level)**
 - **Add Element (level below)**
 - The element structure matches the structure defined in the **Master Data** tab.
 - From the **View** menu, choose how you want to display the elements:
 - **Tree View**
 - **Hierarchical View**
 - **Flat View**
 - Add translation for an element, if you have a multilingual mask set for media labeling.
 - The option is only available for the languages defined in **Administration > Language Settings > Languages**.
 - Translations appear only as display options when applying a classification filter on the web. They do not affect Backstage.

Master Data

Elements

▼ Manage Elements

Edit ▼ Sorting ▼ View ▼

Language: English (USA) ▼

Search:

Quick Search Filter Sorting Views ▼ Export

	ID	Order	Name German	Name English (USA)
🔍	167	1	DE	DE
🔍	170	1	Deutschland	Germany
🔍	173	1	Bayern	Bavaria
🔍	176	1	München	Munich

7 Results (Limited to 4), 1 selected

▼ Paths

4 • DE

- Germany
- Bavaria

▼ Common Data

Name English (USA):

Name German:

ID:

Matching:

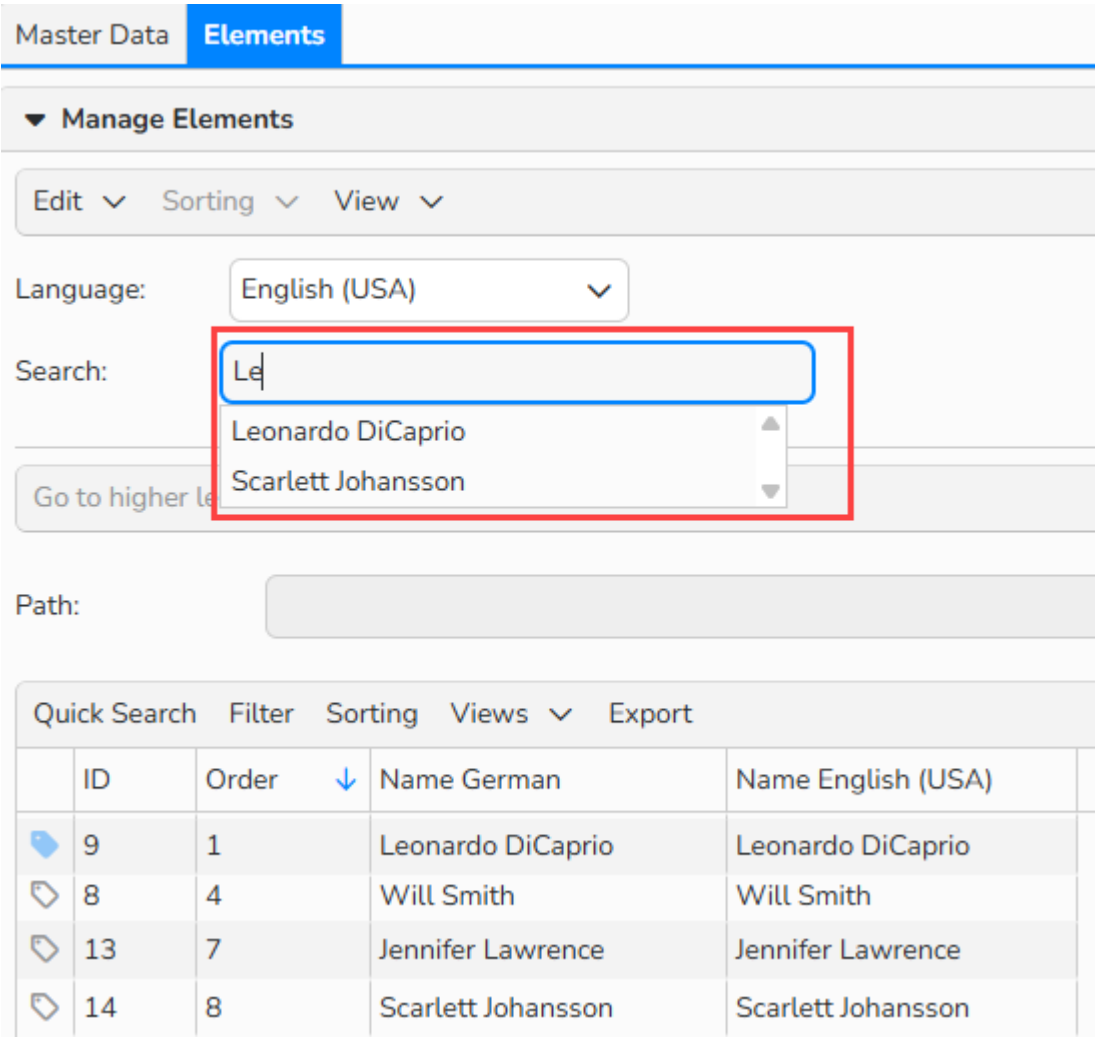
External Reference:

Searchable: ☒ Texts are indexed for full text searches

▲ Additional Data

Classifications window > Element tab: Flat View

- For long lists of elements, use the search field. Start typing a term, the autocomplete feature will suggest matching options.



Classifications window > Element tab: Autocomplete suggestions in search

Tip

Export to SKOS format (RDF/Turtle)

This feature converts your hierarchical classifications and thesauri into a standardized, interoperable format that other systems can easily process.

In the top menu of the Classifications window, go to **Edit > Export (SKOS)**.

Note: This function requires Export permissions in the classifications module.

Use Classifications in Media Labeling

There are two ways to use created classifications in Media Labeling masks:

Option 1

Start typing in a linked database field (a field with the button next to it), the autocomplete feature will suggest matching options:

Editing Media (ID 3748)

<< < 39 (1102) > >> Back to Overview Edit Fast Functions Fast Functions (Finance) Fast Functions (Purchasing) Media

Keywords Metadata Entry Multilingual One Field Other Fields Visual Recognition Service Preview Metadata Statistic Zoom (Beta) Hi

Language: English (USA) ▼

Inventarnummer (Collections):

File Name (with Extension) ?

pmdemo_000025.jpg

Media Number ?

00001108

Caption ?

Scanning of a fingerprint with new technologies using a green-light laser.

Words: 11, Characters (no spaces): 64, Characters (with spaces): 75

Object Name ?

Headline ?

Author Code ?

Pool (URH000047, Pool) [icon] [..]

By-Line/Pseudonym ?

Pool [..]

Credit ?

Source ?

6385731 [..]

Copyright Notice ?

No [..]

No commercial use (Only this element) [..]

Categories ?



Media Labeling: populate a linked database field, autocomplete feature

Option 2

- Open a classification overview with the [..] button next to any linked database field.
 - In this overview, you can drill down to lower-level elements and select them individually.
 - Use the search function to quickly find elements when working with a large number of classifications.
 - When adding a classification element to a metadata field, you can specify whether to include the element's parent and/or child elements. The following options are available:
 - **Only this Element**
 - **This and Parent Elements**
 - **This and Child Elements**
 - **This and Parent and Child Elements** elements.

Classification, Selection of Elements

Copyright Notice
Products

[Go to higher level](#)
View ▼

Path:

Search: ☒ only relevant ?

Quick Search
Filter
Sorting
Views ▼

	ID	Order ↓	Name English (USA)	Name German
	215	1	Artist copyright included	Kunsturheberrecht ist erk
	218	2	No commercial use	Gesperrt für Werbung

2 Results

☒ Only this Element

☐ Only this and Parent Elements

☐ Only this and Child Elements

☐ Only this and Parent and Child Elements

Classification overview: element options

Note

You can define which element options are available globally under **Administration > Form Editor > Classifications**.

Manage Classifications

You can find a list of all classifications under **Media Management > Classifications > Classifications**.

Create new Classifications

Select **Edit > New**.

Edit existing classification

- Double-click an entry or select it and click **Edit > Open**.
- Make the adjustments and confirm with **Save**.

Copy existing Classifications

Select the entry you need to copy and click **Edit > Copy**.

Delete existing Classifications

Select the entry you no longer need in the overview and click **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.