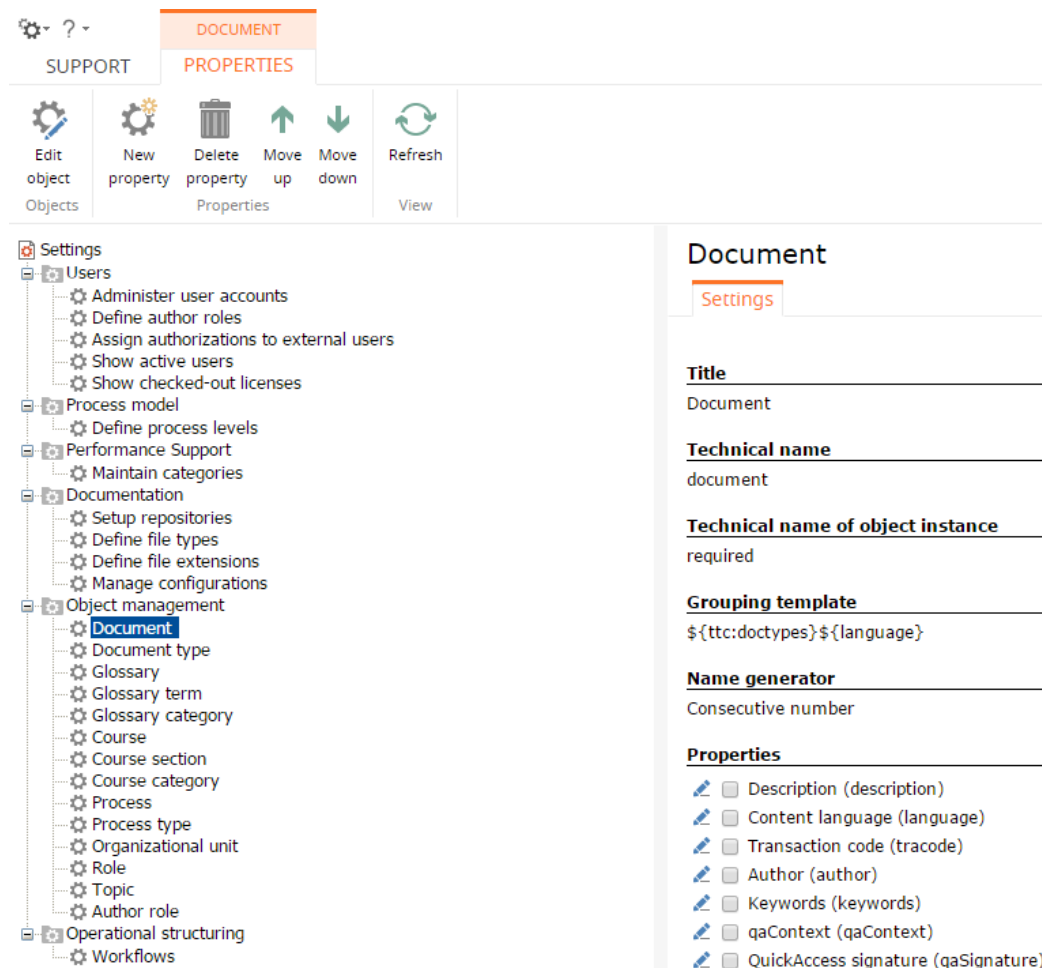# Object management

In this documentation you will learn how to manage the properties of predefined objects.

The Administration view allows you to manage the properties of predefined objects, such as a "Document" object.

The **global properties** of an object can be edited via the "Edit object" function in the "Objects" function group. Furthermore, it is also possible to store and maintain additional **properties** of an object ("Properties" function group). These items are listed on the right of the screen under Properties, e.g. content language.

Object definitions and property definitions can be exported via the "Export server settings" function on the "Support" tab.

You can change the global properties of the selected object in the pop-up window. Please note that you can't change the technical name.

In the case of documents, you can specify which properties are to be displayed in lists, e.g. in the Course view. If you select a particular property by putting a checkmark in the corresponding checkbox, this property will then be displayed. With regard to the title of a document, you may want to activate the "Wrap text" option to ensure that long titles are broken down and displayed across two lines.

✎ If you activate the "Tasks" option, authors will quickly see in the list view (e.g. in their workspace) whether a document includes open tasks that require their attention.

1 New object property

Additional properties can be added to an object's global properties ("New property" function in the "Properties" function group).

Create new property

	English (US) ▼

Title:	
Description:	
Display type:	Text ▼
Data type:	String ▼
Variant-forming:	No ▼
Required:	No ▼
Presetting:	▼
	This option allows you to select how the property value is to be preset.
Set preset values:	☐
	When this option is activated, all objects that currently don't have a value for this property will be given the specified preset value automatically.
Validation:	▼
	This option allows you to select how the value of the property is to be validated.
Parameter for validation:	
	What do you want to do with the object values?
Visibility in document types:	☑ Document ☑ Link ☑ Dokument2
Display in portal:	☑
	If this option is activated, this property will be automatically displayed in the documentation portal.
Technical name :	

OK	Cancel

The new property should be specified via this dialog. Please specify the title and description and then define the display type and data type. You can subsequently also define whether the property is to be variant-forming and has to be filled in. Furthermore, you can also define presettings and a validity check. You then need to specify the document types in which the property is to be used and whether it should be visible in the portal. You should also specify a technical name to ensure unambiguous identification.