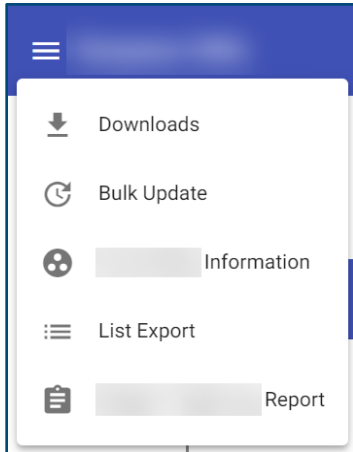



# CMS Utilities (CMUs)

CMS Utilities (CMUs) are in-house applications that facilitate Folder and InfoObject metadata management.



## Introduction

[Click here to access CMS Utilities](#) and use the main menu  to select an application. CMUs include tools to:

- Export a list's InfoObjects and InfoObject metadata.
- Bulk update Approval Information.
- Bulk update individual InfoObject comments and citations.
- *Bulk updates made using CMS Utilities do not automatically re-register to DOWNSTREAMSYSTEM.*
- Compile a report of a Folder's metadata settings and values.

### List requirements to use CMUs

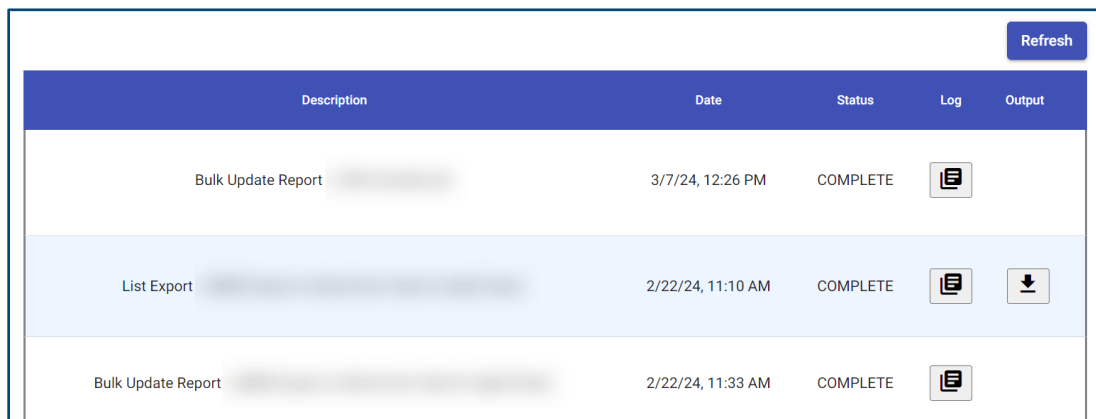
- The Content Management System list ID is required for list-based CMUs.
- [Redacted UI Screenshot]
- List names are limited to 80 characters.
- You must be the owner/creator of any list used in CMS Utilities. If the list owner is not available to run the application for you, go to the InfoObject

list you would like to use, select all InfoObjects, and save them to a new list. Then use the new list in the application.





## CMUs Downloads




All CMUs requests generate a log file when complete. **List Export** and **Folder Metadata Report** requests generate CSV files according to your specifications. These are available to be reviewed and saved from the **Downloads** page.

1. Select **Downloads** from the main menu to track the **Status** of your request and to download file(s) when the request is **COMPLETE**.



The screenshot shows a web interface for downloading files. At the top right is a 'Refresh' button. Below it is a table with columns: Description, Date, Status, Log, and Output. The table contains three rows of data, all with a status of 'COMPLETE'. The first row is 'Bulk Update Report' from 3/7/24 at 12:26 PM, with a 'Log' button. The second row is 'List Export' from 2/22/24 at 11:10 AM, with both 'Log' and 'Output' buttons. The third row is 'Bulk Update Report' from 2/22/24 at 11:33 AM, with a 'Log' button.

Description	Date	Status	Log	Output
Bulk Update Report	3/7/24, 12:26 PM	COMPLETE		
List Export	2/22/24, 11:10 AM	COMPLETE		
Bulk Update Report	2/22/24, 11:33 AM	COMPLETE		

2. Click the **Log** button  to download a report on your request when complete.
3. Click the **Output** button  to download your file when complete.
4. Click the **Refresh** button  to update the **Status** column while you wait.

If your request fails or times out, [clear the browser cache](#) and try again. If it still fails, [submit a ticket](#).

# List Export

Use this tool to export an InfoObject list as a CSV that you can edit for order, included InfoObjects, etc. You can use an existing list that you own, or create a new one.

*To speed processing, break up lists containing over 400 InfoObjects into smaller lists. Then export each smaller list.*

You must be the owner/creator of any list used in CMUs. If the list owner is not available to run the application for you, go to the InfoObject list you would like to use, select all InfoObjects, and save them to a new list. Then use the new list in the application.

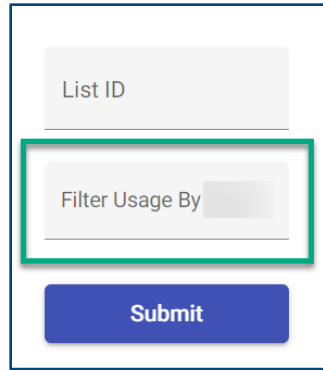
1. Note the list ID for the InfoObjects to be exported.

*[Redacted UI Screenshot]*

2. [Click here](#) to open the **List Export** application. The page has fields to enter your Content Management System list ID and select the content and metadata to include.

The screenshot shows the 'List Export' application interface. At the top, there is a blue header bar with a menu icon. Below the header, the title 'List Export' is displayed. A text field prompts the user to 'Enter a list ID below to export' metadata from a specific list. To the right of this field is a 'Select All' checkbox. Below the text field is a 'List ID' input box and a 'Filter Usage By' dropdown menu. A prominent blue 'Submit' button is located below these fields. The main content area is divided into three columns of checkboxes for selecting metadata to export. The first column, titled 'Details', includes options like ID, Name (which is checked), Set, Stem Count, Media IDs, Status, Comments, and Options. The second column, titled 'Info', includes options like Most Recent, Most Recent Role, Most Recent Date, Most Recent Action, Most Recent Destination, Most Recent Next Date, Most Recent Remarks, Primary, Primary Role, Primary Date, Primary Review Action, and Primary Destination. The third column, titled 'Stats', includes options like Admin, Description, Usage Type, and Population.

3. Enter the [List ID](#) from Content Management System.
4. You can also select an Output in the **Filter Usage by SubDomain** dropdown to include only Usage for a given SubDomain.



A screenshot of a web form. It contains a text input field labeled 'List ID'. Below it is another text input field labeled 'Filter Usage By', which is highlighted with a green rectangular border. At the bottom of the form is a blue button with the text 'Submit'.

5. Select the InfoObject metadata you want to include in the export.
  - **Select All:** All **InfoObject Details**, **Metadata**, **Languages**, **Entity Info**, **Stats**, and **Usage** for each InfoObject.
  - **InfoObject Details:** The primary InfoObject elements: text, answer options, comments, etc.
  - **Metadata:** Any metadata and values associated with each InfoObject.
  - **Languages:** Any languages associated with each InfoObject.
  - **Entity Info:** Any selected type of Entity Information associated with each InfoObject.
  - **Stats:** Any selected Stats type(s) associated with each InfoObject.
6. Select **Downloads** from the main menu to track the **Status** of your request and to download file(s) when the request is **COMPLETE**.

The CSV list export has a column for each criterion selected in your request.

*[Redacted Output Screenshot]*

You can use this spreadsheet to work with InfoObjects according to their metadata.

To update InfoObject order in a Content Management System list, save a copy of this export, reorder the InfoObjects, and [upload the new list order](#) into Content Management System.