

Worksheet	Column Name	Download Details	Upload Details	Input Data Expected	Remarks
Reports_MetaData_Template	ConnectionName*	It contains the Connector Name to which the Report is mapped.	It is a mandatory field. If it is left empty, the template will not update any metadata of a Report that the user inserts into the template. This selection is also required when creating a new Virtual or Manual report.	A valid Connector Name should be entered that exactly matches the connector to which the Report belongs.	Each Connection Name is unique.
Reports_MetaData_Template	ReportGroupName*	It contains the Report Group Name to which the Report is mapped.	It is a mandatory field. If it is left empty, the template will not update any metadata of a Report that the user inserts into the template. This selection is also required when creating a new Virtual or Manual report.	A valid Report Group Name should be entered that exactly matches the Report Group to which the Report belongs.	Each Report Group Name is unique for a Connector.
Reports_MetaData_Template	ParentReportName	It contains the immediate parent to which the Report is mapped.	It can be left empty. If the user wishes to specify a particular report before making updates, they may do so. For Virtual or Manual reports, setting a parent is not allowed.	A valid Parent Report name.	
Reports_MetaData_Template	ReportId	It contains the Report ID corresponding to the Report.	It can be empty. Even if it is not empty, it is ignored during upload.	A valid Report ID should be entered which matches the inserted Report Name.	Each Report ID is unique
Reports_MetaData_Template	ReportName*	It contains the Report Name for which metadata is updated or the Report Name of the Virtual or Manual report.	It is a mandatory field. If it is left empty, the template will not update any metadata.	A valid Report Name should be entered for which the users want to update the metadata. To rename an existing Virtual or Manual report column, the corresponding Report ID must also be provided.	Each Report Name is unique for a Report Group.
Reports_MetaData_Template	ReportType*	It contains the type of the Report which is shown in the application.	It is a mandatory field. If it is left empty, the template will not update any metadata. This selection is also required when creating a new Virtual or Manual report.	A meaningful report type for the Report is expected to be entered by the users.	
Reports_MetaData_Template	Title	It contains the Title of the Report which is shown in the application.	It cannot be empty. If it is empty, the Title will be unchanged.	A meaningful business Title for the Report is expected to be entered by the users. The maximum length allowed is 255 characters.	

Reports_Metadata_Template	BusinessDescription	It contains the Business Description, which is shown in the application. If the description exceeds the XLSX cell limit of 32,767 characters, the background will appear in red and be truncated.	It can be empty. If it is not empty, the Business Description will be updated for the object, depending on the configuration that is set in the Configuration sheet.	A meaningful Business Description for the object is expected to be entered by the users. The maximum length allowed is 100,000 characters.	If the Business Description text deviates from the default 'Arial' format, it indicates the alternate text format. Additionally, if the Description includes an image, the template will display it in HTML format.
Reports_Metadata_Template	BusinessDescriptionTextPlain	It comprises the textual content of the Business Description in a plain text format, disregarding any specific text or image formatting.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	
Reports_Metadata_Template	TechnicalDescription	It contains the Technical Description, which is shown in the application. If the description exceeds the XLSX cell limit of 32,767 characters, the background will appear in red and be truncated.	It can be empty. If it is not empty, the Technical Description will be updated for the object, depending on the configuration that is set in the Configuration sheet.	A meaningful Technical Description for the object is expected to be entered by the users. The maximum length allowed is 100,000 characters.	If the Technical Description text deviates from the default 'Arial' format, it indicates the alternate text format. Additionally, if the Description includes an image, the template will display it in HTML format.
Reports_Metadata_Template	TechnicalDescriptionTextPlain	It contains the textual content of the Technical Description in a plain text format, disregarding any specific text or image formatting.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	

Reports_MetaData_Template	SourceDescription	It contains the Source Description which is shown in the application.	This field can be left empty. If populated, the Source Description will be updated for Virtual and Manual objects only. Crawled objects are excluded, as descriptions from source systems cannot be modified by the user.	A meaningful Source Description for the virtual and manual reports is expected to be entered by the users. The maximum length allowed is 10,000 characters.	
Reports_MetaData_Template	SourceDescriptionTextPlain	It contains the textual content of the Source Description in a plain text format, disregarding any specific text or image formatting.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	
Reports_MetaData_Template	TagId(s)	It contains the unique ID of the Tags that have been assigned to the report.	It can be empty. Even if it is not empty, it is ignored during upload.	Users must input a suitable existing Tag ID for the report. If users want to update Tags, it is a mandatory field. Users can copy the ID located next to the Tag's name on its Summary Page.	Users can assign multiple Tags to the object through the template by separating the Tag IDs with the delimiter mentioned in the configuration sheet of this template.
Reports_MetaData_Template	TagName(s)	It contains the names of the Tags that have been assigned to the report.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	
Reports_MetaData_Template	Terms(domain.term)	It contains the names of the Terms that have been assigned to the Report.	It can be empty. If it is not empty, Terms will be updated for the Report.	Users must input a suitable existing Term for the schema in the 'domain.term' format.	Users can assign multiple Terms to the object through the template by separating the Term names with the delimiter mentioned in the configuration sheet of this template.
Reports_MetaData_Template	Certification	It contains a valid Certification status that has been assigned to the Report.	It can be empty. If it is not empty, Certification status will be updated for the Report.	Users must input one of the valid certification statuses: Certify, Caution, Violation, Inactive, or None from the dropdown for the Report.	

Reports_MetaData_Template	Critical Data Element	It indicates whether an object is marked as CDE or not (Yes/No). It also shows if a certain object is recommended as CDE by the system (Recommended).	It can be empty. Even if it is not empty, it is ignored during upload.	User must select Yes or No from the dropdown.	
Reports_MetaData_Template	Origin	It indicates whether an object is of Crawl, Virtual, or Manual origin.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	
Reports_MetaData_Template	Path	It contains the Report path to which the Report is mapped.	It can be empty. Even if it is not empty, it is ignored during upload.	A valid Report path should be entered to which the Report belongs.	
Reports_MetaData_Template	steward (UserId)	It contains the User ID or the Team name of the Steward.	It can be empty. If it is not empty, the Steward will be updated for the Report.	A valid author-licensed User ID should be entered if the Steward is a user. A valid author-licensed Team Name should be entered if the Steward is a team.	
Reports_MetaData_Template	Steward (UserName)	It contains the User Name or the Team Name of the Steward.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	
Reports_MetaData_Template	custodian (UserId)	It contains the User ID or the Team name of the Custodian.	It can be empty. If it is not empty, the Custodian will be updated for the Report.	A valid author-licensed User ID should be entered if the Custodian is a user. A valid author-licensed Team Name should be entered if the Custodian is a team.	
Reports_MetaData_Template	Custodian (UserName)	It contains the User Name or the Team Name of the Custodian.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	
Reports_MetaData_Template	owner (UserId)	It contains the User ID or the Team name of the Owner.	It can be empty. If it is not empty, the Owner will be updated for the Report.	A valid author-licensed User ID should be entered if the Owner is a user. A valid author-licensed Team Name should be entered if the Owner is a team.	
Reports_MetaData_Template	Owner (UserName)	It contains the User Name or the Team name of the Owner.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	

Reports_MetaData_Template	governancerole4 (UserId)	It contains the User ID or the Team name of the GovernanceRole4.	It can be empty. If it is not empty, the GovernanceRole4 will be updated for the Report.	A valid author-licensed User ID should be entered if the GovernanceRole4 is a user. A valid author-licensed Team Name should be entered if the GovernanceRole4 is a team.	It appears on the template only when the Governance Role is enabled in the Security of the application.
Reports_MetaData_Template	GovernanceRole4 (UserName)	It contains the User Name or the Team name of the GovernanceRole4.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	It appears on the template only when the Governance Role is enabled in the Security of the application.
Reports_MetaData_Template	governancerole5 (UserId)	It contains the User ID or the Team name of the GovernanceRole5.	It can be empty. If it is not empty, the GovernanceRole5 will be updated for the Report.	A valid author-licensed User ID should be entered if the GovernanceRole5 is a user. A valid author-licensed Team Name should be entered if the GovernanceRole5 is a team.	It appears on the template only when the Governance Role is enabled in the Security of the application.
Reports_MetaData_Template	GovernanceRole5 (UserName)	It contains the User Name or the Team name of the GovernanceRole4.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	It appears on the template only when the Governance Role is enabled in the Security of the application.
Reports_MetaData_Template	governancerole6 (UserId)	It contains the User ID or the Team name of the GovernanceRole6.	It can be empty. If it is not empty, the GovernanceRole6 will be updated for the Report.	A valid author-licensed User ID should be entered if the GovernanceRole6 is a user. A valid author-licensed Team Name should be entered if the GovernanceRole6 is a team.	It appears on the template only when the Governance Role is enabled in the Security of the application.
Reports_MetaData_Template	GovernanceRole6 (UserName)	It contains the User Name or the Team name of the GovernanceRole4.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	It appears on the template only when the Governance Role is enabled in the Security of the application.

Reports_MetaData_Template	gtcf	It contains the input of the Global Text Custom Field which is shown in the application.	It can be empty. If it is not empty, the Global Text Custom Fields will be updated for the object.	A meaningful Text is expected to be entered by the users. The maximum length permitted is determined by the admin through the system setting max.character.count.for.text.custom.fields. By default, this is set to 1000 characters, with an upper limit of 5000 characters. The uploaded value will also consider the custom field configurations defined in the Configuration sheet.	It appears on the template only when it is enabled in the Custom Fields of the application.
Reports_MetaData_Template	gccf	It contains the input of the GlobalCode Custom Field which is shown in the application.	It can be empty. If it is not empty, the Global Code Custom Fields will be updated for the object.	A valid pre-defined option is expected to be entered by the users. The input should match any of the valid options. For multi-select Code Custom Fields, user can select multiple options by seperating the options with the delimiter mentioned in the configuration sheet of this template. The uploaded value will also consider the custom field configurations defined in the Configuration sheet.	It appears on the template only when it is enabled in the Custom Fields of the application.
Reports_MetaData_Template	gncf	It contains the input of the Global Number Custom Field which is shown in the application.	It can be empty. If it is not empty, the Global Number Custom Fields will be updated for the object.	A meaningful Number is expected to be entered by the users. If users enter text or any special characters, it will be considered an invalid input. The uploaded value will also consider the custom field configurations defined in the Configuration sheet.	It appears on the template only when it is enabled in the Custom Fields of the application.
Reports_MetaData_Template	gdcf	It contains the input of the Global Date Custom Field which is shown in the application.	It can be empty. If it is not empty, the Global Date Custom Fields will be updated for the object.	The user must enter a valid date that aligns with the format specified by the admin in the system setting application.date.format. If the enable.time.customfield setting is enabled, the time component must also be included. The uploaded value will also consider the custom field configurations defined in the Configuration sheet.	It appears on the template only when it is enabled in the Custom Fields of the application.

Reports_MetaData_Template	tcf	It contains the input of the Connector-specific Text Custom Field which is shown in the application.	It can be empty. If it is not empty, the Connector-specific Text Custom Fields will be updated for the object.	A meaningful Text is expected to be entered by the users. The maximum length allowed is given as value by the admin in the system setting max.character.count.for.text.custom.fields. The default value is 1000, and the maximum allowed is 5000. The uploaded value will also consider the custom field configurations defined in the Configuration sheet.	It appears on the template only when it is enabled in the Custom Fields of the application.
Reports_MetaData_Template	ccf	It contains the input of the Connector-specific Code Custom Field which is shown in the application.	It can be empty. If it is not empty, the Connector-specific Code Custom Fields will be updated for the object.	A valid pre-defined option is expected to be entered by the users. The input should match any of the valid options. For multi-select Code Custom Fields, user can select multiple options by separating the options with the delimiter mentioned in the configuration sheet of this template. The uploaded value will also consider the custom field configurations defined in the Configuration sheet.	It appears on the template only when it is enabled in the Custom Fields of the application.
Reports_MetaData_Template	ncf	It contains the input of the Connector-specific Number Custom Field which is shown in the application.	It can be empty. If it is not empty, the Connector-specific Number Custom Fields will be updated for the object.	A meaningful Number is expected to be entered by the users. If users enter text or any special characters, it will be considered an invalid input. The uploaded value will also consider the custom field configurations defined in the Configuration sheet.	It appears on the template only when it is enabled in the Custom Fields of the application.
Reports_MetaData_Template	dcf	It contains the input of the Connector-specific Date Custom Field which is shown in the application.	It can be empty. If it is not empty, the Connector-specific Date Custom Fields will be updated for the object.	The user must enter a valid date that aligns with the format specified by the admin in the system setting application.date.format. If the enable.time.customfield setting is enabled, the time component must also be included. The uploaded value will also consider the custom field configurations defined in the Configuration sheet.	It appears on the template only when it is enabled in the Custom Fields of the application.

Reports_MetaD ata_Template	Action*	If users are downloading the template to upload metadata, the field will appear empty. However, if they are downloading the same template provided by the application immediately after uploading, it will display the input that was entered during the upload process.	It is a mandatory field. If it is left empty, the template will not update any metadata of a Report that the user inserts into the template.	Users must enter one of the following valid actions to update or add metadata for the Report: Add, Modify, Delete, No Action.	For the Action options - Add: Add is used to create new Virtual and Manual reports. Modify: The Modify option is used to modify and update the metadata of all Reports. It also factors in the Load Metadata Configurations while uploading. Delete: This option can be used by the users to delete a Report. No Action: If users set this as the option and upload, any input metadata change will be ignored.
Reports_MetaD ata_Template	Action Status	If users are downloading the template to upload metadata, the field will appear empty. However, if they are downloading the same template provided by the application immediately after uploading, it will display as Success or Failure, depending on the execution status of the action.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	

Reports_MetaData_Template	Action Success Message	If users are downloading the template to upload metadata, the field will appear empty. However, if they are downloading the same template provided by the application immediately after uploading, it will display the Success messages of all actions that have been executed successfully.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	
Reports_MetaData_Template	Action Failure Message	If users are downloading the template to upload metadata, the field will appear empty. However, if they are downloading the same template provided by the application immediately after uploading, it will display the Failure messages of all actions that were not executed successfully.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	

Reports_Metadata_Template	Business Description	This is a hidden column that indicates whether the downloaded Business Description content is full or partial. A value of Full means the content is within the Excel cell character limit (32,767 characters), while Partial indicates the content exceeds this limit, and the full description is not displayed.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	
Reports_Metadata_Template	Technical Description	This is a hidden column that indicates whether the downloaded Business Description content is full or partial. A value of Full means the content is within the Excel cell character limit (32,767 characters), while Partial indicates the content exceeds this limit, and the full description is not displayed.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required	