

Worksheet	Column Name	Download Details	Upload Details	Input Data Expected	Remarks
Create_Tag_Template	MasterTagId	It contains the Master Tag ID corresponding to the Master Tag.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required.	Each Master Tag ID is unique.
Create_Tag_Template	MasterTagName	It contains the Master Tag Name for which a tag is created.	It can be empty. If it is left empty, the created Tag will be a Master Tag.	A valid Master Tag Name should be entered for which the users want to update metadata. Users can insert a new Tag Name if they want to create a new Tag. The maximum length allowed is 255 characters.	
Create_Tag_Template	ParentTagId	It contains the Tag ID corresponding to the tag that the user wants to assign as a parent of the tag that will be created.	It can be empty. When it is empty, the created tag will by default assume the Master Tag to be its parent. Even if it is not empty, it is ignored during upload.	Not Required.	Each Master Tag ID is unique.
Create_Tag_Template	TagName*	It contains the name of the created Tag.	It is a mandatory field. If it is left empty, the tag will not be created.	A valid Tag Name should be entered for which the users want to update metadata. Users can insert a new Tag Name if they want to create a new Tag. The maximum length allowed is 255 characters.	Users cannot create two tags with the same name under a single parent and also cannot create a tag with the same name as the parent.
Create_Tag_Template	Description	It contains the Tag 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 Description will be updated for the Tag, depending on the configuration that is set in the Configuration sheet.	A meaningful Description for the Tag is expected to be entered by the users. The maximum length allowed is 100,000 characters.	If the Tag 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.

Create_Tag_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 create any Tag that the user inserts into the template.	Users must enter one of the following valid actions to create Tags: Add, No Action.	For the Action options - Add: Add is used to create new Tags. No Action: If users set this as the option and upload, any input metadata will be ignored.
Create_Tag_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.	
Create_Tag_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.	

Create_Tag_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.	
Tags_Template	TagId*	It contains the Tag ID corresponding to the Tag.	It is a mandatory field. If it is left empty, the template will not update any metadata.	A valid Tag ID should be entered for which the users want to update metadata. Users can copy the ID located next to the Tag's name on its Summary Page.	Each Tag ID is unique
Tags_Template	TagName	It contains the Tag Name for which metadata is updated.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required. If entered, a valid Master Tag Name should be used for which the users want to update metadata. The maximum length allowed is 255 characters.	Tag name can have duplicates. Users cannot rename a tag to a name that already exists at the same level within the same hierarchy or to the same name as its parent.
Tags_Template	Description	It contains the Tag 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 Description will be updated for the Tag, depending on the configuration that is set in the Configuration sheet.	A meaningful Description for the Tag is expected to be entered by the users. The maximum length allowed is 100,000 characters.	If the Tag 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.

Tags_Template	DescriptionTextPlain	It comprises the textual content of the Tag Description in a plain text format, disregarding any specific text or image formatting.	Even if it is not empty, it is ignored during upload.	Not Required.	
Tags_Template	TagType	It contains the type of Tag which the user defines: Tag or Non-Assignable Tag.	It can be empty. If it is empty, the type Tag will be taken by default.	Users must input Tag or Non-Assignable Tag as input from the dropdown.	It does not take Data Asset Group (DAG) as the Tag type.
Tags_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.
Tags_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 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.
Tags_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.

Tags_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.
Tags_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 Tag that the user inserts into the template.	Users must enter one of the following valid actions to update or add metadata for the Tag: Modify, Delete, No Action.	For the Action options - Modify: The Modify option is used to modify and update the metadata of all Tags. It also factors in the Load Metadata Configurations while uploading. Delete: This option can be used by the users to delete a Tag. A tag will not be deleted if one of its child tags shares the same name as a tag at the next level up. This is because the child tag moves up a level when the parent tag is deleted. An error will be logged in the Job Logs. It takes the configuration delete action into account. No Action: If users set this as the option and upload, any input metadata change will be ignored.

Tags_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.	
Tags_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.	

Tags_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.	
Tags_Template	Description Content	This is a hidden column that indicates whether the downloaded Tag 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	
Change_Master_Or_Parent_Tag_Template	MasterTagId	It contains the Master Tag ID corresponding to the Master Tag.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required.	Each Master Tag ID is unique.
Change_Master_Or_Parent_Tag_Template	MasterTagName*	It contains the Master Tag Name for which the user wants to map the tag.	It is a mandatory field. If it is left empty, the template will not update the Master or Parent Tag for the Tag unless the user updates the Tag as the Master Tag.	A valid Master Tag Name should be entered for which the users want to update metadata. Users can insert a new Tag Name if they want to create a new Tag. The maximum length allowed is 255 characters.	Each Master Tag Name is unique.

Change_Master _Or_Parent_Ta g_Template	ParentTagId	It contains the Parent Tag ID for which the user wants to map the tag.	It can be empty. If it is left empty, the Master Tag itself is considered the Parent Tag.	A valid Parent Tag ID should be entered for which the users want to map the tag. Users can copy the ID located next to the Tag's name on its Summary Page.	Each Parent Tag ID is unique.
Change_Master _Or_Parent_Ta g_Template	ParentTagName	It contains the Parent Tag ID for which the user wants to map the tag.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required.	If users try to change the parent to one that already has a child tag with the same name, whether within the same Master Tag or a new one, an error will be shown in the Job Log.
Change_Master _Or_Parent_Ta g_Template	TagId*	It contains the Tag ID corresponding to the Tag.	It is a mandatory field. If it is left empty, the template will not associated any resources.	A valid Tag ID should be entered for which the users want to change the Master Tag or Parent Tag. Users can copy the ID located next to the Tag's name on its Summary Page.	Each Tag ID is unique
Change_Master _Or_Parent_Ta g_Template	TagName	It contains the Tag Name for which the Master Tag or Parent Tag is changed	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required.	Tag name can have duplicates.
Change_Master _Or_Parent_Ta g_Template	Update as Master Tag	It contains Yes or No as the value. 'No' is shown as the default.	The field can be left empty. By default, the value is set to 'No'. If the user enters 'Yes', the Tag will be promoted to a Master Tag, overriding any previously assigned Master or Parent Tag.	Users must input Yes or No as input from the dropdown.	
Change_Master _Or_Parent_Ta g_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 associate any resources that the user inserts into the template.	Users must enter one of the following valid actions to change Master Tag or Parent Tag: Modify, No Action.	For the Action options - Modify: The Modify option is used to change the master Tag or Parent Tag of any tag. No Action: If users set this as the option and upload, any input metadata will be ignored.

Change_Master _Or_Parent_Ta g_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.	
Change_Master _Or_Parent_Ta g_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.	

Change_Master _Or_Parent_Tag_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.	
Associate_Child _Tags_Template	TagId*	It contains the Tag ID corresponding to the Tag.	It is a mandatory field. If it is left empty, the template will not associate or remove any child tags.	A valid Tag ID should be entered for which the users want to associate or remove a Child Tag. Users can copy the ID located next to the Tag's name on its Summary Page.	Each Tag ID is unique
Associate_Child _Tags_Template	ChildTagId*	It contains the Child Tag ID corresponding to the Tag.	This is a mandatory field. If left empty, the template will not perform any association or removal of child tags. To add or remove multiple child tags for a tag, the user must use separate rows—only one child tag can be added or removed per row. The user can choose a tag from any Tag hierarchy.	A valid Tag ID should be entered for which the users want to change the Parent Tag. Users can copy the ID located next to the Tag's name on its Summary Page.	Each Tag ID is unique
Associate_Child _Tags_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 associate any resources that the user inserts into the template.	Users must enter one of the following valid actions to associate or remove Child Tags: Add, Delete, No Action.	For the Action options - Add - This option associate child tags to the tag. Delete - This option removes child tags from the tag. No Action: If users set this as the option and upload, any input metadata will be ignored.

Associate_Child_Tags_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.	
Associate_Child_Tags_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.	

Associate_Child_Tags_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.	
Associated_Resources_Template	TagId*	It contains the Tag ID corresponding to the Tag.	It is a mandatory field. If it is left empty, the template will not associated any resources.	A valid Tag ID should be entered for which the users want to associate resource to. Users can copy the ID located next to the Tag's name on its Summary Page.	Each Tag ID is unique
Associated_Resources_Template	TagName	It contains the Tag Name for which metadata is updated.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required.	Tag name can have duplicates.
Associated_Resources_Template	ObjectType*	It contains the type of object that the user wants to associate the tag to.	It is a mandatory field. If it is left empty, the template will not associated any resources.	A valid object type should be selected from the given dropdown for which the users want to associate the resource.	The object types which is valid for Tags are: Schema, Table, Table Column, File File Column, Report, Report Column, Code, API, API Attribute, Term, Data Stories Data Quality Rule.
Associated_Resources_Template	ConnectionId	It contains the Connector ID to which a data object is mapped. In context of a Term, it will be the Domain and for Data Stories, it is the Story Zone.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required.	Each Connection ID is unique.

Associated_Resources_Template	ConnectionName*	It contains the Connector Name to which a data object is mapped. In context of a Term, it will be the Domain and for Data Stories, it is the Story Zone.	It is a mandatory field. If it is left empty, the template will not associated any resources to the tags.	A valid Connector Name should be entered that exactly matches the connector to which the object belongs.	
Associated_Resources_Template	SystemId(Schema ID)	It contains the Schema ID to which the object is mapped. In context of a Term, it will be the Category.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required.	Each Connection ID is unique. Schema ID will be visible only for objects type which is relevant.
Associated_Resources_Template	SystemName (Schema Name)	It contains the Schema Name to which the object is mapped to. In context of a Term, it will be the Category. For adding tags to a Schema or Data Stories, this is a mandatory field.	It can be empty.	Not required mandatorily, although it is advisable to fill this for required objects.	Schema Name will be visible only for objects type which is relevant. This column is mandatory to associate Schemas and Data Stories.
Associated_Resources_Template	ObjectId	It contains the Object ID to which the object is mapped. In context of a Term, it will be the Sub Category. For Attributes, this will serve as the corresponding objects.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required.	
Associated_Resources_Template	ObjectName	It contains the Object Name to which the object is mapped to. In context of a Term, it will be the Sub Category. For Attributes, this will serve as the corresponding objects.	It can be empty.	Not required mandatorily, although it is advisable to fill this for required objects.	Object Name will be visible only for objects type which is relevant. This column is mandatory to associate Tables, Files, Reports, Codes, APIs, Data Quality Rule.
Associated_Resources_Template	FieldId	It contains the Field ID to which the attribute or object is mapped.	It can be empty. Even if it is not empty, it is ignored during upload.	Not Required.	

Associated_Resources_Template	FieldName	It contains the Field Name to which the object is mapped to.	It can be empty.	Not required mandatorily, although it is advisable to fill this for required objects.	Object Name will be visible only for objects type which is relevant. This column is mandatory to associate Table Columns, File Columns, Report Columns, API Attributes, Terms.
Associated_Resources_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 associate any resources that the user inserts into the template.	Users must enter one of the following valid actions to associate resources: Add, No Action.	For the Action options - Add: Add is used to associate resources to a Tag. No Action: If users set this as the option and upload, any input metadata will be ignored.
Associated_Resources_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.	

Associated_Resources_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.	
Associated_Resources_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.	

Note: The Create Tag & Associate Child Tags sheets of the Template with Data for Tags will be empty.