

## Using the Identify Document Feature to Restore Missing Metadata

AIA Contract Documents relies on certain metadata to identify the files generated by the online service. Metadata removal tools delete important data from your offline documents, including information in the document properties, and may prevent these documents from being finalized. The Identify Document feature helps add missing data back to offline (Word) drafts generated by the online service.

### Steps for restoring missing metadata using the Identify Document feature

#### Step 1 – From Projects



- a. Select the Project that contains the file in question

The screenshot displays the 'Project Details' page for 'Identify Document Example'. On the left, there are navigation buttons for 'Create New Project' and 'Archive Projects', a 'Sort By' dropdown set to 'Modified Date', and a project selection list with 'Identify Document Example' selected. The main content area shows the project name and a 'View Project Data' link. Below this is a section titled 'Identify Document Example - Documents' with 'Create Document' and 'Import File' buttons. A green banner indicates 'Document deleted successfully'. A table lists documents with columns for Document ID, Type, Document Name, Status, Last Modified, and More Actions.

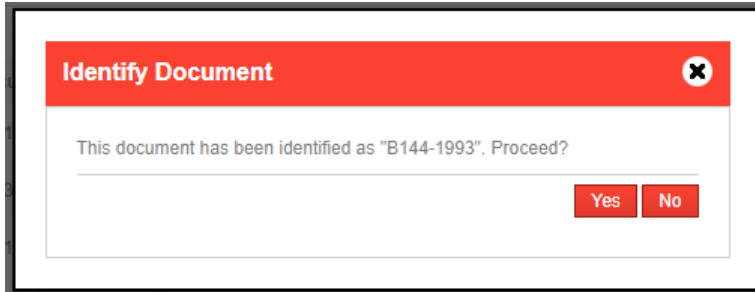
Document ID	Type	Document Name	Status	Last Modified	More Actions
A101-2017	📄	A101-2017 - Working Draft - 001	Draft	09/10/2018 08:59 AM	Finalize
A103-2017	📄	A103-2017 - Working Draft - 001	Draft	09/10/2018 09:00 AM	Finalize
A701-2018	📄	A701-2018 - Working Draft - 001	Draft	09/10/2018 09:04 AM	Finalize
Other	🔄	MacysB44139	Other	09/10/2018 09:01 AM	Finalize

# AIA Contract Documents

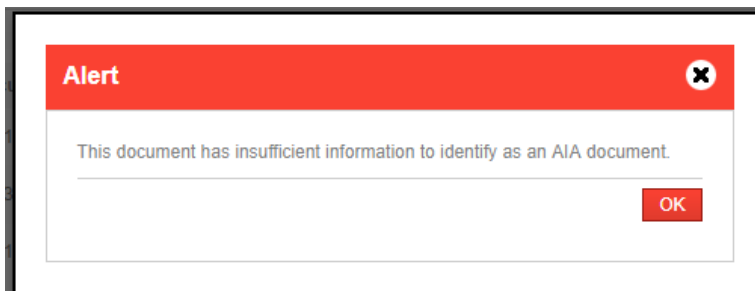
b. In the **Document ID** column next to the document, click on the Identify Document icon

A701-2018		A701-2018 - Working Draft - 001	Draft	09/10/2018 09:04 AM	Finalize	More Actions
Other		MacysB44139	Other	09/10/2018 09:01 AM	Finalize	More Actions

c. Confirm that the system has correctly identified the template number; click **Yes** to proceed.



If the system is unable to identify the document, an alert will be shown.



Once the metadata has been restored, the Document ID and Status information will be updated, and the file can be Variance Checked and Finalized as needed.

## Additional Resources

**Training Tools** – We provide training tools such as webinars, video tutorials, and beginner’s guides

**Knowledge Base** – Our [Knowledge Base](#) is searchable and includes information to Getting Started and frequently asked questions on Document and Software.

**Customer Support Site** – Need help? Find out all the ways you can get AIA Contract Documents support.

**Offline Editing** – Steps for Offline Editing. [Watch video >](#)

**Online Editing** – Steps for Online Editing. [Watch video >](#)