Exporting and importing your Track metadata

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Users on our **Plus**, **Pro**, and **Enterprise** plans can request metadata .csv exports for bulk track metadata editing.

At a glance

Exporting and re-importing your Track metadata makes it easy to view, filter, and edit in bulk.

Requesting a CSV export of your Track metadata from your DISCO

You can either request an export of all Tracks in your DISCO, or all Tracks contained in a single Playlist, Channel, Folder, or Subfolder. If you're requesting an export of Tracks from a Subfolder, make sure to also include the name of the parent Channel (e.g. My Channel > Cool Jazz).

To request a CSV export, contact our Support team. We'll generally process these requests within 1 business day.

Once exported, we will send you a CSV file that you can open in any spreadsheet program, such as Excel or Google Sheets.

> ***Note:*** *Any tracks that were not in your DISCO at the time of the export will not be included in the CSV.*

Understanding the columns in your CSV file

All Track metadata exports include columns for each of the **DISCO standard metadata fields**, plus any custom fields you have added to your DISCO.

The spreadsheet below contains information on each of the DISCO standard metadata fields (aside from Writer information, which is available upon request). This table includes how these fields are displayed in your CSV file, and how they are displayed in DISCO:

Requesting a CSV import of your Track metadata into your DISCO

After editing your Track metadata via the CSV file, you can contact our Support team to re-import the file into your DISCO.

Before requesting an import of your Track metadata:

- Keep in mind that we can only import CSVs that were originally provided to you by DISCO.
- When importing metadata into DISCO from another source, you will likely need to figure out how to best map your existing fields to the fields that DISCO uses.

    - Refer to the spreadsheet above to make sure the metadata in your file is mapped to the appropriate DISCO standard metadata field.
- Double-check to make sure the metadata in your CSV file is correct.

> ***Important:***
> - *Importing your Track metadata via a CSV file will overwrite existing metadata in your DISCO.*
> - *Any edits that you make manually to your track metadata after submitting this request may not be applied properly.*
> - *Any edits that you make manually to your track metadata before the import is processed will be overwritten by the imported CSV.*

To request an import of your Track metadata via CSV, contact our Support team. Most import requests take up to 2-3 business days.

When making your request, be sure to let us know:

- which columns you made edits to
- which specific fields you edited (e.g. Title, Album, BPM, Lyrics, etc.)

> ***Important:*** *If you're not using a URL that was sent to you by DISCO, please make sure to set the document's permissions to allow "Anyone with the link" to edit it.*
