Use Agents

An **Agent** is a type of structured data in Mandala that describes a person.

Agents include data for dates, locations, roles, and other notes. This lets you link people to an image. Each image requires at least one agent, and you can add multiple agents to an image.

- Add an Agent
- Edit an Agent
- Delete an Agent

Add an Agent

1. Edit or create the image
   - Learn more at Edit an Image's Metadata and Upload an Image
2. Click **Required Image Info**
3. Click **Add New Agent**
4. Enter the agent's name
   - This field is required
5. Choose their role
6. Enter dates in a MM/DD/YEAR format
7. Click **Agent Place(s)** to enter a place associated with the agent
   - This field uses Knowledge Maps
8. Enter any notes about the agent
9. Click **Create Agent**
   - Your person will appear in the list of agents
10. Click **Save** at the bottom of the form
    - Your image with your new agent will open

Edit an Agent

1. Edit or create the image
   - Learn more at Edit an Image's Metadata and Upload an Image
2. Click **Required Image Info**
3. Click **Edit** next to the Agent's entry
4. Make your changes to the fields
5. Click **Update Node**
   - Your changes to the agent will save
6. Click **Save** at the bottom of the form
   - Your image with your new agent will open

Delete an Agent

1. Edit or create the image
   - Learn more at Edit an Image's Metadata and Upload an Image
2. Click **Required Image Info**
3. Click **Delete** next to the Agent's entry
   - You'll see a confirmation message

4. Click the **trashcan icon** to confirm the delete
   - The agent will disappear from the list

5. Click **Save** at the bottom of the form
   - Your image with your new agent will open