Create a custom metadata schema for entries

Content updated: 08/20/2019

This article is designated for administrators.

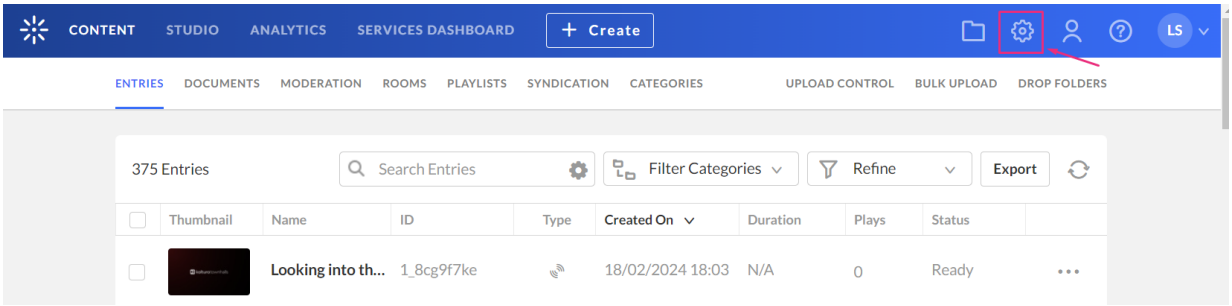
About

A custom metadata schema helps organize content better by adding specific details through created fields, making it easier to find and manage digital assets.

To learn more about metadata and custom metadata, check out our article Custom data.

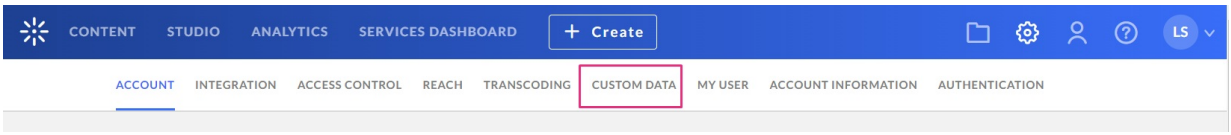
Access the Custom Data page

1. Log into your Rich Media CMS.
2. Click the **Settings** gear icon at the right of the navigation menu.



The sub-menu displays.

3. Click the **Custom Data** tab.

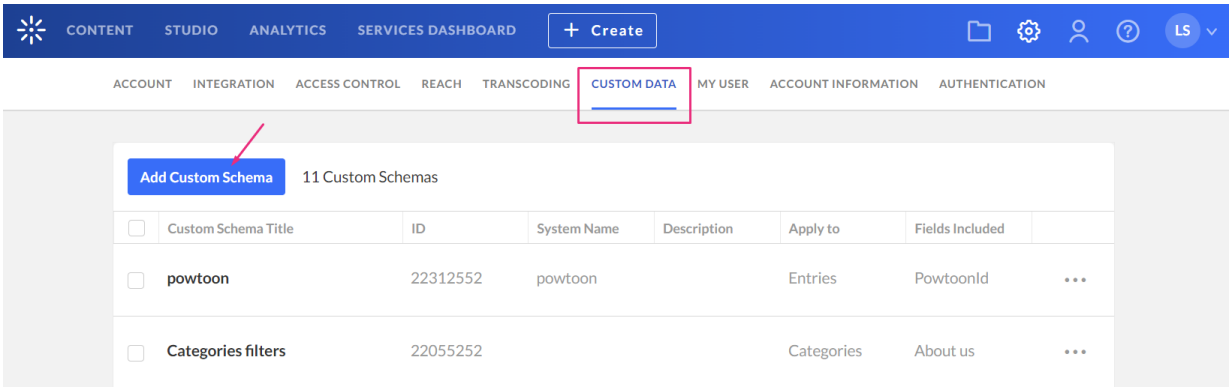


The 'Custom Data' page displays.

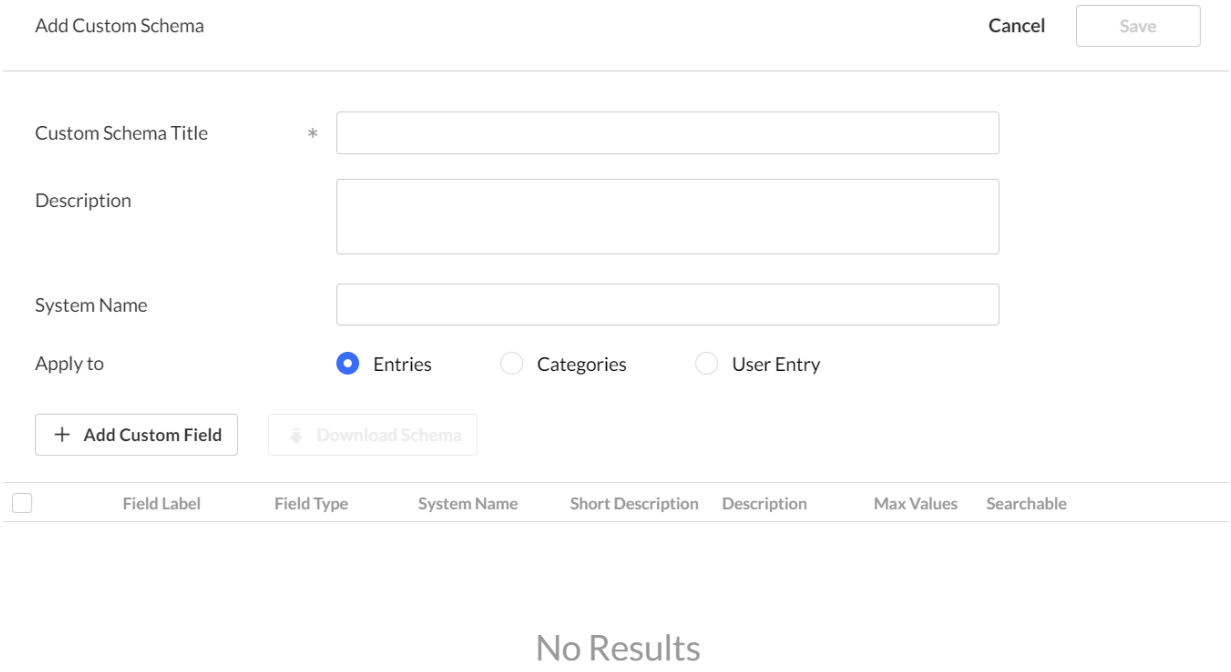
Create a custom metadata schema

1. Click **Add Custom Schema**.

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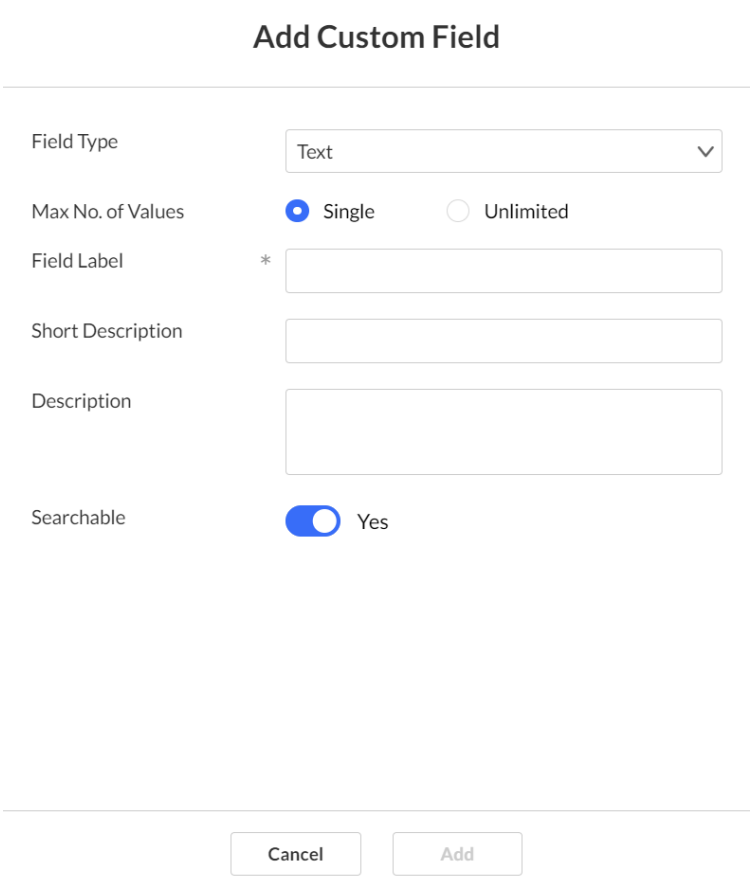
The 'Add Custom Schema' window displays.



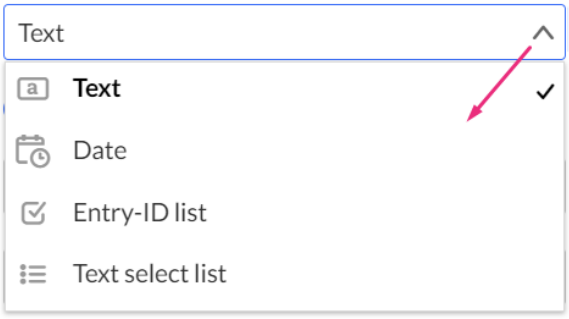
2. Complete the following fields:
   - **Custom Schema Title** - add a title (for example, *Main Schema*)
   - **Description** - optional
   - **System name** - optional - This field is required if you are uploading content using Bulk XML files or if you need access to the schema via the API. Enter an System Name if you plan on filtering by topics in Content Hubs.
   - **Apply to** - select **Entries**
3. Click **+ Add Custom Field**.

   The 'Add Custom Field' window displays.

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4. Complete the following fields:
   - **Field Type** - select from the drop-down menu.



You can add the following types of fields:

- **Text** – gives you the option to add values in free text
- **Date** - this is a date field which will allow users to add a date
- **Entry ID list** - a list to a different entry (asset) that can be used to create compound structure, for example, for related videos, or linking a trailer to a full-length film
- **Text select list** – lets you define a preset list of values (for example, countries or months). Users choose from a dropdown instead of entering free

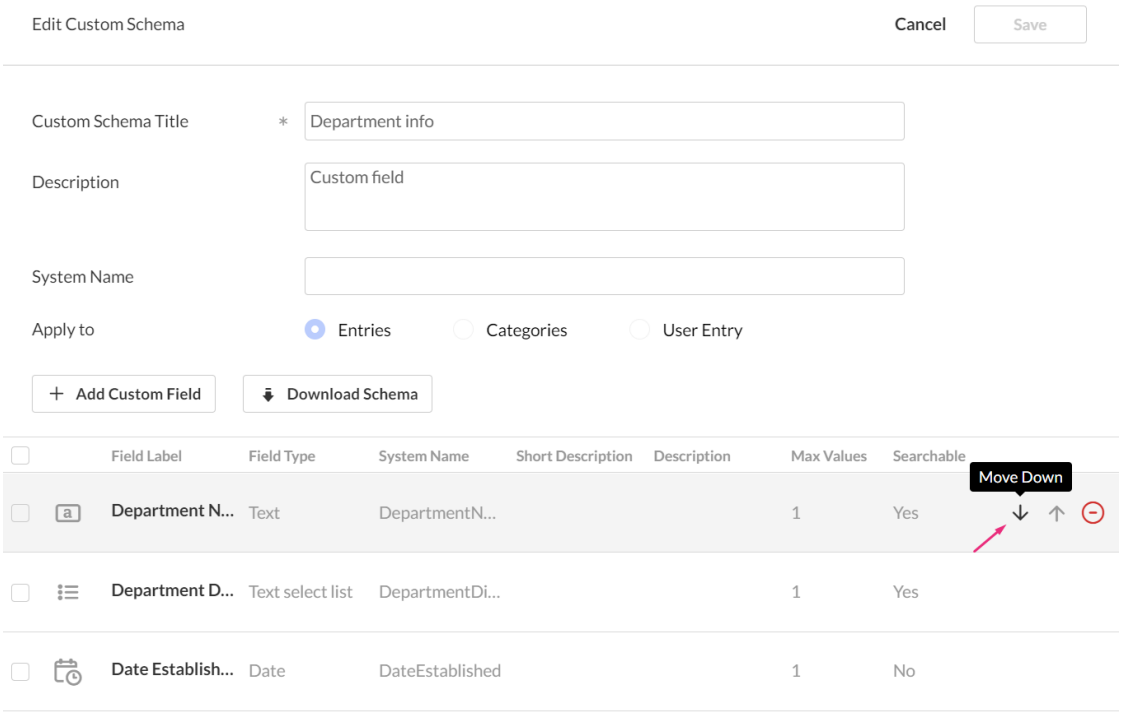
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text. Only Text select list fields are available as filters in the Rich Media CMS.

- **Max No. of Values** - single is default, or choose unlimited to add as many values as desired
- **Field Label** - type a name for the metadata field
- **Short description** - optional
- **Description** - optional
- **Searchable** - enabling this allows the metadata to be findable in the search results

5. Click **Add** to save the custom field.

You can use the up / down arrows to change the order of the fields.



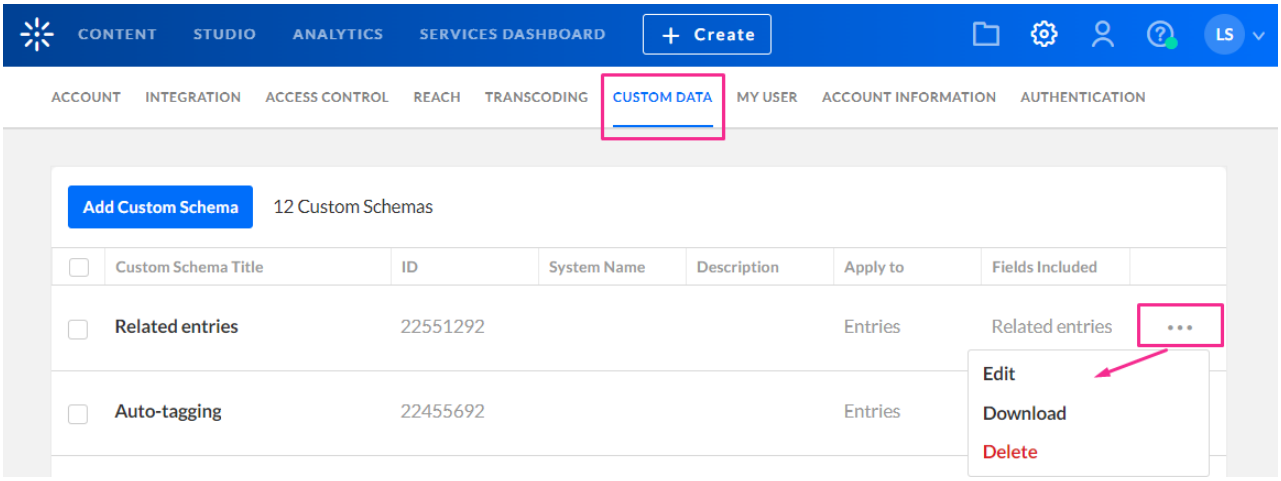
6. Click **Save**.

Edit your schema

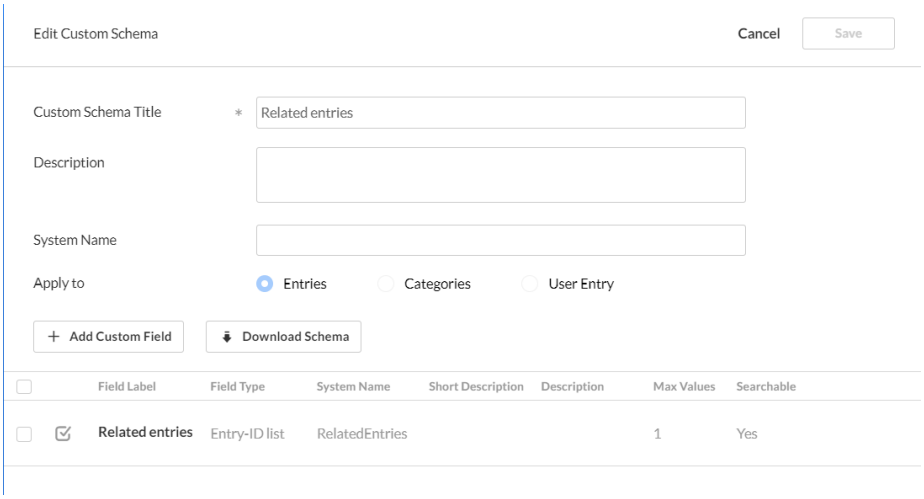
1. Click the **three-dot menu** on the entry line.
2. Click **Edit**.

Schemas created outside the Rich Media CMS display in gray with an asterisk (*) next to the schema name and can't be edited in the Rich Media CMS. The schema remains active and can still be used by Kaltura applications.

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The 'Edit Custom Schema' page displays.

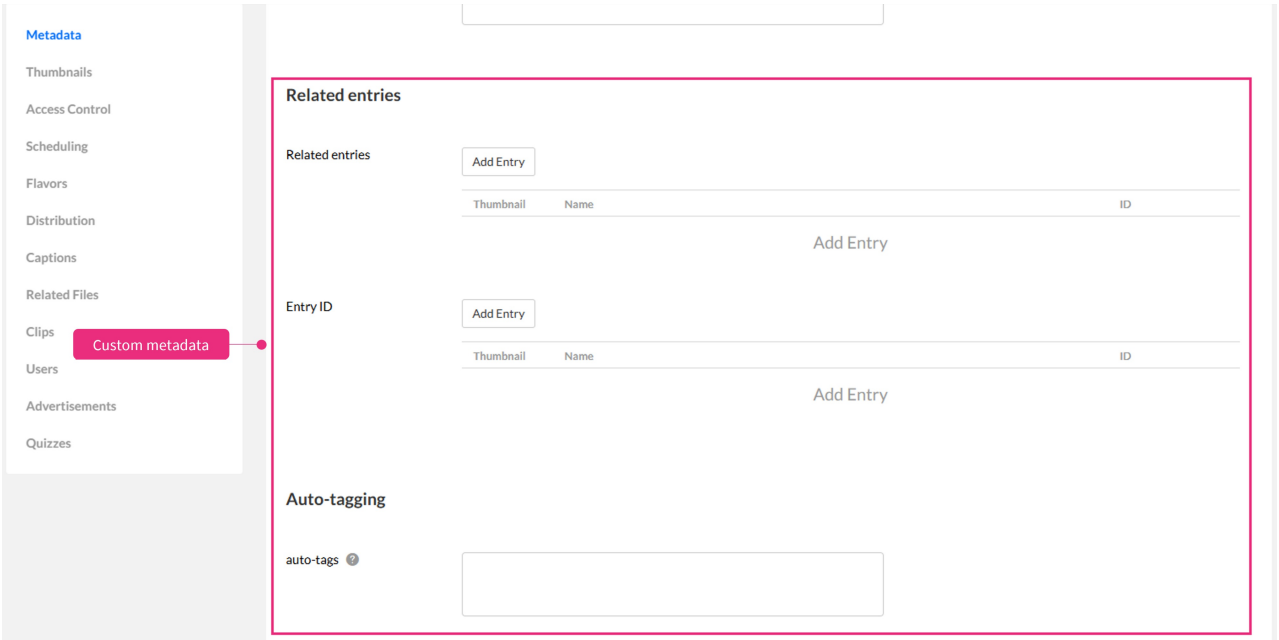


3. Make the desired changes, then click **Save**.

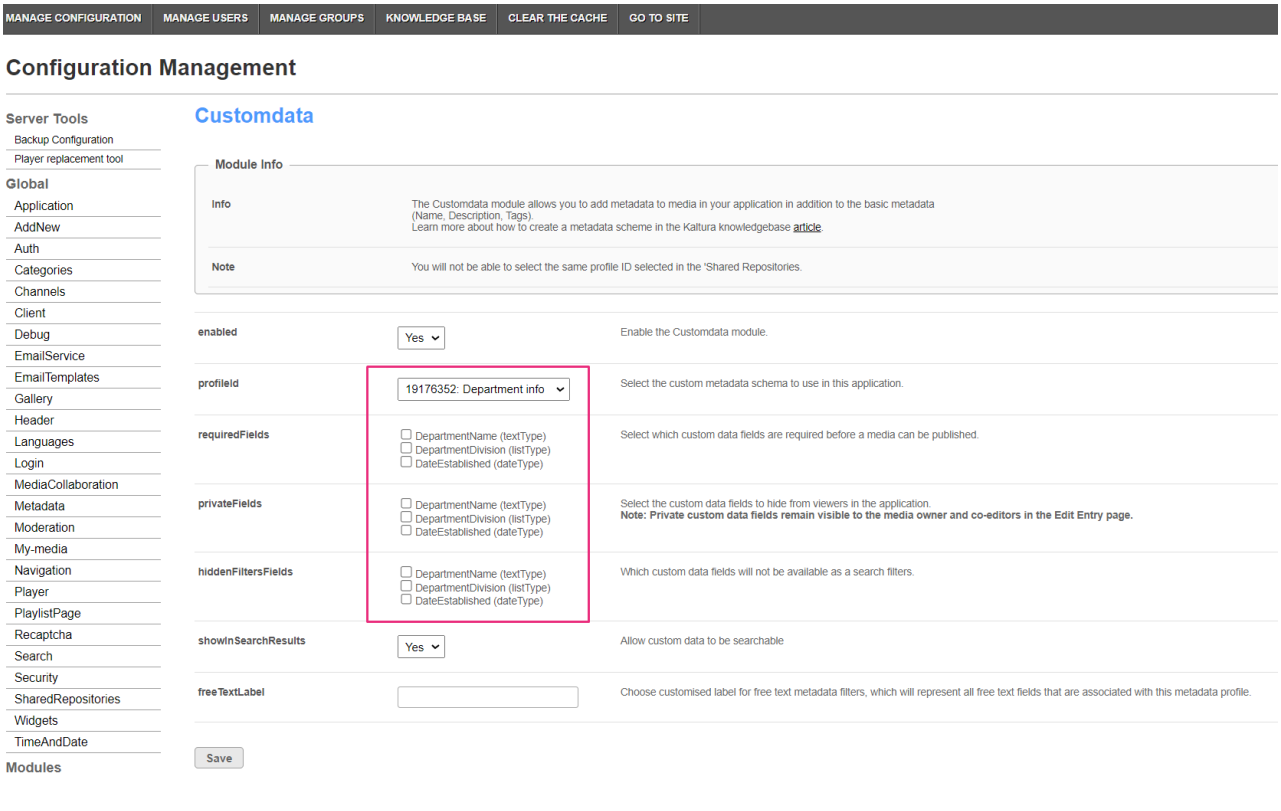
Removing metadata fields will remove them from the metadata of all existing entries that use the schema, and there’s no way to revert this change.

End result

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Now that you have created your schema, you can apply it to your Content Hub by selecting it in the Customdata module (as shown below).



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