

Create a custom metadata schema for entries

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 This article is designated for administrators.

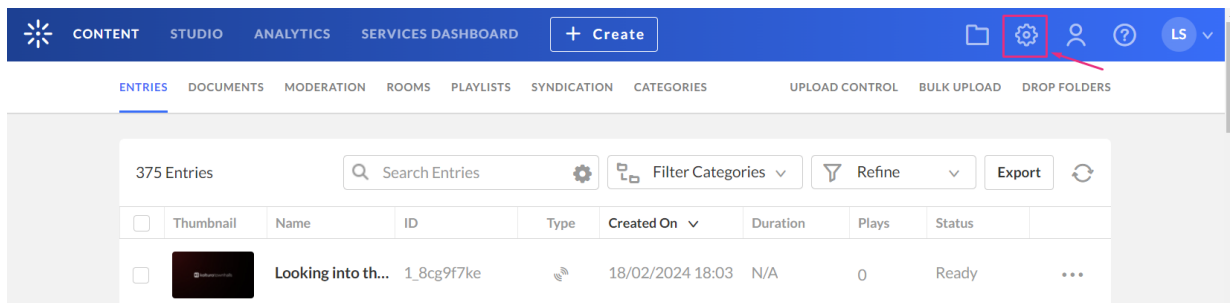
About

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](#).

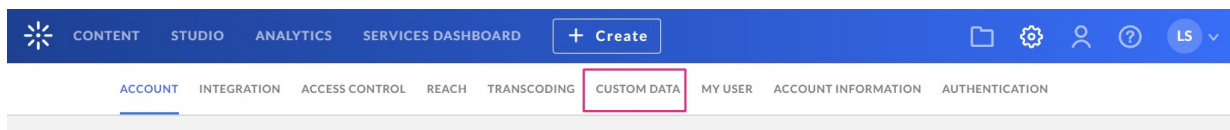
Access the Custom Data page

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



The sub-menu displays.

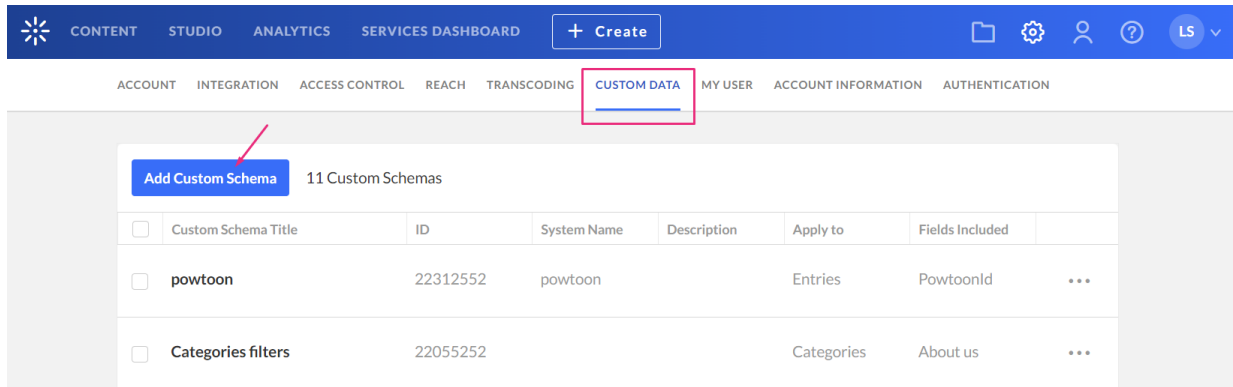
3. Click the **Custom Data** tab.



The Custom Data page displays.

Create a custom metadata schema

1. Click **Add Custom Schema**.



The **Add Custom Schema** window displays.

Add Custom Schema
Cancel
Save

Custom Schema Title *

Description

System Name

Apply to Entries Categories User Entry

| <input type="checkbox"/> | Field Label | Field Type | System Name | Short Description | Description | Max Values | Searchable |
|--------------------------|-------------|------------|-------------|-------------------|-------------|------------|------------|
|--------------------------|-------------|------------|-------------|-------------------|-------------|------------|------------|

No Results

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 the Video Portal.
- **Apply to** - Select **Entries**.

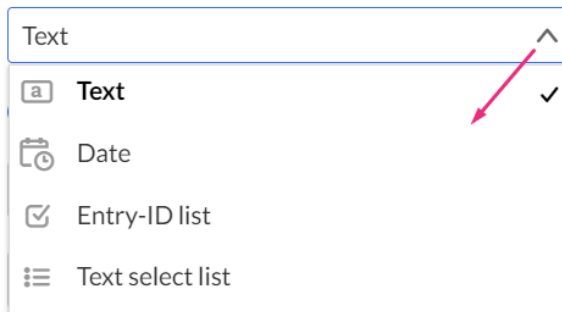
3. Click **+ Add Custom Field**.

The Add Custom Field window displays.

Add Custom Field

| | |
|-------------------|---|
| Field Type | <input type="text" value="Text"/> |
| Max No. of Values | <input checked="" type="radio"/> Single <input type="radio"/> Unlimited |
| Field Label * | <input type="text"/> |
| Short Description | <input type="text"/> |
| Description | <input type="text"/> |
| Searchable | <input checked="" type="checkbox"/> Yes |

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** - This allows the publisher to set a predefined list of fields to be used. After entering the values, you are presented with a select box to

choose a value from the existing list (for example countries, months). Note, only the Text select list type is available under KMC filters for filtering through data.

- **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** - You might want to make sure the searchable button is enabled, this will allow 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.

Edit Custom Schema
Cancel Save

Custom Schema Title *

Description

System Name

Apply to Entries Categories User Entry

+ Add Custom Field Download Schema

| <input type="checkbox"/> | Field Label | Field Type | System Name | Short Description | Description | Max Values | Searchable | |
|--------------------------|-------------------|------------------|-----------------|-------------------|-------------|------------|------------|---|
| <input type="checkbox"/> | Department N... | Text | DepartmentN... | | | 1 | Yes | <div style="position: relative; height: 20px;"> <div style="position: absolute; top: -10px; left: 50%; transform: translate(-50%, -50%); background-color: black; color: white; padding: 2px;">Move Down</div> <div style="display: flex; justify-content: center; align-items: center;"> ↓ ↑ ⊖ </div> </div> |
| <input type="checkbox"/> | Department D... | Text select list | DepartmentDi... | | | 1 | Yes | |
| <input type="checkbox"/> | Date Establish... | Date | DateEstablished | | | 1 | No | |

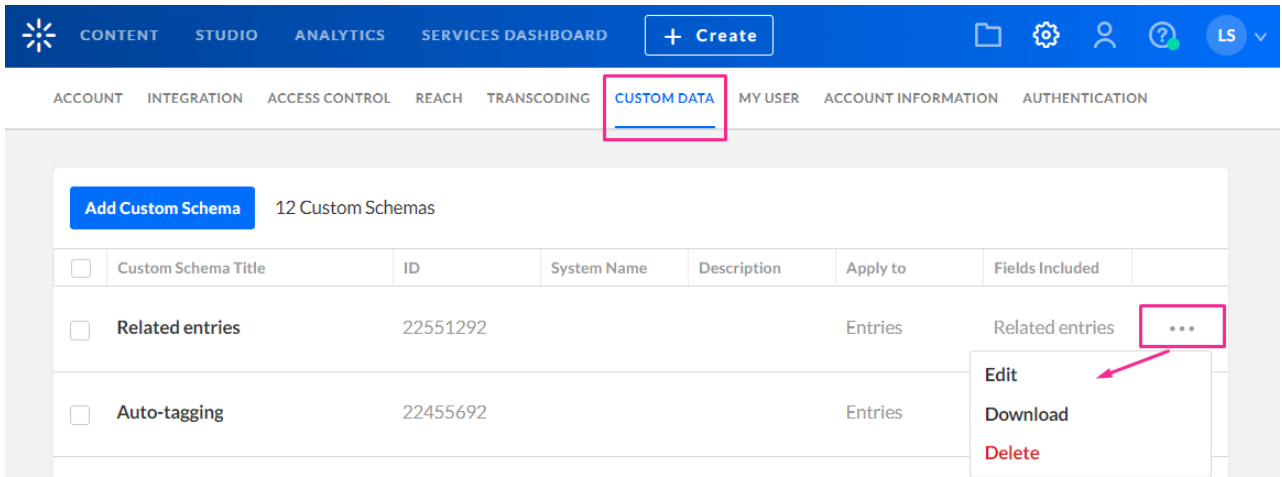
6. Click **Save**.

Edit your schema

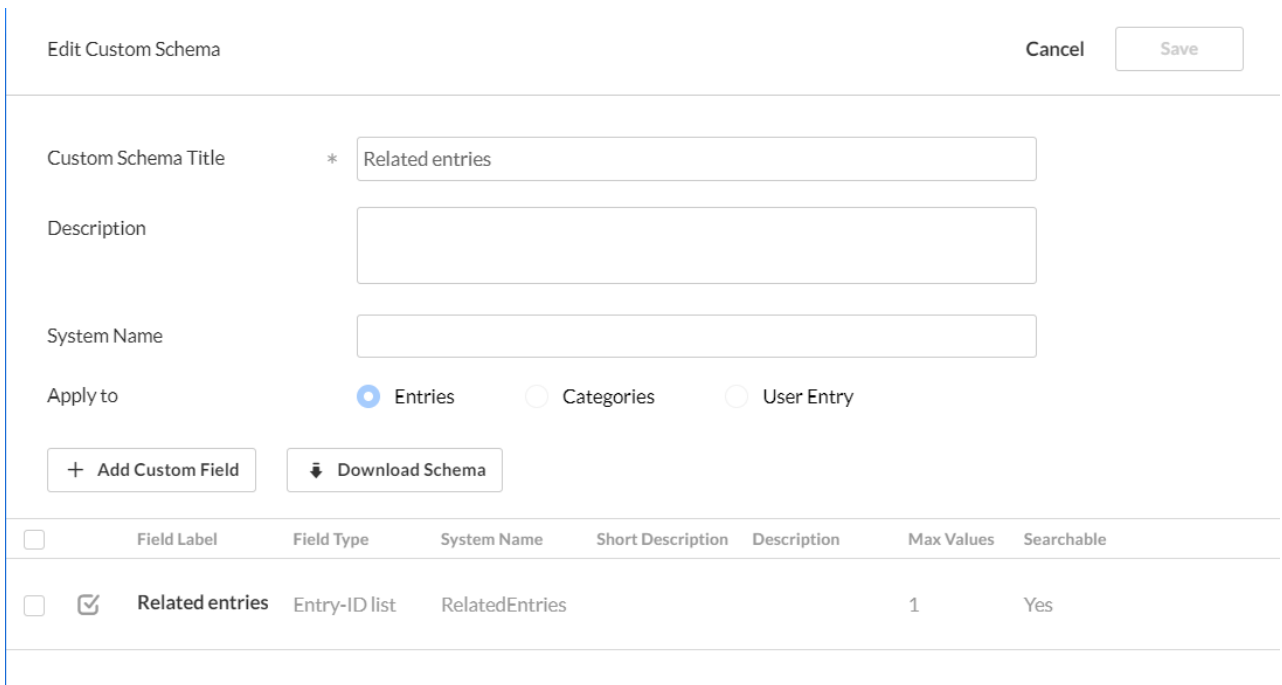
1. Click the **three dots menu** on the entry line.
2. Click **Edit**.



Some schemas that were created outside the KMC are not editable.



The Edit Custom Schema page displays.



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

End result

Now that you have created your schema, you can apply it to your video portal site by selecting it in the [Customdata](#) module (as shown below).

Configuration Management

Server Tools

Backup Configuration
Player replacement tool

Global

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AddNew
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Client

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My-media

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PlaylistPage

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SharedRepositories

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Modules

Customdata

Module Info

Info The Customdata module allows you to add metadata to media in your application in addition to the basic metadata (Name, Description, Tags).
Learn more about how to create a metadata scheme in the Kaltura knowledgebase [article](#).

Note You will not be able to select the same profile ID selected in the 'Shared Repositories'.

| | | |
|-------------------------------------|---|--|
| enabled | <input type="checkbox"/> Yes | Enable the Customdata module. |
| profileid | 19176352: Department info | Select the custom metadata schema to use in this application. |
| requiredFields | <input type="checkbox"/> DepartmentName (textType) <input type="checkbox"/> DepartmentDivision (listType) <input type="checkbox"/> DateEstablished (dateType) | Select which custom data fields are required before a media can be published. |
| privateFields | <input type="checkbox"/> DepartmentName (textType) <input type="checkbox"/> DepartmentDivision (listType) <input type="checkbox"/> DateEstablished (dateType) | Select the custom data fields to hide from viewers in the application. Note: Private custom data fields remain visible to the media owner and co-editors in the Edit Entry page. |
| hiddenFiltersFields | <input type="checkbox"/> DepartmentName (textType) <input type="checkbox"/> DepartmentDivision (listType) <input type="checkbox"/> DateEstablished (dateType) | Which custom data fields will not be available as a search filters. |
| showinSearchResults | <input type="checkbox"/> Yes | Allow custom data to be searchable |
| freeTextLabel | <input type="text"/> | Choose customised label for free text metadata filters, which will represent all free text fields that are associated with this metadata profile. |
| <input type="button" value="Save"/> | | |