

Create a custom metadata schema for entries

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This article is designated for administrators.

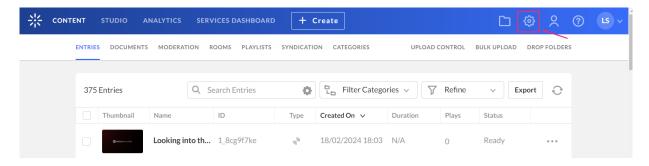
About

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.

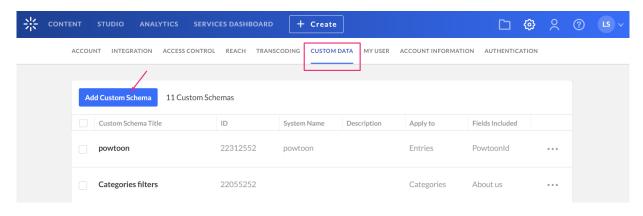


The 'Custom Data' page displays.

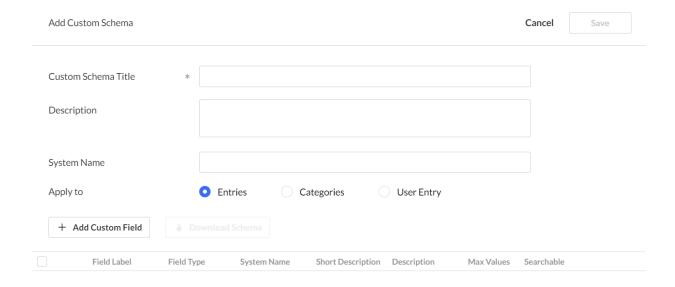
Create a custom metadata schema

1. Click Add Custom Schema.





The 'Add Custom Schema' window displays.



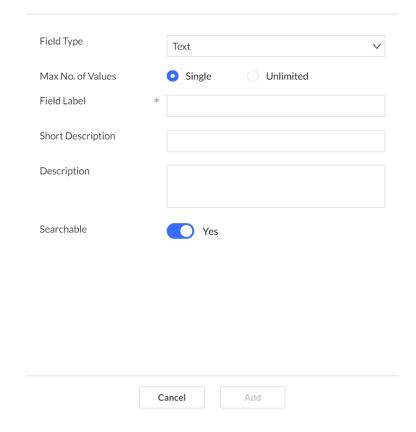
No Results

- 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.

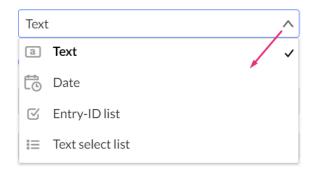
The 'Add Custom Field' window displays.



Add Custom Field



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



You can add the following types of fields:

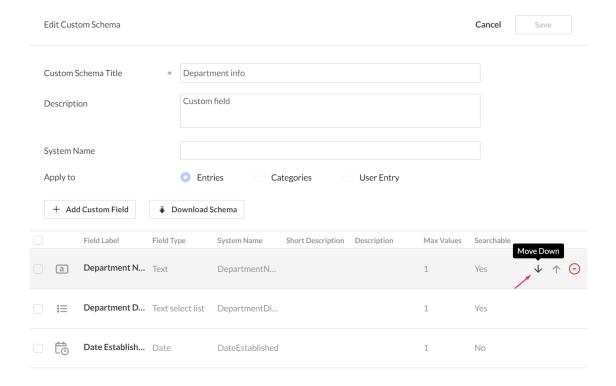
- Text gives you the option to add values in free text
- Date this is a date field which will allow users to add a date
- Entry ID list a list to a different entry (asset) that can be used to create compound structure, for example, for related videos, or linking a trailer to a full-length film
- Text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



text. Only Text select list fields are available as filters in the KMC.

- Max No. of Values single is default, or choose unlimited to add as many values as desired
- o Field Label type a name for the metadata field
- Short description optional
- o **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.

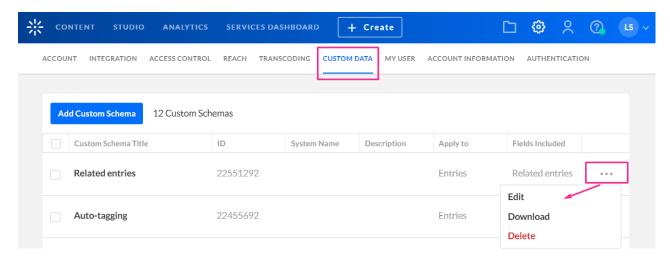
Edit your schema

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

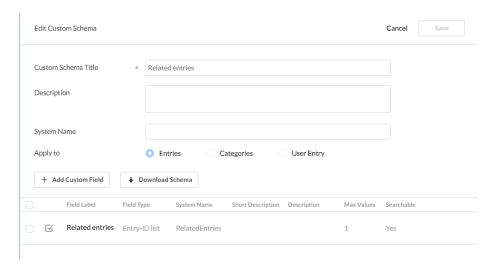


Some schemas that were created outside the KMC are not editable.





The 'Edit Custom Schema' page displays.



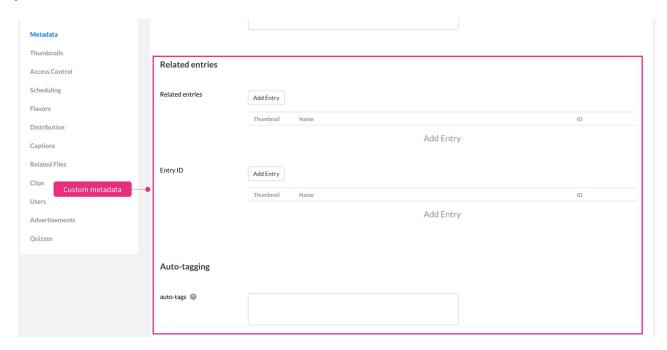
3. Make the desired changes, then click **Save**.



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





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).

