

Create a custom metadata schema for entries

Last Modified on 05/06/2026 8:40 pm IDT

 This article is designated for administrators.

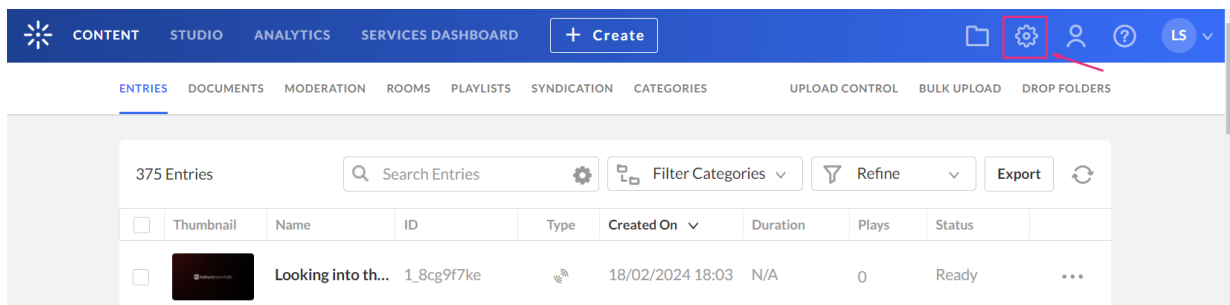
About

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](#).

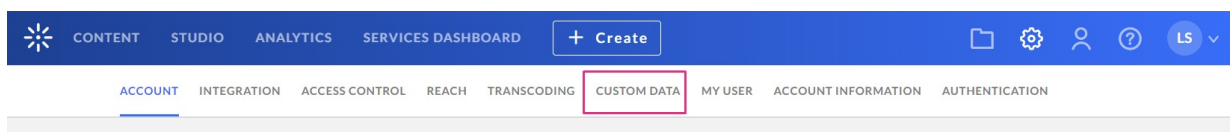
Access the Custom Data page

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



The sub-menu displays.

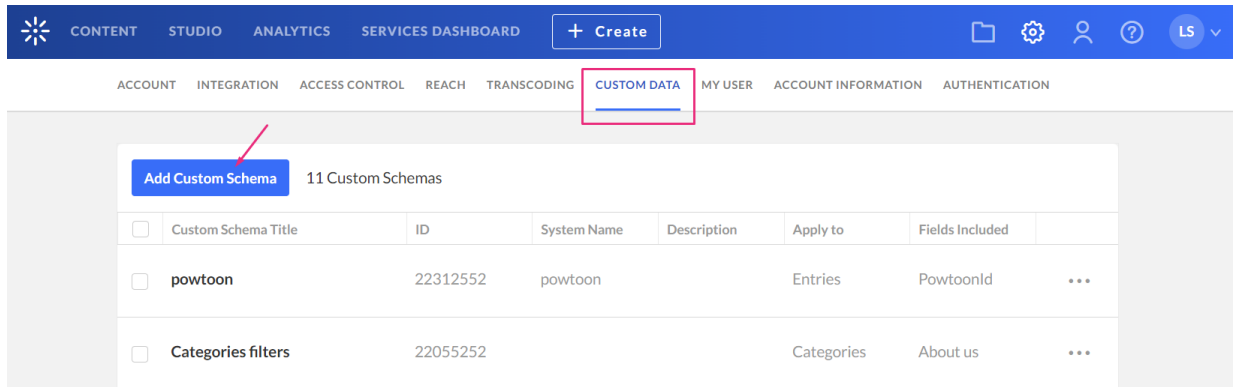
3. Click the **Custom Data** tab.



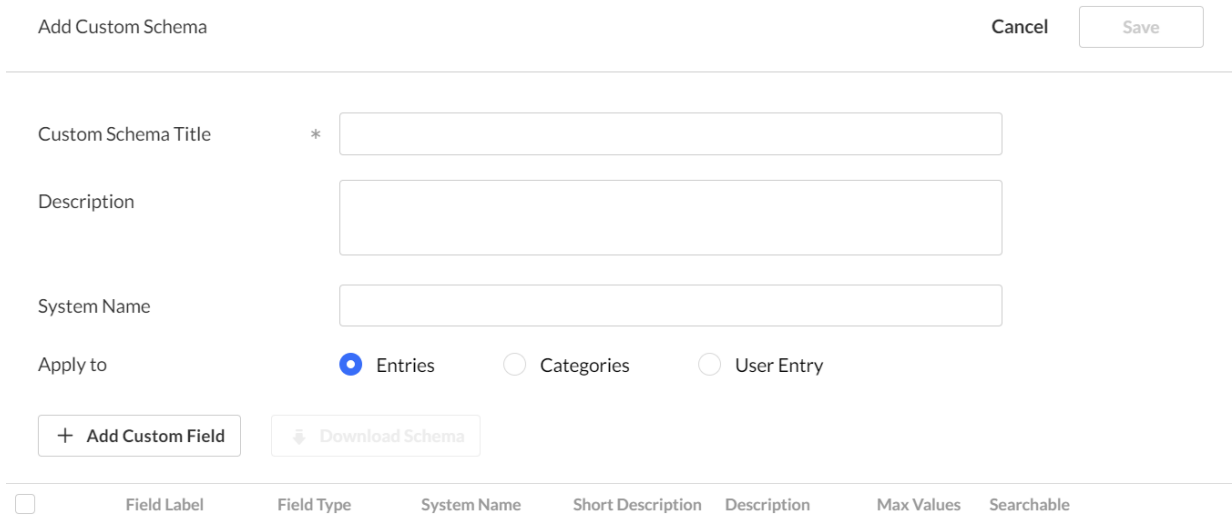
The 'Custom Data' page displays.

Create a custom metadata schema

1. Click **Add Custom Schema**.



The 'Add Custom Schema' window displays.



The 'Add Custom Schema' window is shown. It has a title bar with 'Add Custom Schema' on the left and 'Cancel' and 'Save' buttons on the right. The form contains the following elements:

- Custom Schema Title**: A required text input field with an asterisk (*).
- Description**: A text input field.
- System Name**: A text input field.
- Apply to**: Three radio buttons: 'Entries' (selected), 'Categories', and 'User Entry'.
- + Add Custom Field**: A button to add a new field.
- Download Schema**: A button to download the schema.

At the bottom of the window, a table header is visible with the following columns: Field Label, Field Type, System Name, Short Description, Description, Max Values, and 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**

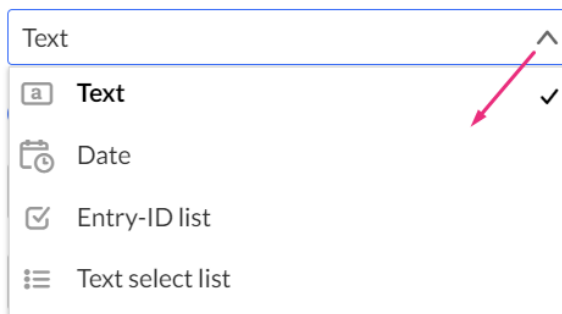
3. Click **+ Add Custom Field**.

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** - 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 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.

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="border: 1px solid black; padding: 2px; display: inline-block;">Move Down</div>
<input type="checkbox"/>	Department D...	Text select list	DepartmentDi...			1	Yes	
<input type="checkbox"/>	Date Establish...	Date	DateEstablished			1	No	

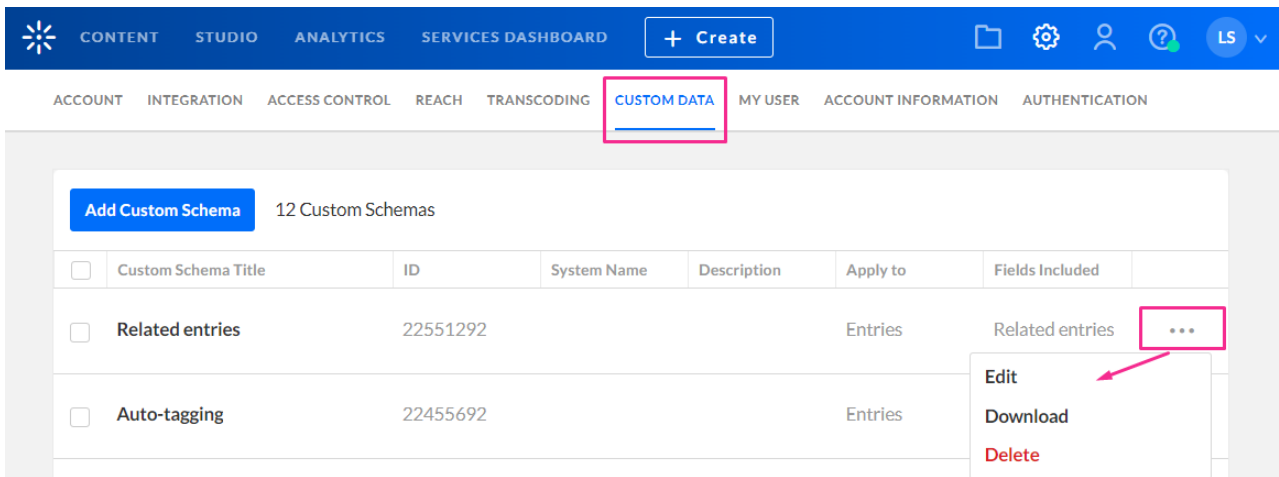
6. Click **Save**.

Edit your schema

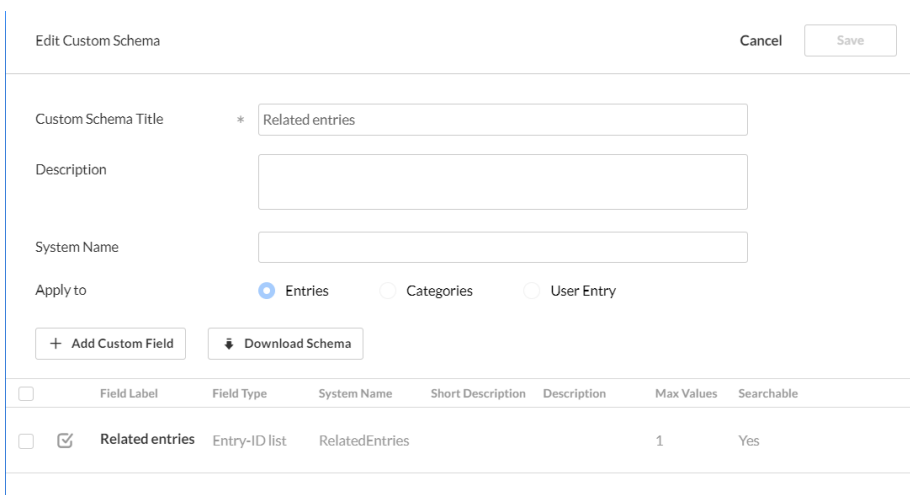
1. Click the **three-dot menu** on the entry line.
2. Click **Edit**.



Some schemas that were created outside the Rich Media CMS are not editable.



The 'Edit Custom Schema' page displays.

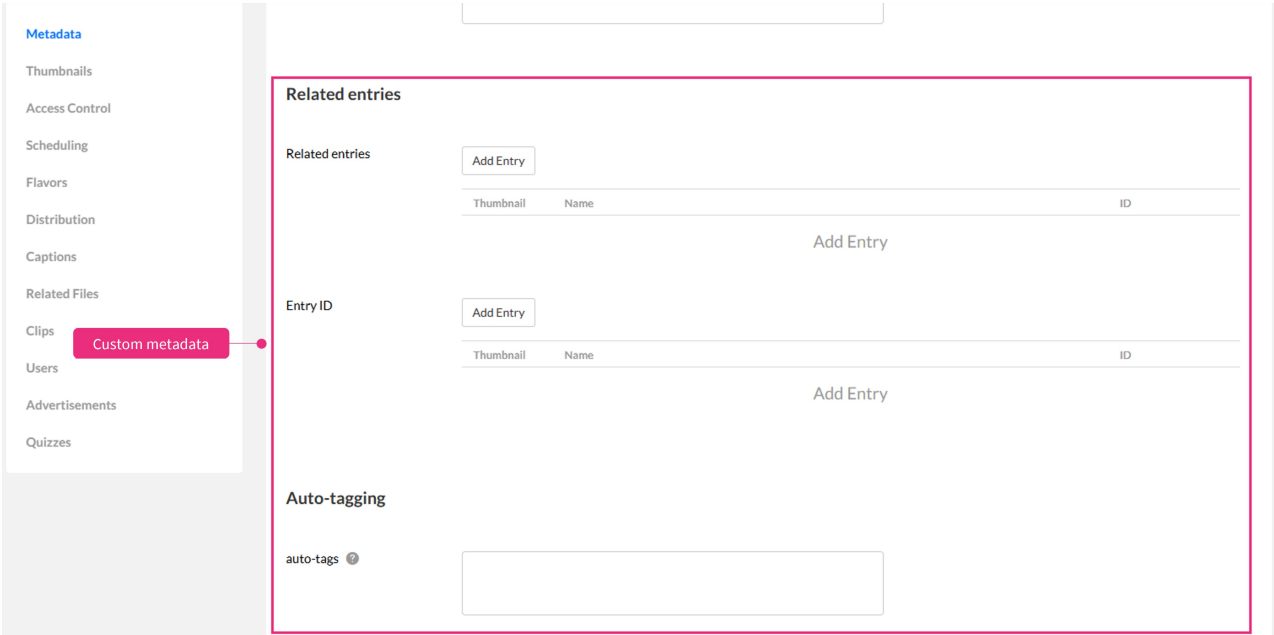


3. Make the desired changes, then click **Save**.

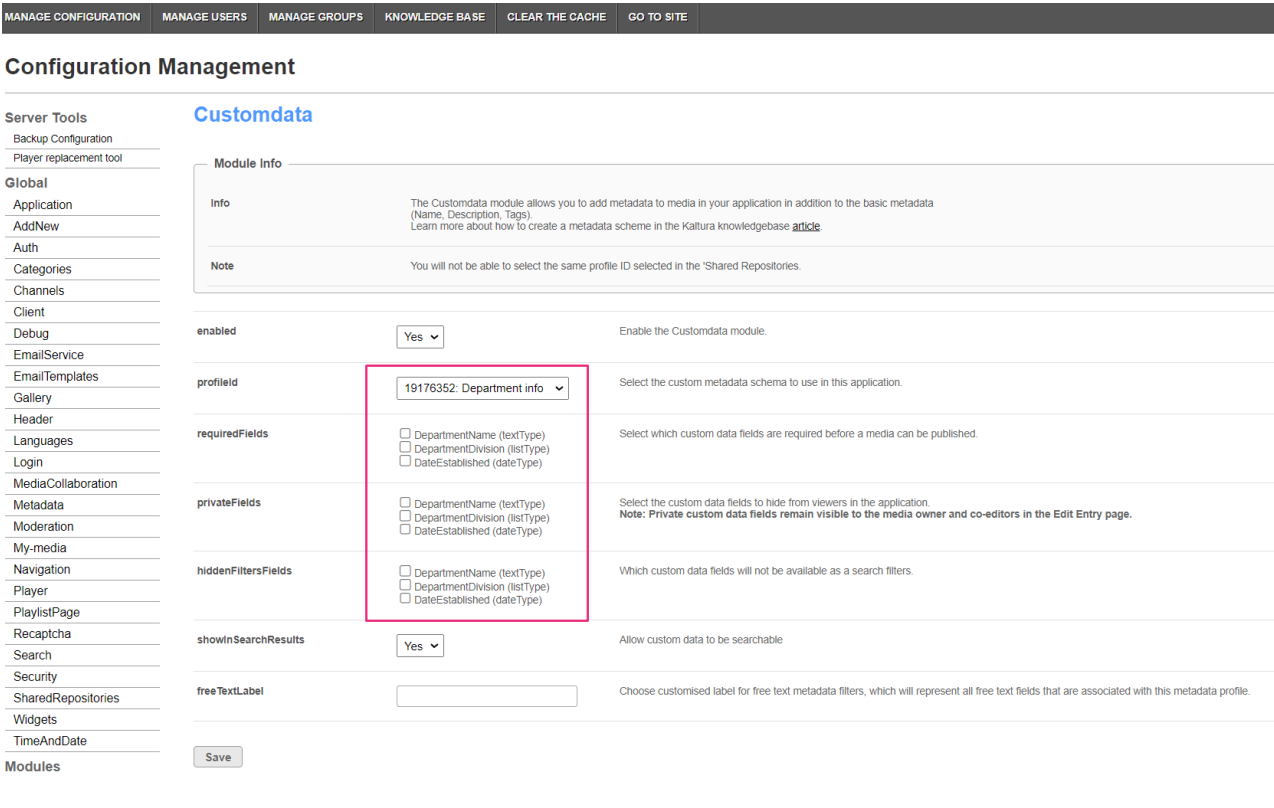


Removing metadata fields will remove them from the metadata of all existing entries that use the schema, and there's no way to revert this change.

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).



Configuration Management

Server Tools
 Backup Configuration
 Player replacement tool

Global
 Application
 AddNew
 Auth
 Categories
 Channels
 Client
 Debug
 EmailService
 EmailTemplates
 Gallery
 Header
 Languages
 Login
 MediaCollaboration
 Metadata
 Moderation
 My-media
 Navigation
 Player
 PlaylistPage
 Recaptcha
 Search
 Security
 SharedRepositories
 Widgets
 TimeAndDate

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 Yes Enable the Customdata module.

profileId 19176352: Department info Select the custom metadata schema to use in this application.

requiredFields
 DepartmentName (textType)
 DepartmentDivision (listType)
 DateEstablished (dateType)
 Select which custom data fields are required before a media can be published.

privateFields
 DepartmentName (textType)
 DepartmentDivision (listType)
 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
 DepartmentName (textType)
 DepartmentDivision (listType)
 DateEstablished (dateType)
 Which custom data fields will not be available as a search filters.

showInSearchResults Yes Allow custom data to be searchable.

freeTextLabel Choose customised label for free text metadata filters, which will represent all free text fields that are associated with this metadata profile.

Save