

Create a custom metadata schema for entries

Last Modified on 05/22/2026 11:52 am IDT

 This article is designated for administrators.

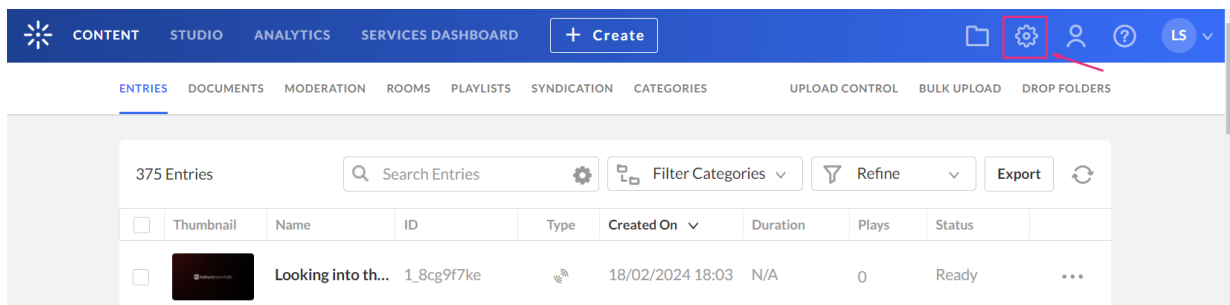
About

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](#).

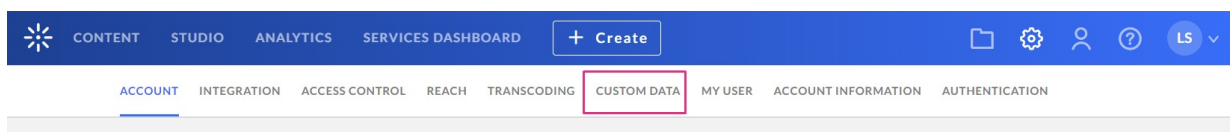
Access the Custom Data page

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



The sub-menu displays.

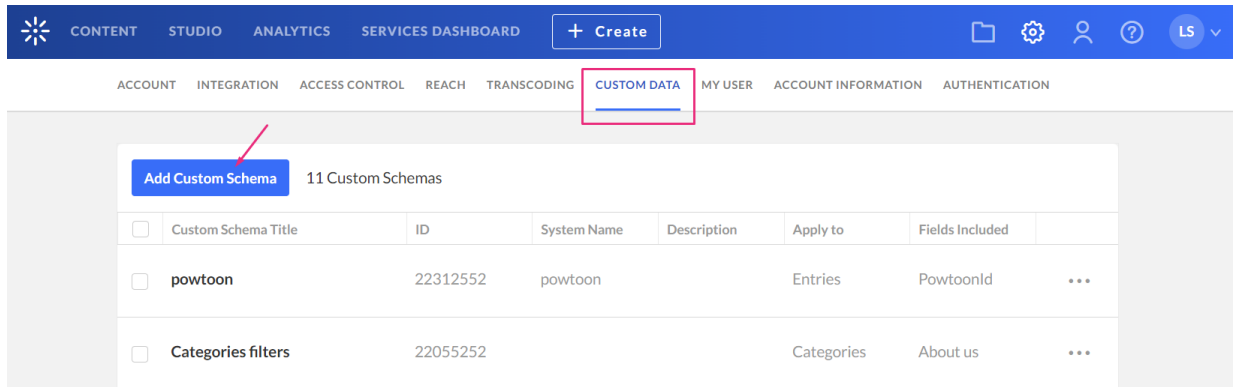
3. Click the **Custom Data** tab.



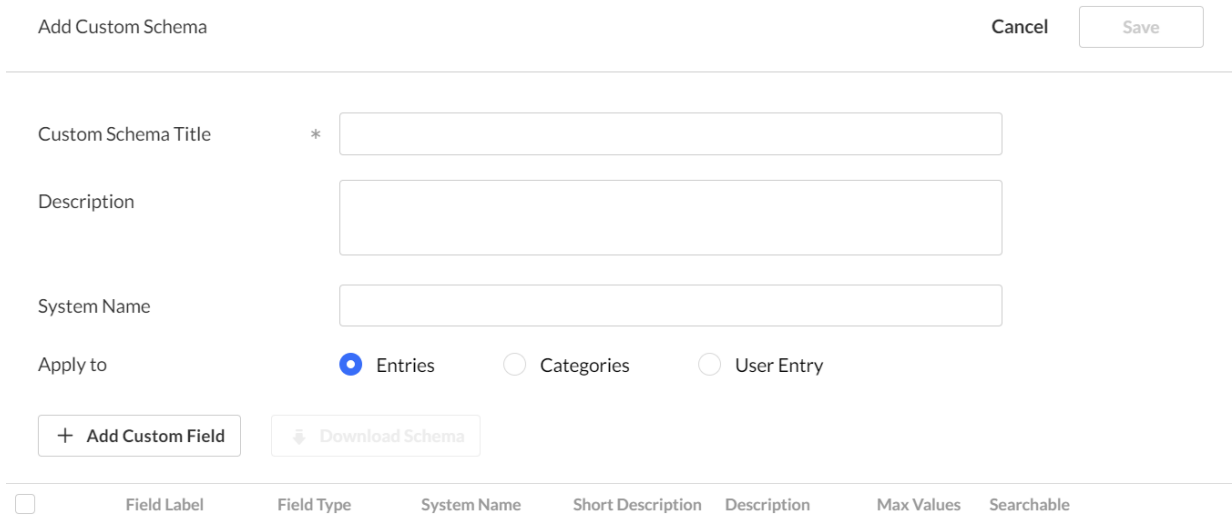
The 'Custom Data' page displays.

Create a custom metadata schema

1. Click **Add Custom Schema**.



The 'Add Custom Schema' window displays.



The 'Add Custom Schema' window contains the following elements:

- Buttons: 'Add Custom Schema', 'Cancel', 'Save'.
- Form fields: 'Custom Schema Title *', 'Description', 'System Name'.
- Radio buttons for 'Apply to': 'Entries' (selected), 'Categories', 'User Entry'.
- Buttons: '+ Add Custom Field', 'Download Schema'.
- Table header:

<input type="checkbox"/>	Field Label	Field Type	System Name	Short Description	Description	Max Values	Searchable
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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 Content Hubs.
- **Apply to** - select **Entries**

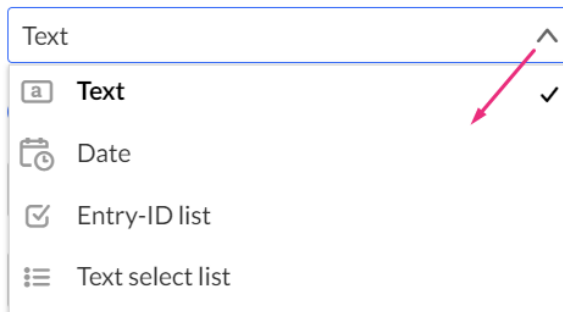
3. Click + **Add Custom Field**.

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	

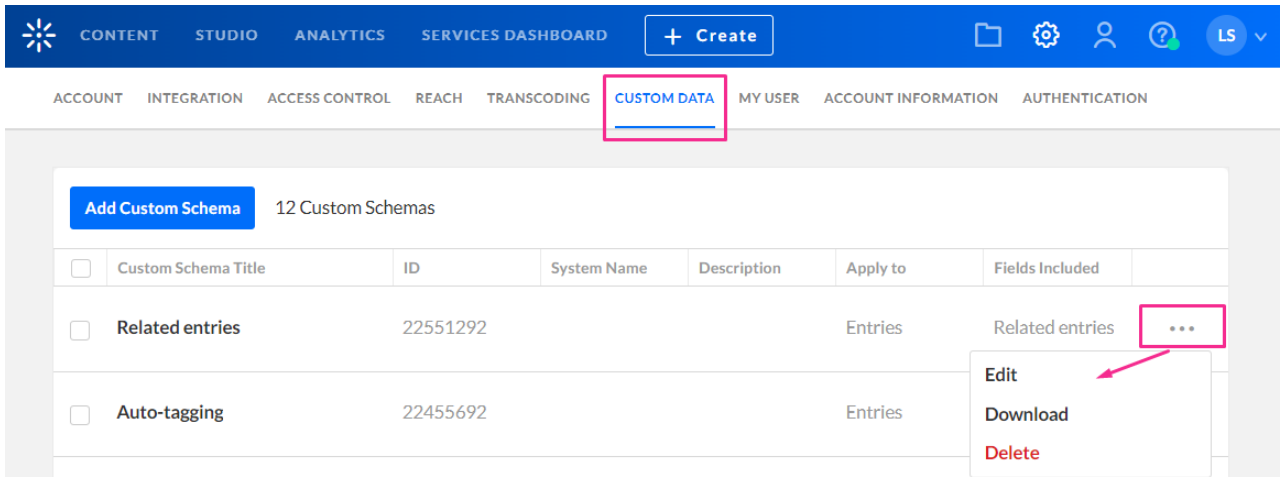
6. Click **Save**.

Edit your schema

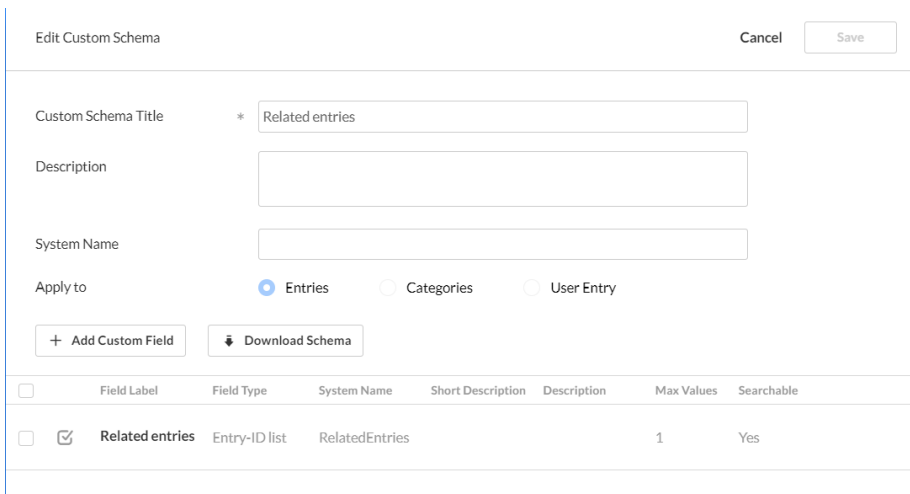
1. Click the **three-dot menu** on the entry line.
2. Click **Edit**.



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



The 'Edit Custom Schema' page displays.

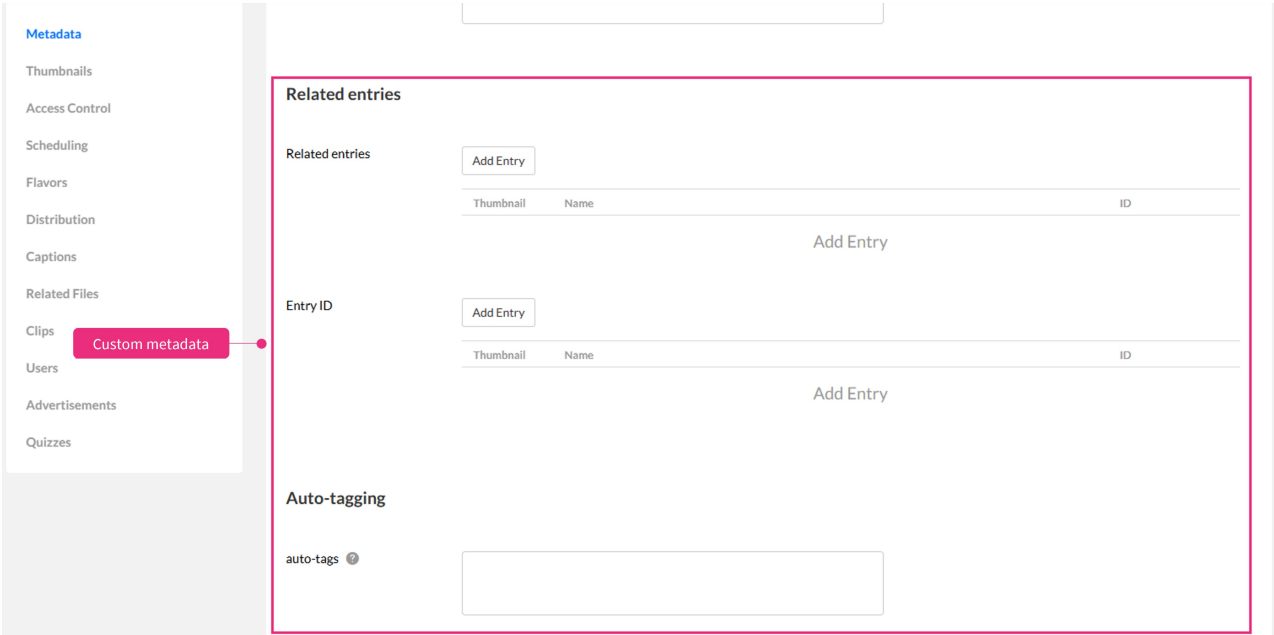


3. Make the desired changes, then click **Save**.



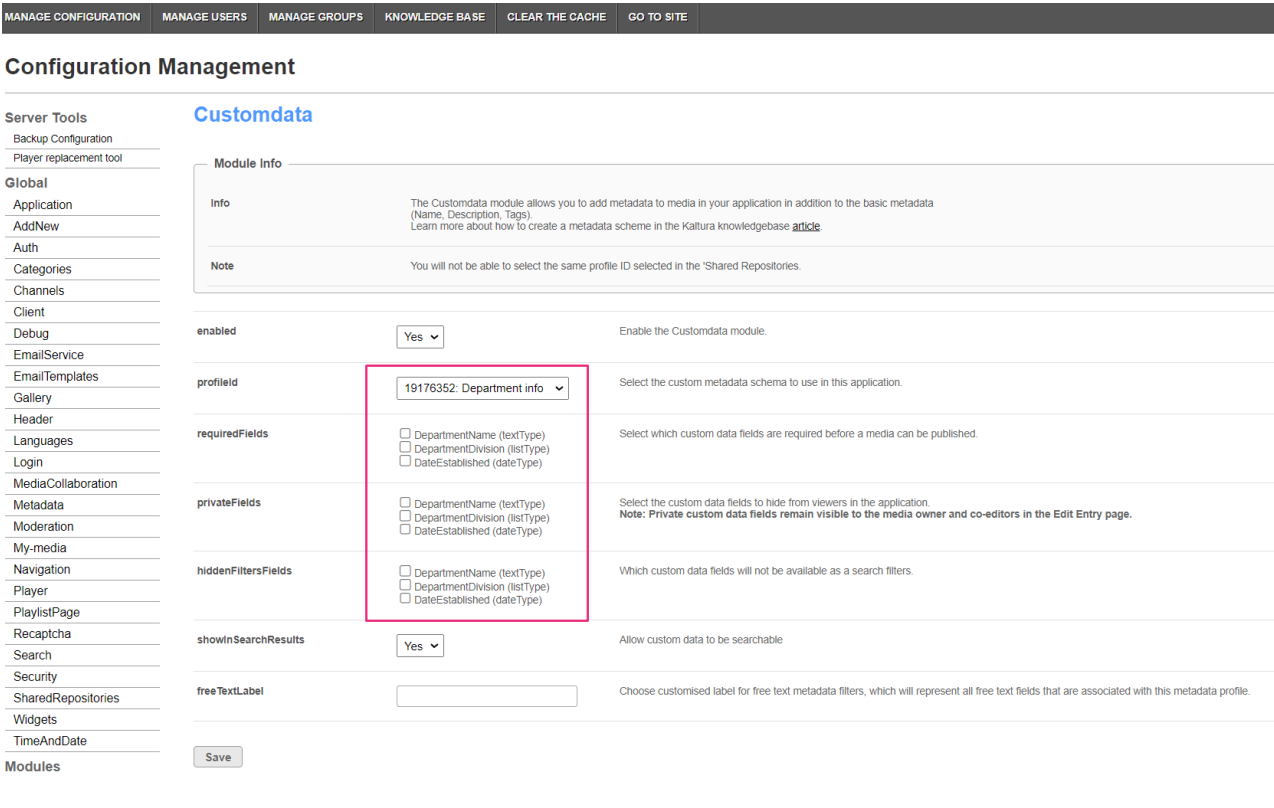
Removing metadata fields will remove them from the metadata of all existing entries that use the schema, and there's no way to revert this change.

End result



The screenshot shows the Kaltura interface with a sidebar on the left containing various metadata options. The 'Custom metadata' option is highlighted with a red box. The main content area is divided into several sections: 'Related entries' (with an 'Add Entry' button and a table with columns 'Thumbnail', 'Name', and 'ID'), 'Entry ID' (with an 'Add Entry' button and a similar table), and 'Auto-tagging' (with an 'auto-tags' input field).

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).



The screenshot shows the 'Configuration Management' page with the 'Customdata' module selected. The left sidebar lists various server tools and global settings. The main content area shows the 'Module Info' section with a description of the Customdata module. Below this, there are several configuration fields: 'enabled' (set to 'Yes'), 'profileid' (set to '19176352: Department info'), 'requiredFields' (checkboxes for 'DepartmentName', 'DepartmentDivision', and 'DateEstablished'), 'privateFields' (checkboxes for 'DepartmentName', 'DepartmentDivision', and 'DateEstablished'), 'hiddenFiltersFields' (checkboxes for 'DepartmentName', 'DepartmentDivision', and 'DateEstablished'), 'showinSearchResults' (set to 'Yes'), and 'freeTextLabel' (empty). A 'Save' button is at the bottom.