

# Create a custom metadata schema for entries

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 This article is designated for administrators.

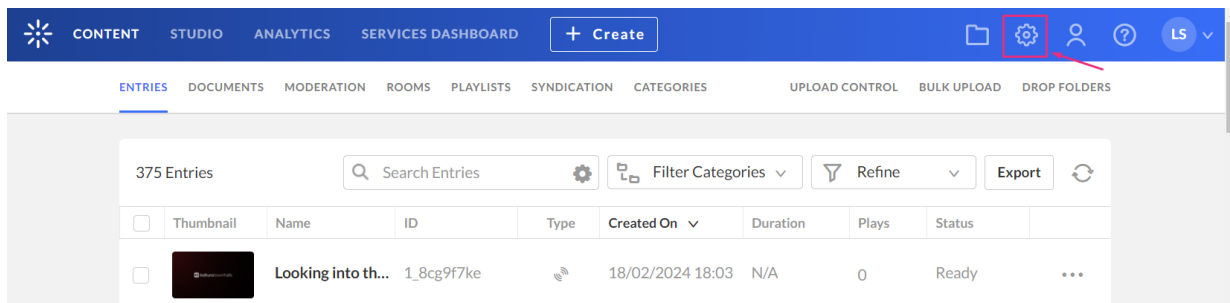
## About

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](#).

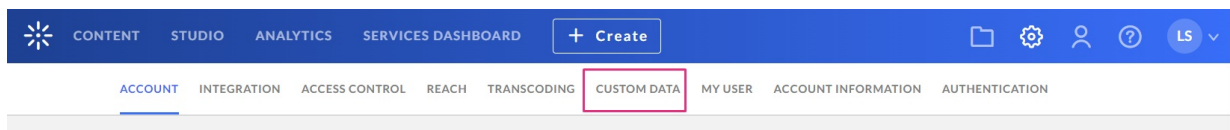
## Access the Custom Data page

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



The sub-menu displays.

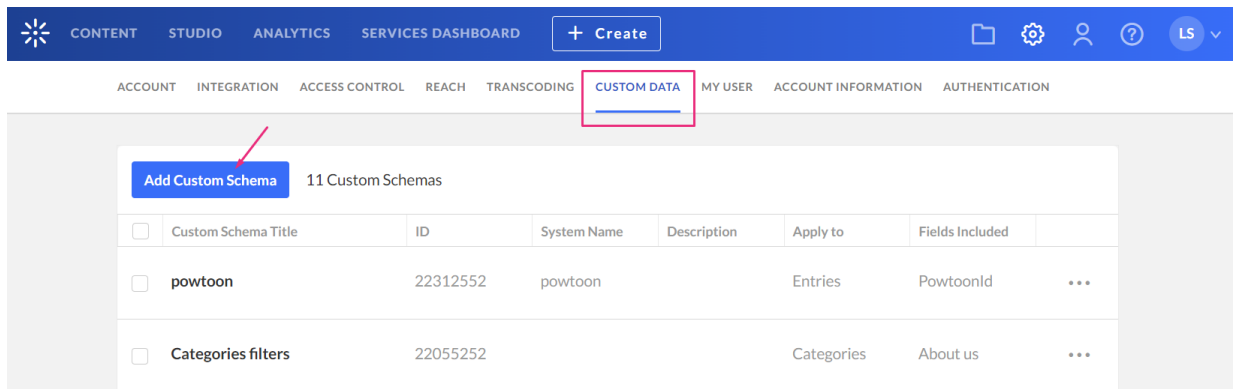
3. Click the **Custom Data** tab.



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

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Custom Schema Title \*

Description

System Name

Apply to  Entries  Categories  User Entry

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<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 the Video Portal.
  - **Apply to** - Select **Entries**.
3. Click **+ Add Custom Field**.

The Add Custom Field window displays.

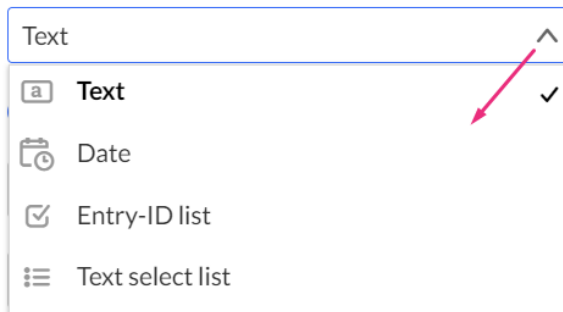
### Add Custom Field

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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

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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** - 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="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	

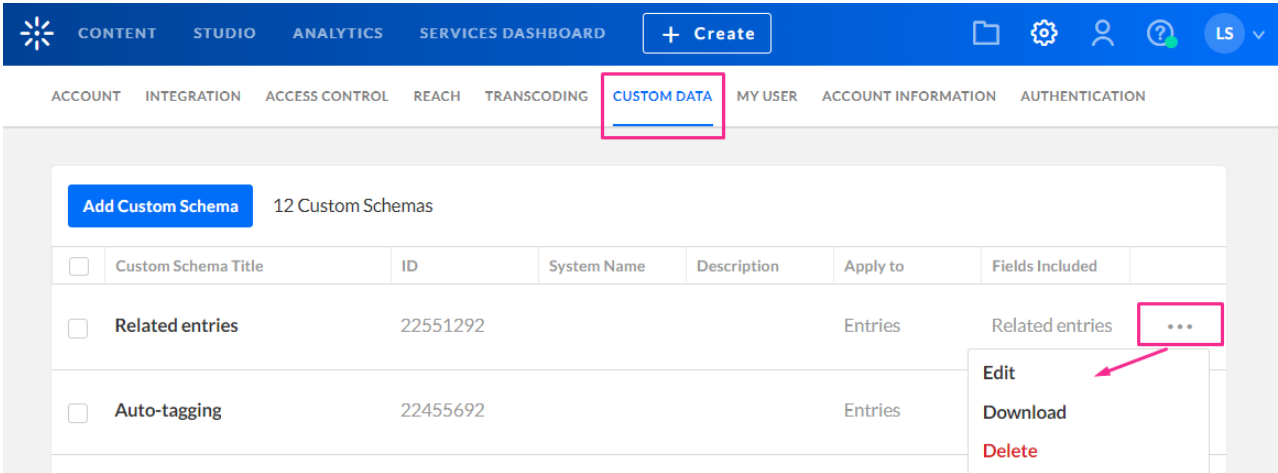
6. Click **Save**.

## Edit your schema

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



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



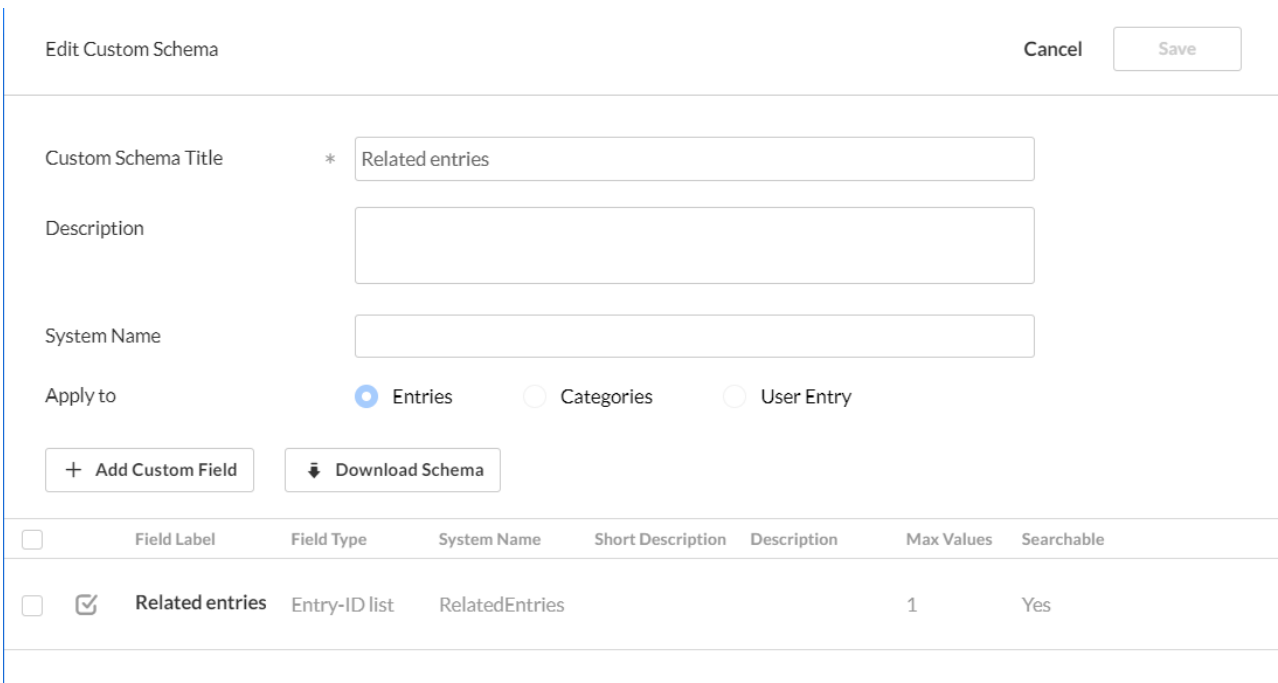
CONTENT STUDIO ANALYTICS SERVICES DASHBOARD **+ Create**

ACCOUNT INTEGRATION ACCESS CONTROL REACH TRANSCODING **CUSTOM DATA** MY USER ACCOUNT INFORMATION AUTHENTICATION

**Add Custom Schema** 12 Custom Schemas

<input type="checkbox"/>	Custom Schema Title	ID	System Name	Description	Apply to	Fields Included	
<input type="checkbox"/>	Related entries	22551292			Entries	Related entries	...
<input type="checkbox"/>	Auto-tagging	22455692			Entries		

The Edit Custom Schema page displays.



Edit Custom Schema

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
<input checked="" type="checkbox"/>	Related entries	Entry-ID list	RelatedEntries			1	Yes

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

## End result

Now that you have created your schema, you can apply it to your 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'.

<b>enabled</b>	<input type="checkbox"/> Yes	Enable the Customdata module.
<b>profileid</b>	<input type="text" value="19176352: Department info"/>	Select the custom metadata schema to use in this application.
<b>requiredFields</b>	<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.
<b>privateFields</b>	<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. <b>Note: Private custom data fields remain visible to the media owner and co-editors in the Edit Entry page.</b>
<b>hiddenFiltersFields</b>	<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.
<b>showinSearchResults</b>	<input type="checkbox"/> Yes	Allow custom data to be searchable
<b>freeTextLabel</b>	<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"/>		