

# Create a custom metadata schema for channel topics

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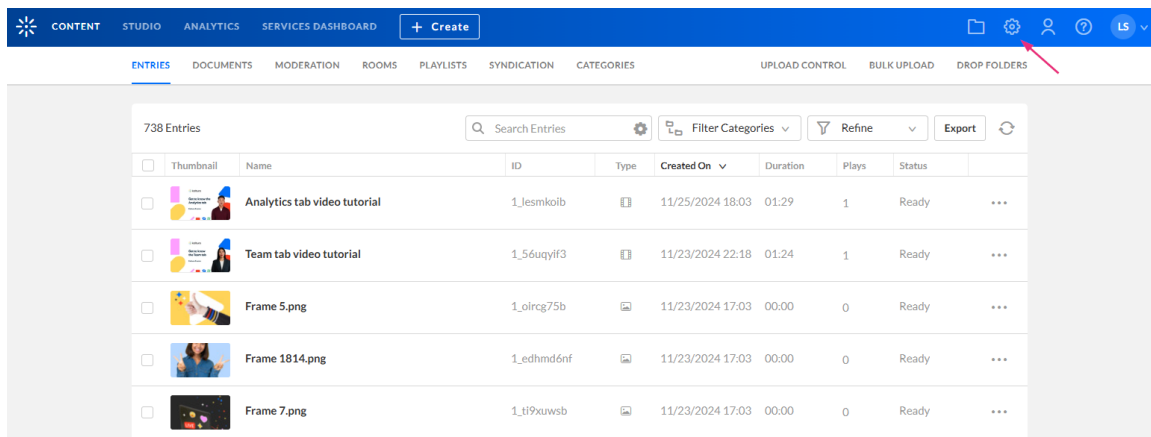
 This article is designated for administrators.

## About

Learn how to set up topic-based filters for your Video Portal channels to make content organization and discovery a breeze. By creating a custom metadata schema, publishers can assign topics to channels and allow users to filter by these topics, improving navigation and search efficiency.

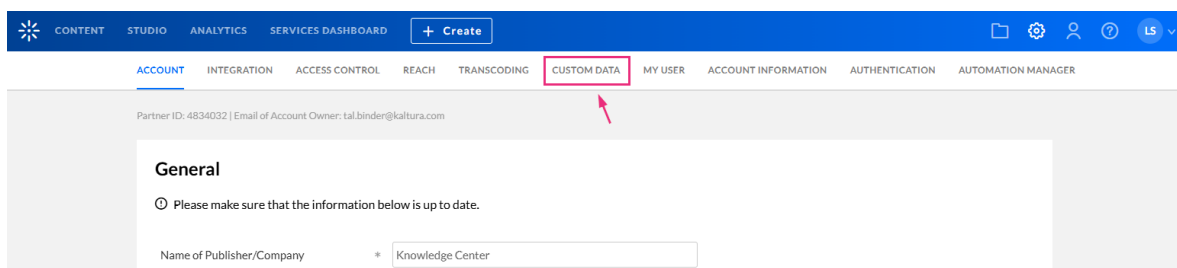
## Access the Custom Data page

1. Log into the [Rich Media CMS](#).
2. Click the **Settings** (gear) icon.

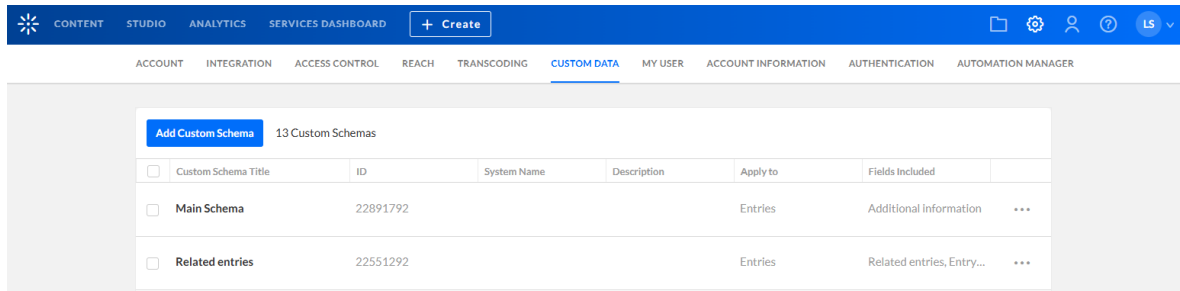


The **Account** page displays.

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

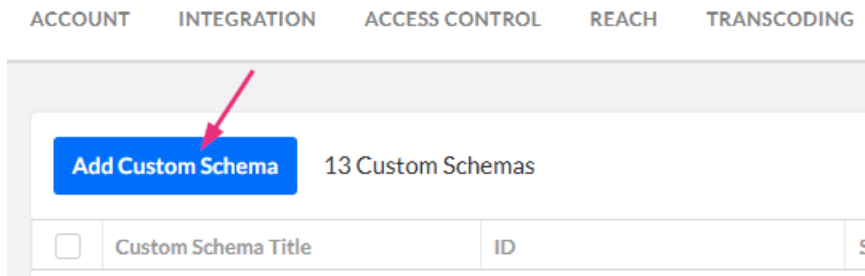


The Custom Data page displays.

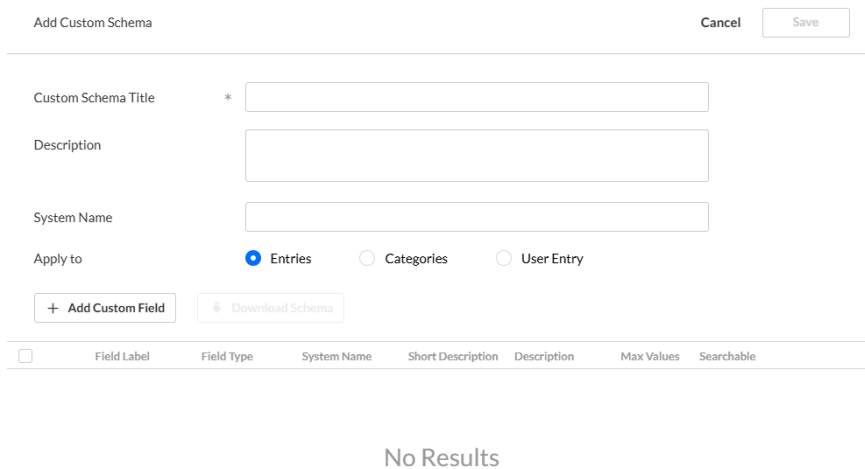


## Create a custom schema

1. Click **Add Custom Schema**.



The **Add Custom Schema** window displays.



The 'Add Custom Schema' window is shown with the following fields and options:

- Custom Schema Title**: A required text input field (marked with an asterisk \*).
- Description**: A text input field.
- System Name**: A text input field.
- Apply to**: Radio buttons for 'Entries' (selected), 'Categories', and 'User Entry'.
- Buttons**: '+ Add Custom Field' and 'Download Schema'.
- Table**: A table with columns: Field Label, Field Type, System Name, Short Description, Description, Max Values, and Searchable.
- Footer**: 'No Results' text.

2. Complete the following fields:

- **Custom Schema Title**
- **Description**
- **System Name**
- **Apply to** - Select **Categories**.

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

Add Custom Schema Cancel **Save**

Custom Schema Title \*

Description

System Name

Apply to  Entries  Categories  User Entry

**+ Add Custom Field**

---

Field Label    Field Type    System Name    Short Description    Description    Max Values    Searchable

The 'Add Custom Field' window displays.

## Add Custom Field

Field Type  ▼

Max No. of Values  Single  Unlimited

Field Label \*

Short Description

Description

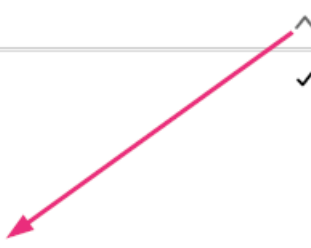
Searchable  Yes

4. Configure the following:

- **Field Type** - Set to **Text Select List**.

## Add Custom Field

Field Type	Text
Max No. of Values	<input type="checkbox"/> <b>Text</b> ✓
Field Label	* <input type="checkbox"/> Date
Short Description	<input checked="" type="checkbox"/> Entry-ID list
	<input type="checkbox"/> Text select list



- **List Values** - Type in the topics you would like to filter KMS by.
- **Max No. of Values** - Click **Single** to allow one topic only or **Unlimited** to allow more than one topic per channel.
- **Field Label** - Enter an intuitive name for the Topics. For example, “Topics” or “Departments”.
- **Short description** - Type in a brief description
- **Searchable** - Toggle on to 'Yes'.

5. Click **Save**.

## Edit Custom Field

Field Type

List Values

Max No. of Values  Single  Unlimited

Field Label \*

System Name

Short Description

Description

Searchable  Yes

Cancel

Save

The new custom schema appears in the list.

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"/>	About us	Text select list	AboutUs			1	Yes

6. When you've finished adding custom fields, click **Save**.

Cancel **Save**

Custom Schema Title \*

Description

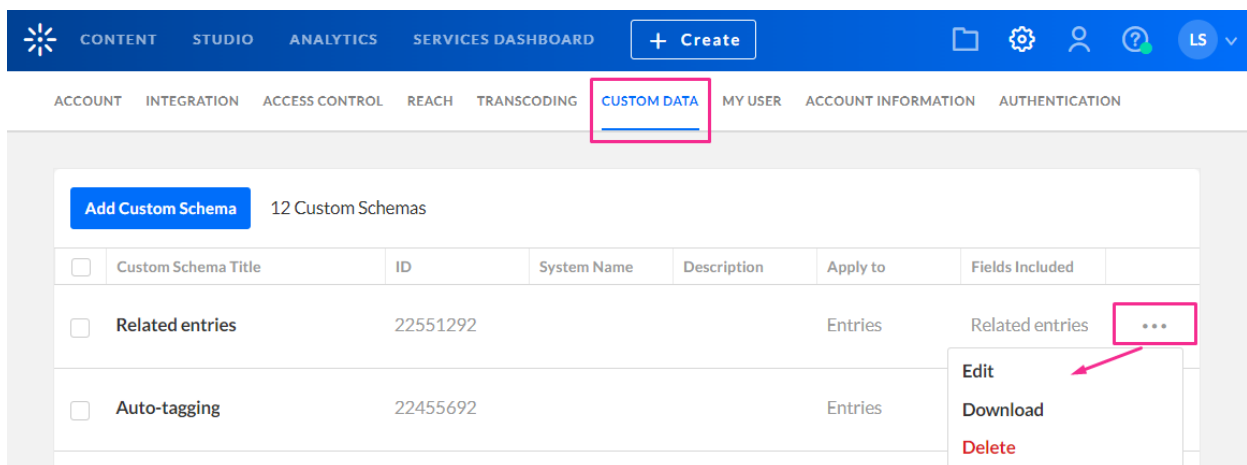
System Name

## 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 screenshot shows the Kaltura interface with the 'CUSTOM DATA' tab selected. A table lists 12 custom schemas. The 'Related entries' schema is highlighted, and its three-dot menu is open, showing 'Edit', 'Download', and 'Delete' options. A red arrow points to the 'Edit' option.

<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
Cancel Save

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Custom Schema Title \*

Description

System Name

Apply to  Entries  Categories  User Entry

+ Add Custom Field
Download Schema

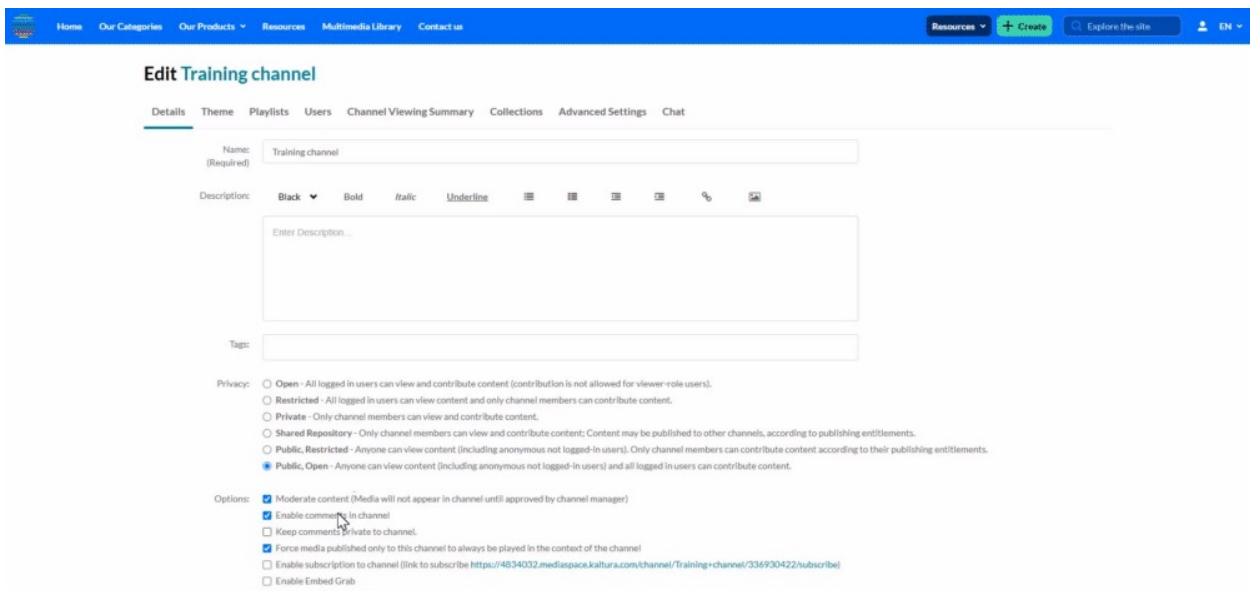
	Field Label	Field Type	System Name	Short Description	Description	Max Values	Searchable
<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Related entries</b>	Entry-ID list	RelatedEntries			1	Yes

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

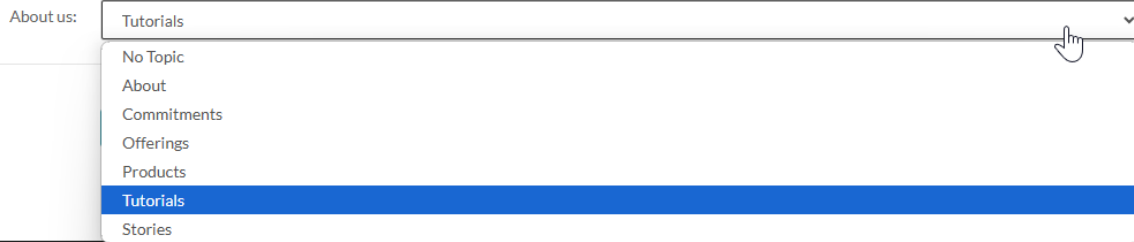
## End result

### Channel Edit page

The custom field label and its list of values that you created in [Step 4](#) will be visible on the **channel Edit page**.

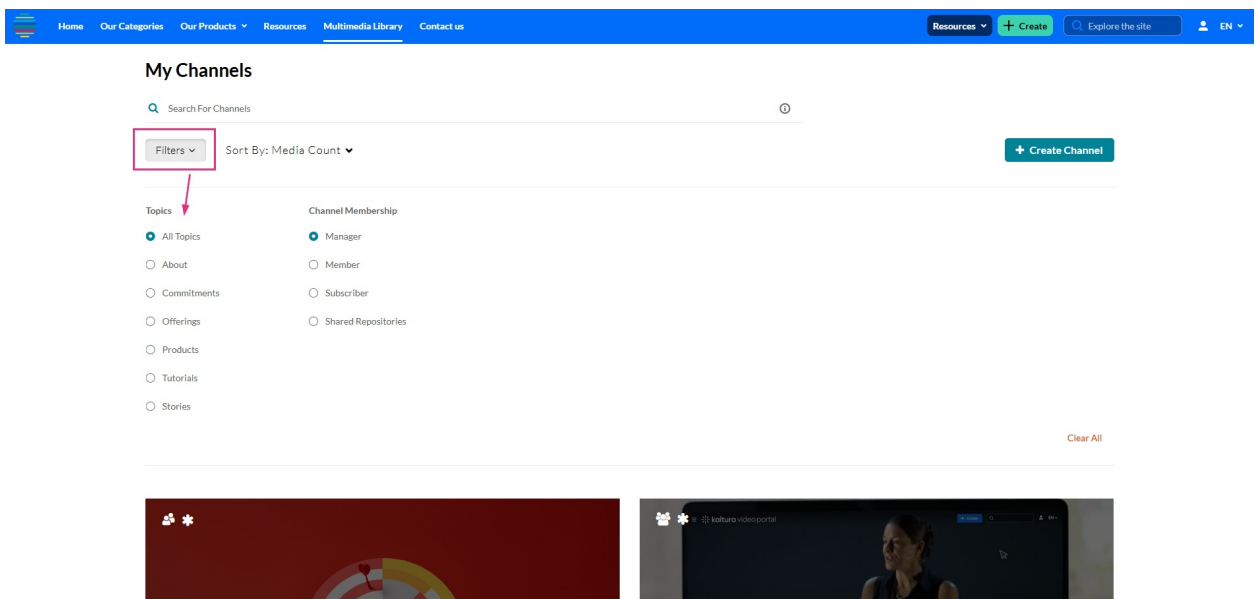


You can assign a topic to that channel. In this example, we are assigning the topic 'Tutorials' to the 'Training Channel'.



## Channels page

The topics you configured will also appear on the **Channels page** under the **Filters** function.



When a user filters channels by topic, the results will display all channels that have the selected topic assigned.

Topics

- All Topics
- About
- Commitments
- Offerings
- Products
- Tutorials
- Stories



Channel Membership

- Manager
- Member
- Subscriber
- Shared Repositories



**TRAINING CHANNEL**

27 Media  
0 Subscribers  
1 Member