

# Edit metadata for an entry in Rich Media CMS

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 This article is designated for administrators.

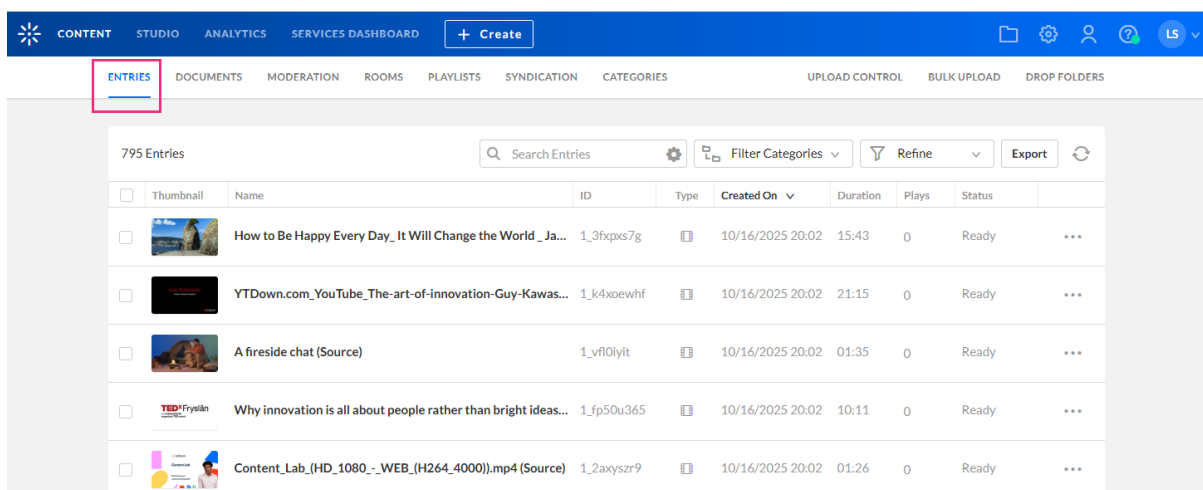
## About

The **Metadata** tab on the entry details page lets you edit and manage an entry's core information, including title, description, tags, categories, and any custom metadata fields configured in your account.

## Access the metadata tab

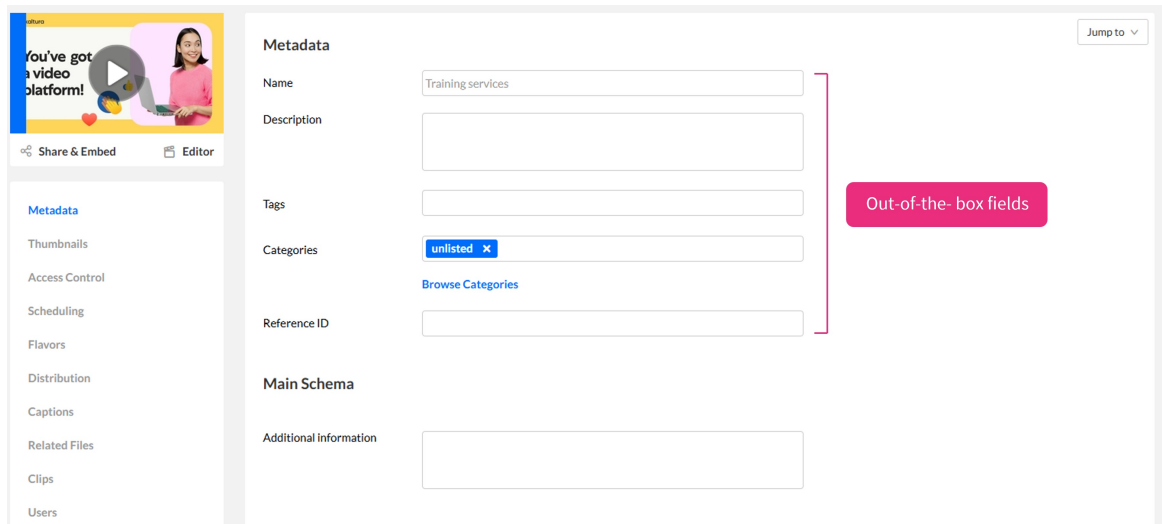
1. Log into your Rich Media Content Management System.

The **Entries** page displays by default.



2. Click on the desired entry's title or thumbnail.

The entry details page displays with the **Metadata** tab open by default.



## Edit metadata

1. Update the fields you want to edit:

- Name (Title)
- Description
- Tags
- Categories
- Reference ID
- Custom metadata fields (if available)\*



\*Everything below the out-of-the-box fields relates to custom metadata schemas and whether you have configured them as [searchable](#). See [Create a Custom Metadata Schema](#) for more information.

2. Click **Save** at the top right.