

## Replace an Entry via the Video Portal

This article is designated for all users.

### About

You can replace video entries while keeping the entry's metadata, URL, and analytics intact. However, time-based metadata may need manual adjustment if it becomes out of sync with the new media. If the video is published in a moderated channel/category, it will be unpublished and moved to pending moderation. Otherwise, it will remain published.

### Prerequisite

Make sure to enable and configure the [Replacemedia module](#).

### Access Replace Media page

1. Access the [Edit Media Page](#).
2. Click on the **Replace Media** tab.

The Replace Media page displays.

3. Click **Upload from Desktop** or **Upload from URL**.

All common video formats in all resolutions are accepted. Note that media published to a moderated channel will be removed from all of this channel's playlists. In addition, the media will move to the gallery's or channel's moderation tab unless you have a manager permission on the category.

### Upload from Desktop

1. Click Upload from desktop.
2. Select the desired file from your computer.
3. Click **Open**.

Once the file has uploaded a success message displays: Upload completed!  
Continue to replace the media.

A warning message also displays: *All current flavors will be replaced upon replacement approval. Any time-based metadata won't be synced with the new content.*

4. Click **Approve Replacement** to continue.

A message displays: *Your media is being processed.*

During this time, you can click **Cancel Replacement** if you want to stop the process.

Once the media has been replaced, a success message displays: *Your media was successfully replaced and unpublished from any moderated gallery/channel.*

5. Click **Cancel Replacement** to complete the process. Click **Replace Again** to return to the Replace Media page.

## Upload from URL

1. Click Upload from URL.
2. Type a valid URL in the "Ingest media from a the URL" field.

Supported protocols are http, https, and ftp.

Below is an example of a valid link:

Example of Google Drive link:

Notes for google drive file sharing:  
If the file is restricted an error will occur.  
To allow access to file go to:  
Google drive file > 3 dots icon > Share > Anyone with the link can view

3. Click **Validate URL**. If the URL is not validated, you'll receive notification.
4. After the upload is complete, click **Approve Replacement** to approve or **Cancel Replacement** to cancel.

[template("cat-subscribe")]