

## Manage content moderation in Rich Media CMS

Last Modified on 06/04/2026 9:15 am IDT

 This article is designated for administrators.

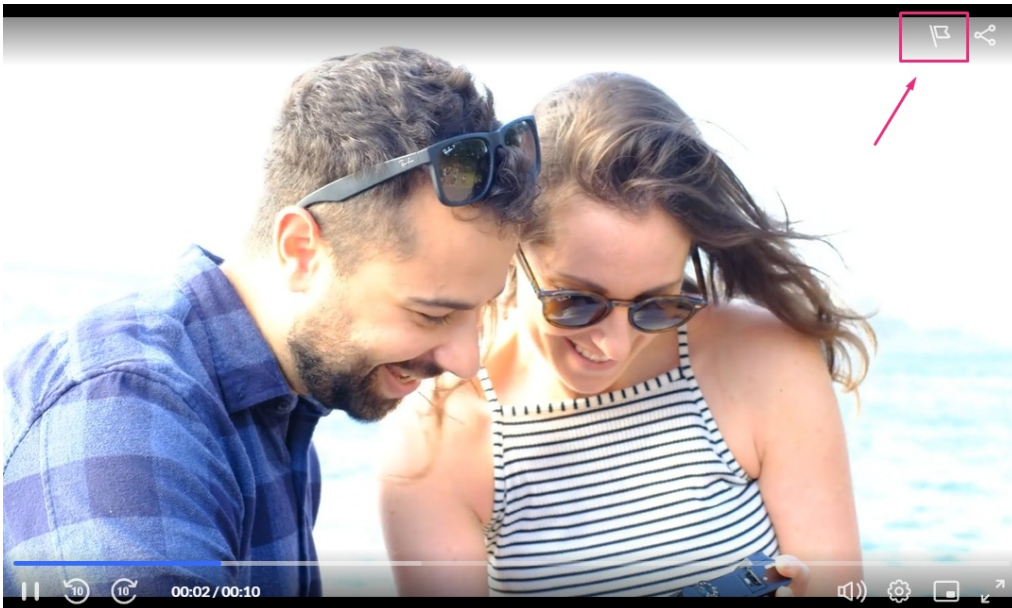
### About

Kaltura content moderation helps maintain a safe environment by allowing administrators to review user-generated content before it becomes public.

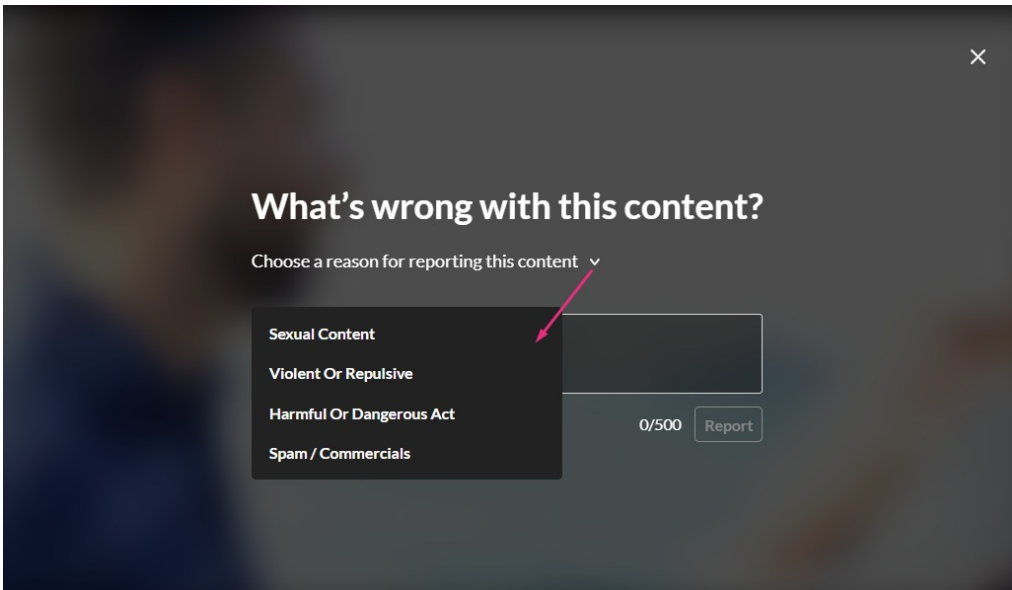
When a user flags an entry, it's sent for manual review. Administrators can then approve or reject the content based on your organization's guidelines.

### Flag content for review

The moderation 'flag' icon appears on the top right corner of an entry so that viewers can flag content that doesn't uphold the guidelines and rules set by the organization and/or administrators.



Users can click on the flag icon, then choose a reason for reporting the content. The administrator can then review content before it's published to eliminate spam and inappropriate content.

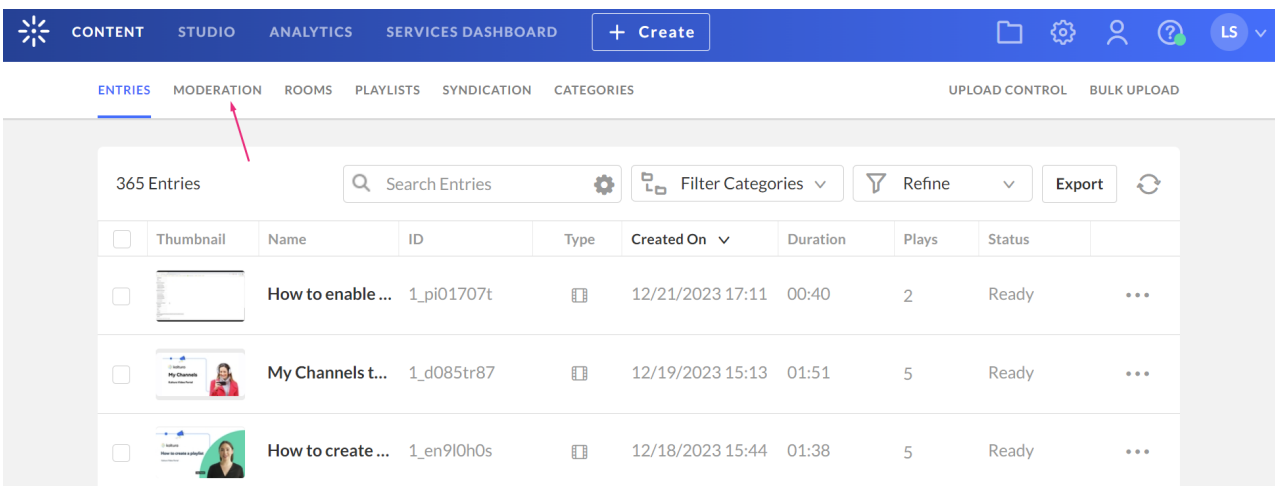


The moderation options are preconfigured in the [Moderation module](#). The [Moderation plugin](#) on the player must also be enabled.

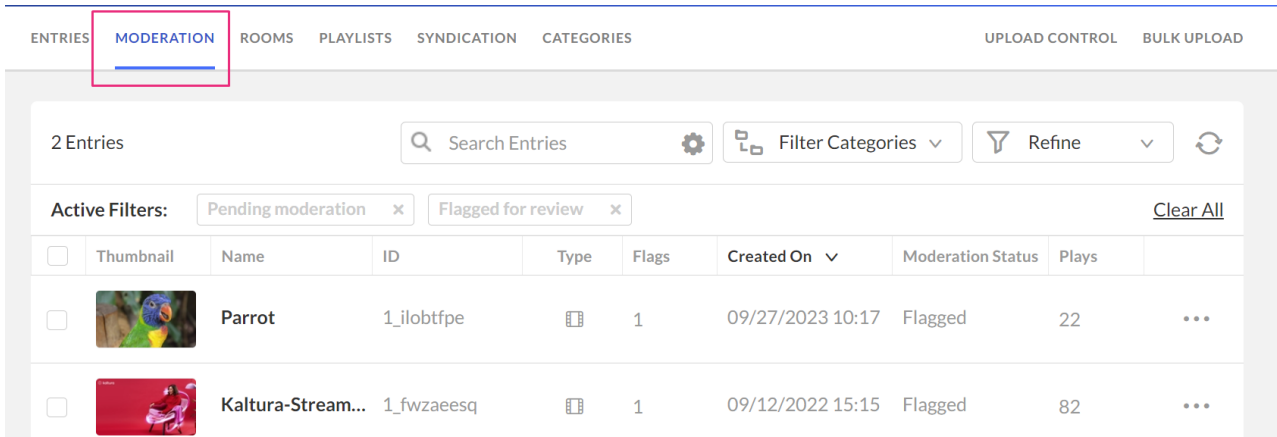
The following video displays how to manage moderated content

## Access the moderation page

1. Log into your [Rich Media CMS](#).
2. Click the **Moderation** tab.



The moderation page displays.



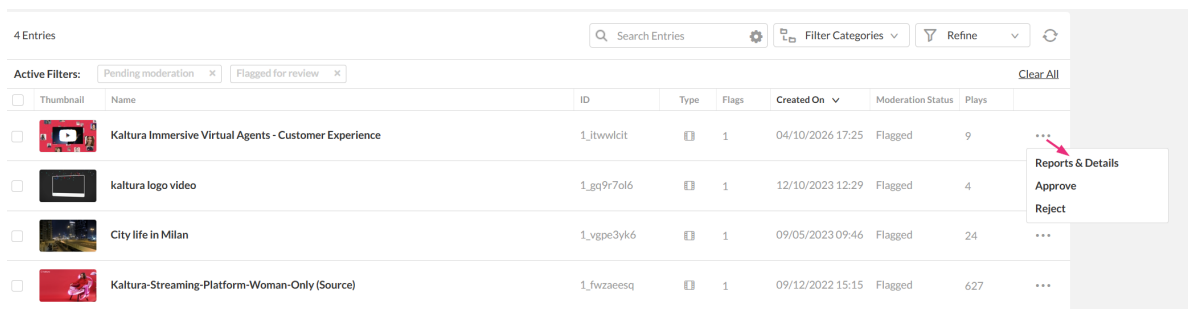
This page displays a list of all content that has been flagged by users. By default, the list is filtered and sorted according to the number of flags that each entry has received.

You can sort the list by clicking the headings of the various columns.

You can also use the search and filters options at the top of the page to filter your moderation entry list according to various parameters and search criteria.

## View moderation reports & details

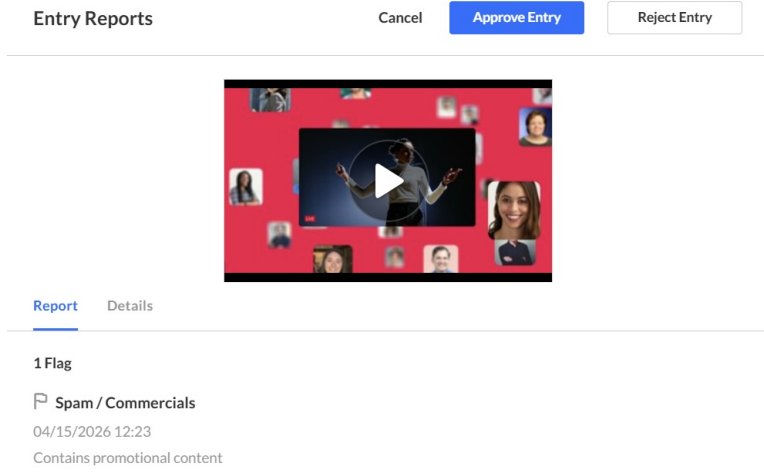
1. On the Moderation page, click the **three dots** at the end of the row.
2. Select **Reports & details**.



The 'Entry Reports' window opens.

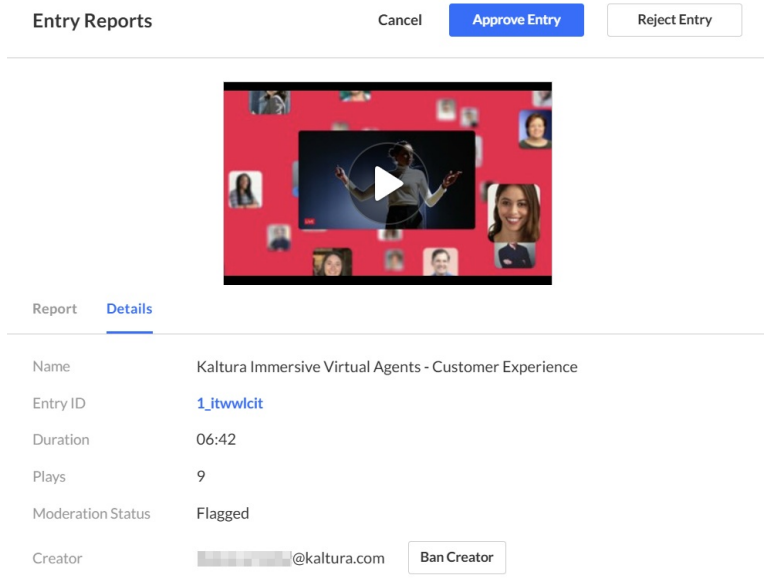
## View report information

**Report** tab - Shows how many times the entry was flagged, including the date, time, and reason for each report.



### View entry details

**Details** tab - Shows entry information such as name, entry ID (click to view metadata), media length, number of plays, moderation status, and creator.



### Take action on an entry

From the Entry Reports window, you can:

- Click **Approve Entry** to approve the content. The moderation status changes to Approved.
- Click **Reject Entry** to reject the content. Rejected entries are hidden from the Entries list and the status changes to Rejected.
- Click **Ban Creator** to block the content owner. A confirmation message displays.

Click OK to continue.

- Click **Cancel** to return to the Moderation page.

## Approve / Reject entries in bulk









You can reject or approve more than one entry at a time for entries appearing on the same page of the main list.

1. Check the boxes next to the relevant entries.
2. The **Select Action** drop-down menu displays.
3. Click **Approve** or **Reject**.

4 Entries

Search Entries Filter Categories Refine

Active Filters: Pending moderation Flagged for review [Clear All](#)

<input type="checkbox"/>	Thumbnail	Name	ID	Type	Flags	Created On	Moderation Status	Plays	
<input type="checkbox"/>		Cat	1_r25cc0kr		1	09/27/2023 10:17	Flagged	27	...
<input type="checkbox"/>		seo_-_11473(5...	1_ejhyb6o4		1	08/30/2023 10:22	Flagged	5	...
<input type="checkbox"/>		Kitten sleeping	1_i5a13rxa		1	08/28/2023 16:19	Flagged	6	...
<input type="checkbox"/>		Kaltura-Stream...	1_fwzaeesq		1	09/12/2022 15:15	Flagged	82	...

The moderation status updates.

## What happens to rejected entries?

For administrators

Rejected entries are hidden from the main Entries list.

To find them:



1. Open the Refine filter.
2. Select Moderation Statuses.
3. Choose Rejected.

▼  Moderation Statuses









- Approved
- Flagged for review
- Rejected
- Auto approved
- Pending moderation

To permanently delete rejected entries:

1. Select the checkboxes next to the relevant entries.
2. Click the trash can icon at the top of the table.
3. In the confirmation message, click Yes.

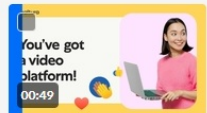
4 Entries • 4 Selected  More Actions Cancel Export 

Active Filters: Rejected ✕ [Clear All](#)


<input checked="" type="checkbox"/>	Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
<input checked="" type="checkbox"/>		Parrot	1_ilobtfpe		09/27/2023 10:17	00:45	22	Rejected	...
<input checked="" type="checkbox"/>		seo_-_11473 (5...	1_ejhyb6o4		08/30/2023 10:22	00:10	5	Rejected	...
<input checked="" type="checkbox"/>		Kitten sleeping	1_i5a13rxa		08/28/2023 16:19	00:18	6	Rejected	...
<input checked="" type="checkbox"/>		Summer	1_mn2yzw0b		08/23/2023 11:31	00:37	12	Rejected	...

For users

For the user, the entry displays a new status.



**Training service**

Video • Owner • 1 View • 1 Play •  Published

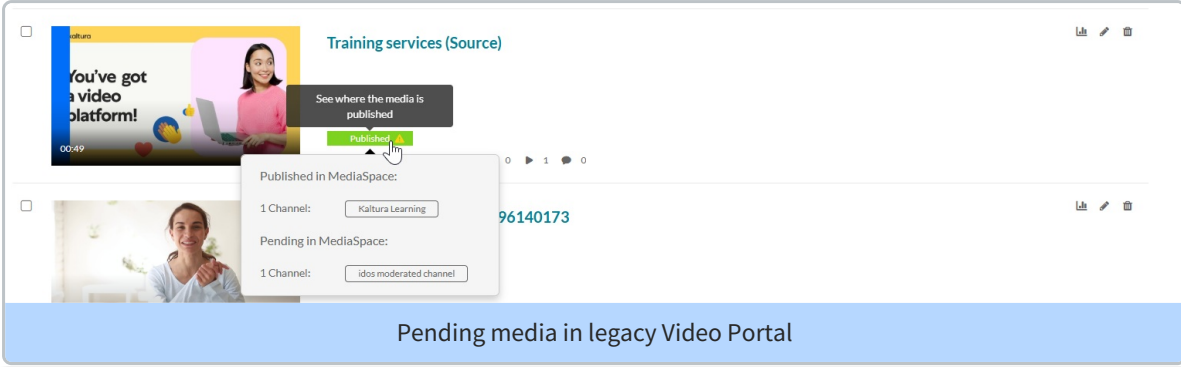
Kaltura Learning

Pending in: idos moderated cha...

⋮

[Explore](#)

Pending media in Content Hubs



The screenshot displays the Kaltura interface for managing video content. At the top, a video player is shown with the title "Training services (Source)". A tooltip above the video says "See where the media is published" and points to a green "Published" button. Below the video player, a list of channels is visible, including "Kaltura Learning" and "idos moderated channel". A blue banner at the bottom of the interface reads "Pending media in legacy Video Portal".