

# Schedule Media

**⚠** This feature must be enabled by your Administrator through the Scheduling module in the KMS admin console.

Would you like to publish your media according to a specific time frame? It's easy!  
Here's how:

1. Access the [Edit Media page](#).
2. Click on the **Details** tab.
3. Next to **Publishing Schedule**, click **Specific Time Frame**. (The default is that content is always available.)
4. Choose a **Start Time** (date and hour).
5. Choose an **End Time** (date and hour). The default is "no end time".
6. Choose a time zone.

Publishing Schedule:  Always  Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

Start Time:

End Time:

7. Click **Save**.

The media will be visible to you or other users between the scheduled start and end times. Only the media owner can see the entry in My Media.

You can filter entries from different availabilities in the My Media page.

## My Media

Search My Media

Filters  Sort By: Creation Date - Descending

Media Type	Publish Status	Webcasts	Scheduling
<input checked="" type="checkbox"/> All Media	<input checked="" type="checkbox"/> All Statuses	<input checked="" type="checkbox"/> All Webcasts	<input checked="" type="checkbox"/> All Availabilities
<input type="checkbox"/> Video	<input type="checkbox"/> Private	<input type="checkbox"/> Live Webcasts	<input type="checkbox"/> Future Scheduling
<input type="checkbox"/> Quiz	<input type="checkbox"/> Published	<input type="checkbox"/> Upcoming Webcasts	<input type="checkbox"/> Available Now
<input type="checkbox"/> Audio	<input type="checkbox"/> Pending	<input type="checkbox"/> Recorded Webcasts	<input type="checkbox"/> Past Scheduling
<input type="checkbox"/> Image	<input type="checkbox"/> Rejected	<input type="checkbox"/> Archived Webcasts	
<input type="checkbox"/> Webcasting Events	<input type="checkbox"/> Unlisted		
<input type="checkbox"/> Room			
<input type="checkbox"/> Interactive Video			

- All availabilities - all entries, regardless of their scheduling window
- Future Scheduling - entries with scheduling start time in the future. These entries will be seen in categories/channels in the future.
- Past Scheduling - entries with scheduling start time in the past. These entries were seen in categories/channels in the past and are no longer available.
- A scheduled entry can be published but won't appear in the category/channel until the scheduling window will start.
- A scheduled entry can be added to a playlist but won't appear in the playlist until the scheduling window will start.
- A scheduled entry can be set as unlisted shared but won't be able to be seen by anyone but the owner, until the scheduling window will start.

[template("cat-subscribe")]

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