

Content distribution in Video Portal

Last Modified on 04/11/2026 2:12 pm IDT

 This article is designated for all users.

About

Use the distribution service to publish your media to external platforms directly from your Video Portal.

You can set availability dates, manage distribution profiles, and track the status of each entry in one place.

Access the distribution settings

1. Access the [edit media page](#).
2. Click on the **Distribution** tab.



The [Distribution module](#) must be enabled to use this feature. If the **Distribution tab** is not visible on your site, please reach out to your administrator for assistance in enabling it.

Dog at beach



Basic Info

Creator: Louise Szmoisz
Owner: Louise Szmoisz
Media Entry ID: 1_wb4adolt
Media Type: Video
Publish Status: Published
Creation date:
August 23, 2023 10:34 AM Asia/Jerusalem
Update date:
September 29, 2023 10:34 AM Asia/Jerusalem
Media asset update date:
August 23, 2023 10:34 AM Asia/Jerusalem

[Launch Editor](#)

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Registration

Name:
(Required)

The Distribution settings displays.

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads **Distribution** Captions Attachments Timeline Replace Media Display

Registration

Distributor	Start Date	End Date	Submission Status	Action Available
YouTube Distribution Demo			Ready for Distribution	<button>Distribute</button>
Facebook			Ready for Distribution	<button>Distribute</button>

Refresh

Configure distribution details

1. Click on the desired distribution profile.



To customize distribution profiles, reach out to your administrator.

Distributor

[YouTube Distribution Demo](#) 

[Facebook](#)

The distribution details page displays.

Edit Entry - Dog at beach - YouTube Distribution Demo Details

Status: Ready for Distribution

Remote ID:

Start Date:

End Date:

Metadata Details

Name: Dog at beach

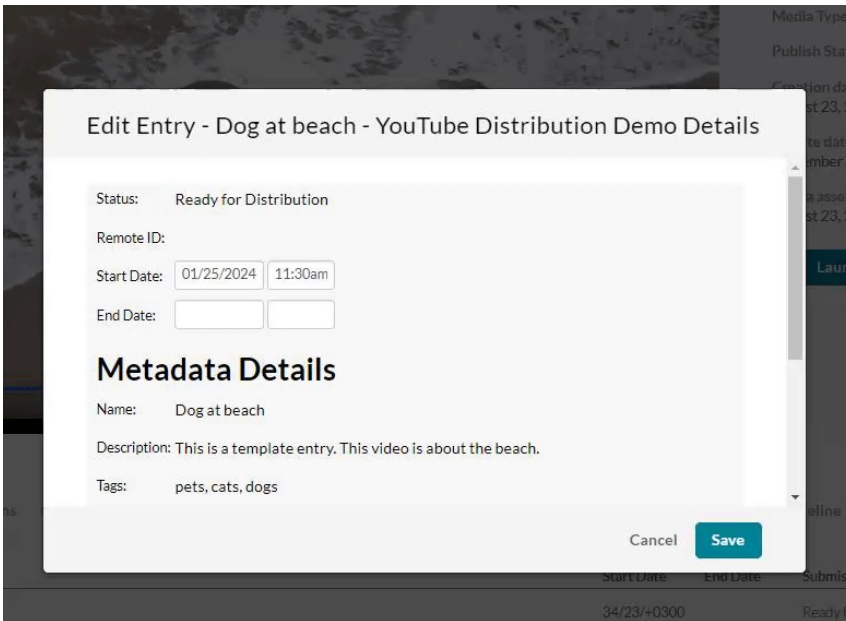
Description: This is a template entry. This video is about the beach.

Tags: pets, cats, dogs

Cancel

Save

2. Set the **start** and **end** dates and times.



3. Click **Save**.

Distribute your content

When the content is ready to be distributed, the **Submission Status** displays 'Ready for Distribution'.

1. Click **Distribute**.

Distributor	Start Date	End Date	Submission Status	Action Available
YouTube Distribution Demo	30/25/+0200	45/25/+0200	Ready for Distribution	Distribute
Facebook			Ready for Distribution	Distribute

The Submission Status changes to 'Distributing'.

Distributor	Start Date	End Date	Submission Status	Action Available
YouTube Distribution Demo	30/25/+0200	45/25/+0200	Distributing	

While the content is being distributed, a Remote ID is created in the distribution profile.

Edit Entry - Dog at beach - YouTube Distribution Demo Details

Status: Distributing

Remote ID: **gcb0mMYa-Kw**

Start Date: 01/25/2024 6:30pm

End Date: 01/25/2024 6:45pm

Metadata Details

Name: Dog at beach

Description: This is a template entry. This video is about the beach.

Tags: pets, cats, dogs

Cancel **Save**

2. Copy the **Remote ID** and paste it into the distributor's site to see a preview of the entry.

Entry that has been distributed to YouTube:



Dog at beach

Delete distributed content

When the content has been distributed, the **Submission Status** changes to 'Distributed'.

You can delete the distributed entry by clicking **Delete**.

Distributor	Start Date	End Date	Submission Status	Action Available
YouTube Distribution Demo	30/25/+0200	45/25/+0200	Distributed	Delete

The **Submission Status** changes to 'Removing'.

Distributor	Start Date	End Date	Submission Status	Action Available
YouTube Distribution Demo	30/25/+0200	45/25/+0200	Removing 