

Add content to a shared repository in Video Portal

Last Modified on 08/05/2025 11:08 am IDT

 This article is designated for all users.

About

You can add content to a shared repository by selecting media and publishing it. Be sure to fill in metadata and apply filters to keep things organized. Once published, authorized users can easily search or browse the shared repository to find and use the content.

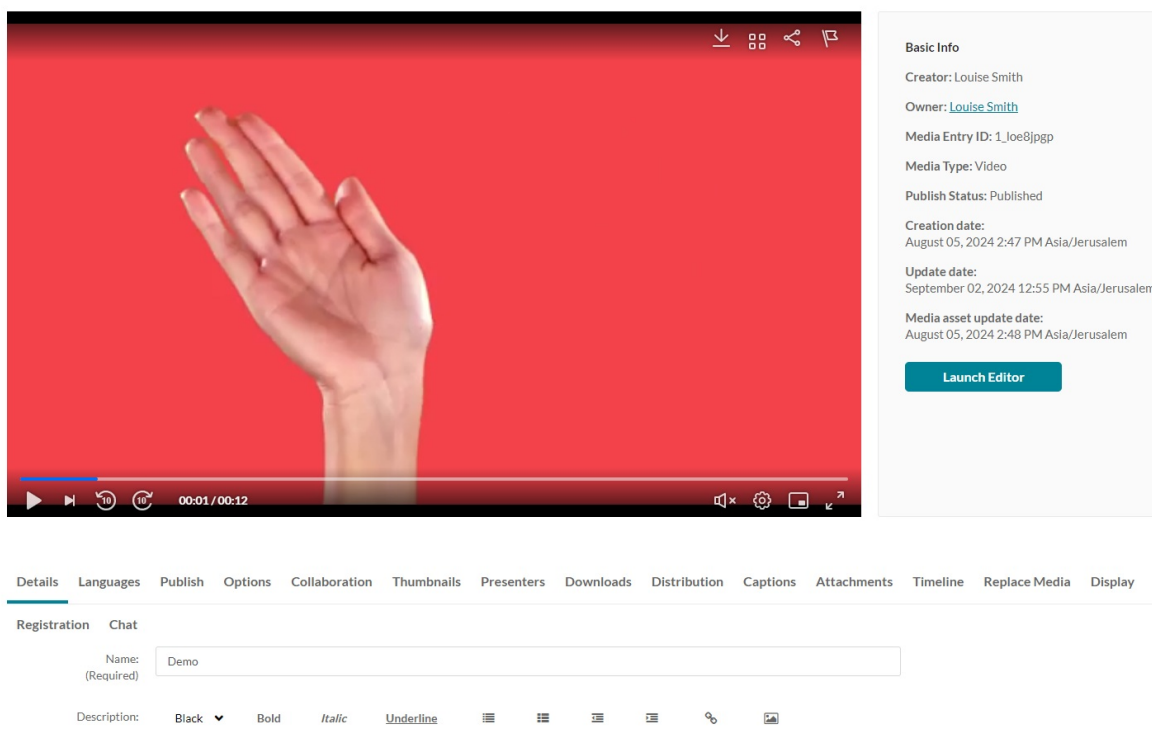


Your administrator must enable the [SharedRepositories module](#) for this feature to work.

Add content

1. Access the [edit media page](#) for the desired media item.

The edit media page displays with the **Details** tab open by default.



Basic Info

Creator: Louise Smith

Owner: [Louise Smith](#)

Media Entry ID: 1_joe8jpgp

Media Type: Video

Publish Status: Published

Creation date: August 05, 2024 2:47 PM Asia/Jerusalem

Update date: September 02, 2024 12:55 PM Asia/Jerusalem

Media asset update date: August 05, 2024 2:48 PM Asia/Jerusalem

[Launch Editor](#)

Registration **Chat**

Name: (Required)

Description: Black Bold Italic Underline Link Image

2. On the Details page, select **Click to add required metadata for shared repository**.

Details
Languages
Publish
Options
Collaboration
Presenters
Attachments
Replace Media
Display

Name:
(Required)

Description:

Black
▼
Bold
Italic
Underline
List
List
List
List
Link
Image

Enter Description...

Tags:

☐ Click to add required metadata for shared repository

Additional fields display.

Tags:

☐ Click to add required metadata for shared repository

Department Name

Assign the media to one or more filters:
* Required for Shared Repository

☐ History
☐ Biology
☐ Micro-biology
☐ Humanities
☐ Global Education
☐ Mathematics
☐ Algebra

- Complete the relevant metadata field(s) (in the example above, it's 'Department Name').
- Assign the media to one or more filters.

Tags:

 Click to add required metadata for shared repository

Department Name

Assign the media to one or more filters:

* Required for Shared Repository

- ☐ History
- ☐ Biology
 - ☐ Micro-biology
- ☐ Humanities
- ☐ Global Education
- ☒ Mathematics
 - ☒ Algebra

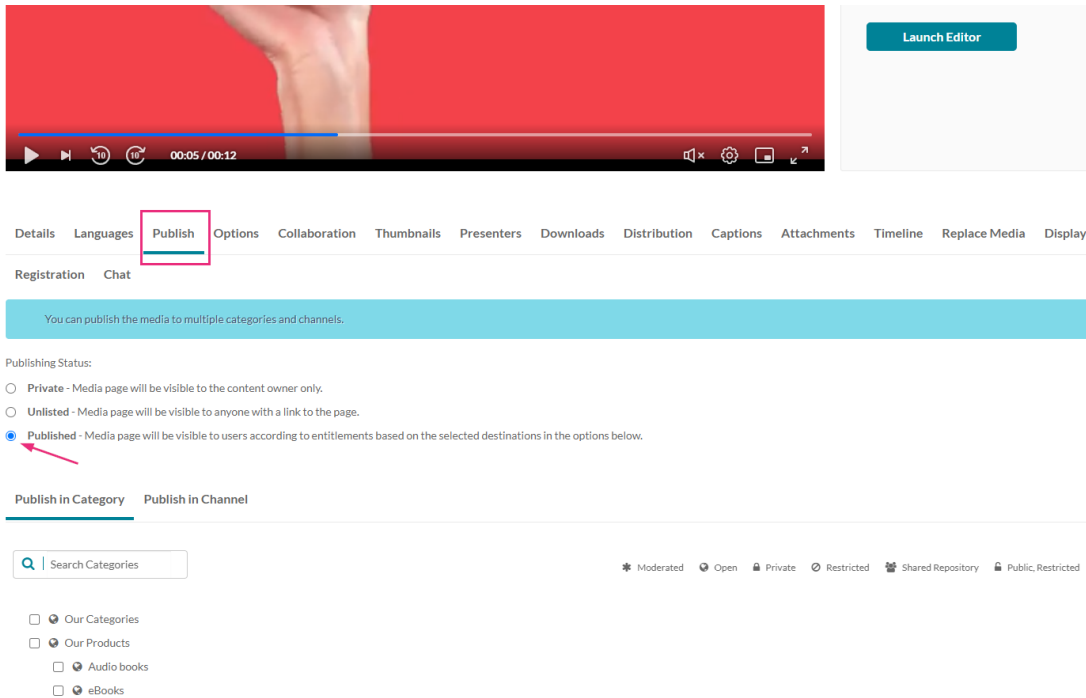


Custom metadata adds fields for details, while **filters** help organize content, making it easier to search and filter. For more information on custom metadata and filters, and how to set them up, check out these articles: [Create a custom data schema](#) and [Create nested filters](#).

5. Click **Save**.

Publish the content

1. On the [edit media page](#), click the **Publish** tab.
2. Under **Publishing Status**, click **Published**.



You can publish the media to multiple categories and channels.

Publishing Status:

- ☐ Private - Media page will be visible to the content owner only.
- ☐ Unlisted - Media page will be visible to anyone with a link to the page.
- ☒ Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

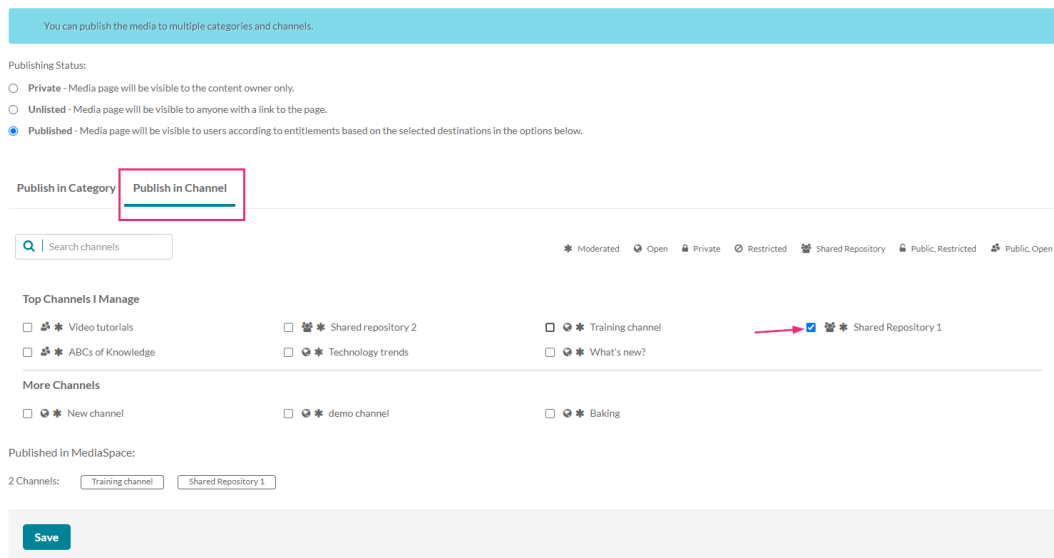
Publish in Category **Publish in Channel**

Search Categories

- ☐ Our Categories
- ☐ Our Products
 - ☐ Audio books
 - ☐ eBooks

3. Click the **Publish in Channel** tab.

4. Click the checkbox next to the desired shared repository.



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Publish in Category **Publish in Channel**

Search channels

- ☐ Moderated
- ☐ Open
- ☐ Private
- ☐ Restricted
- ☒ Shared Repository
- ☐ Public, Restricted
- ☐ Public, Open

Top Channels I Manage

- ☐ Video tutorials
- ☐ ABCs of Knowledge
- ☐ Shared repository 2
- ☐ Technology trends
- ☐ Training channel
- ☐ What's new?
- ☒ Shared Repository 1

More Channels

- ☐ New channel
- ☐ demo channel
- ☐ Baking

Published in MediaSpace:

2 Channels: Training channel, Shared Repository 1

Save

5. Click **Save**.

The media is now in the shared repository and can be shared by allowed members.