

Add content to a shared repository

Last Modified on 09/15/2024 3:29 pm IDT

 This article is designated for all users.

About

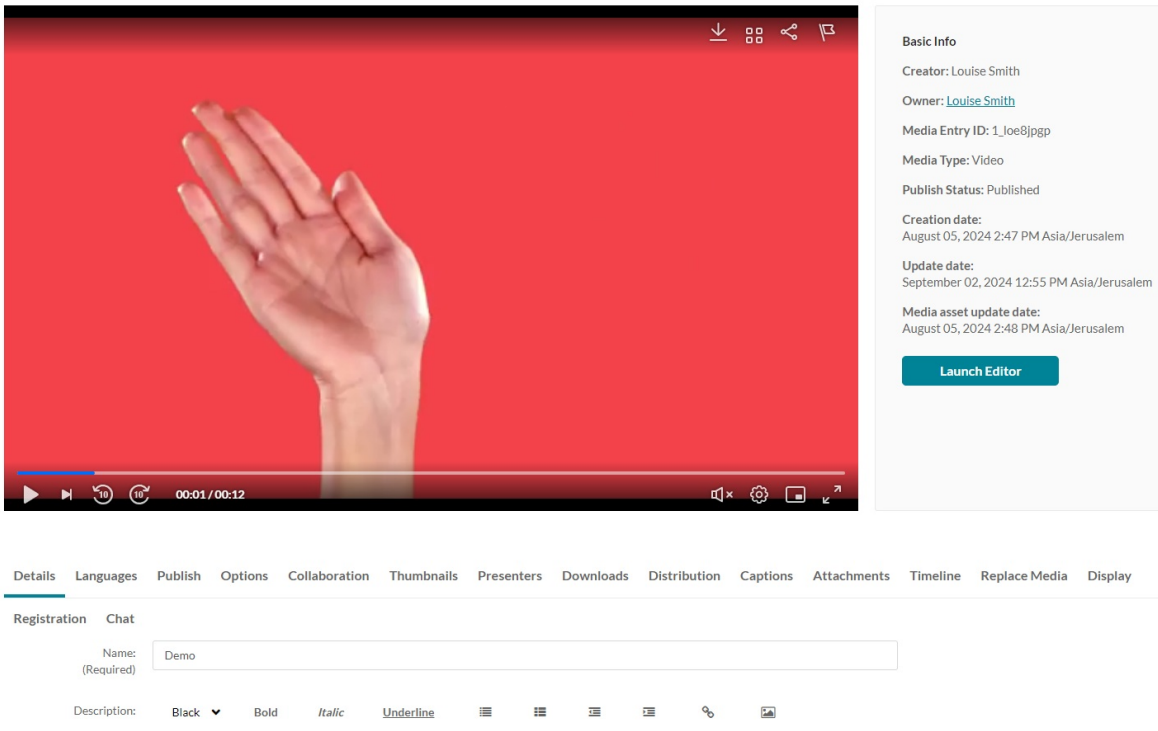
You can add content to a shared repository by selecting media and publishing it. Be sure to fill in metadata and apply filters to keep things organized. Once published, authorized users can easily search or browse the shared repository to find and use the content.

 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.



The screenshot displays the Kaltura edit media interface. On the left is a video player showing a hand against a red background. On the right is a sidebar with 'Basic Info' details: Creator: Louise Smith, Owner: [Louise Smith](#), Media Entry ID: 1_1oe8jppg, 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, and Media asset update date: August 05, 2024 2:48 PM Asia/Jerusalem. A 'Launch Editor' button is at the bottom of the sidebar. Below the video player is a navigation menu with tabs: Details, Languages, Publish, Options, Collaboration, Thumbnails, Presenters, Downloads, Distribution, Captions, Attachments, Timeline, Replace Media, and Display. Under the 'Registration' tab, there is a 'Name: (Required)' field with 'Demo' entered and a 'Description:' field with a rich text editor toolbar.

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

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

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

3. Complete the relevant metadata field(s) (in the example above, it's 'Department Name').
4. 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**.



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

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

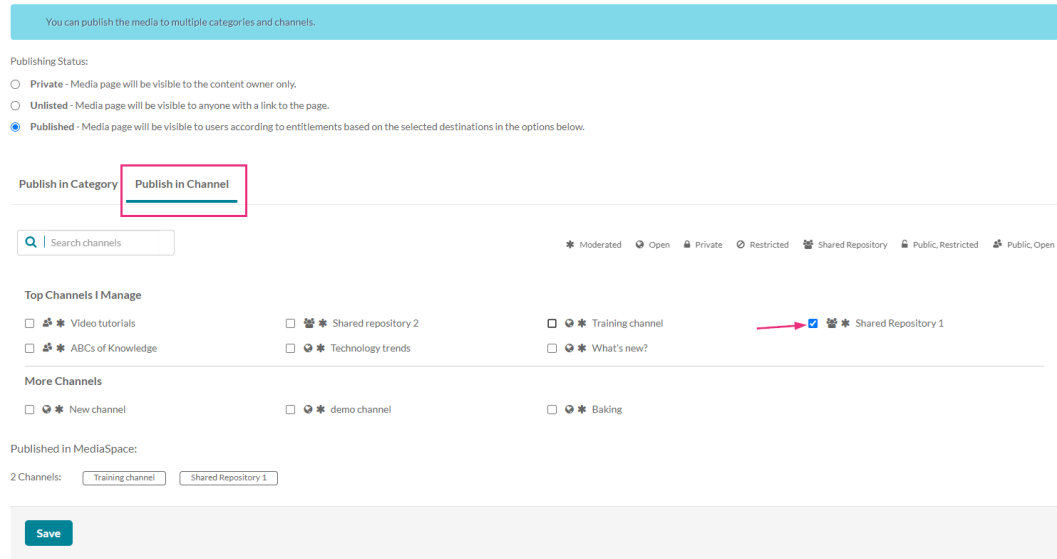
Search Categories

Moderated Open Private Restricted Shared Repository Public, Restricted

- Our Categories
- Our Products
 - Audio books
 - eBooks

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

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



5. Click **Save**.

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