AHK General - User Guide

Last Modified on 08/07/2026 5:11 pm IDT

This article is designated for all users.

About

Administrators can enable and configure the AHK General module, thus helping to streamline the media upload experience. When this module is enabled, the upload process is customized so the end user only sees the fields and options that are relevant to them. Helpful, customized messages may appear on the upload page and on the media details page to guide the end user as they add or edit content. Please note - your screens may look different from those shown in this guide, depending on how your administrator has configured them.

This module is for both Content Hubs and legacy Video Portal users. For the purposes of this guide, we are showing screens for legacy Video Portal users.

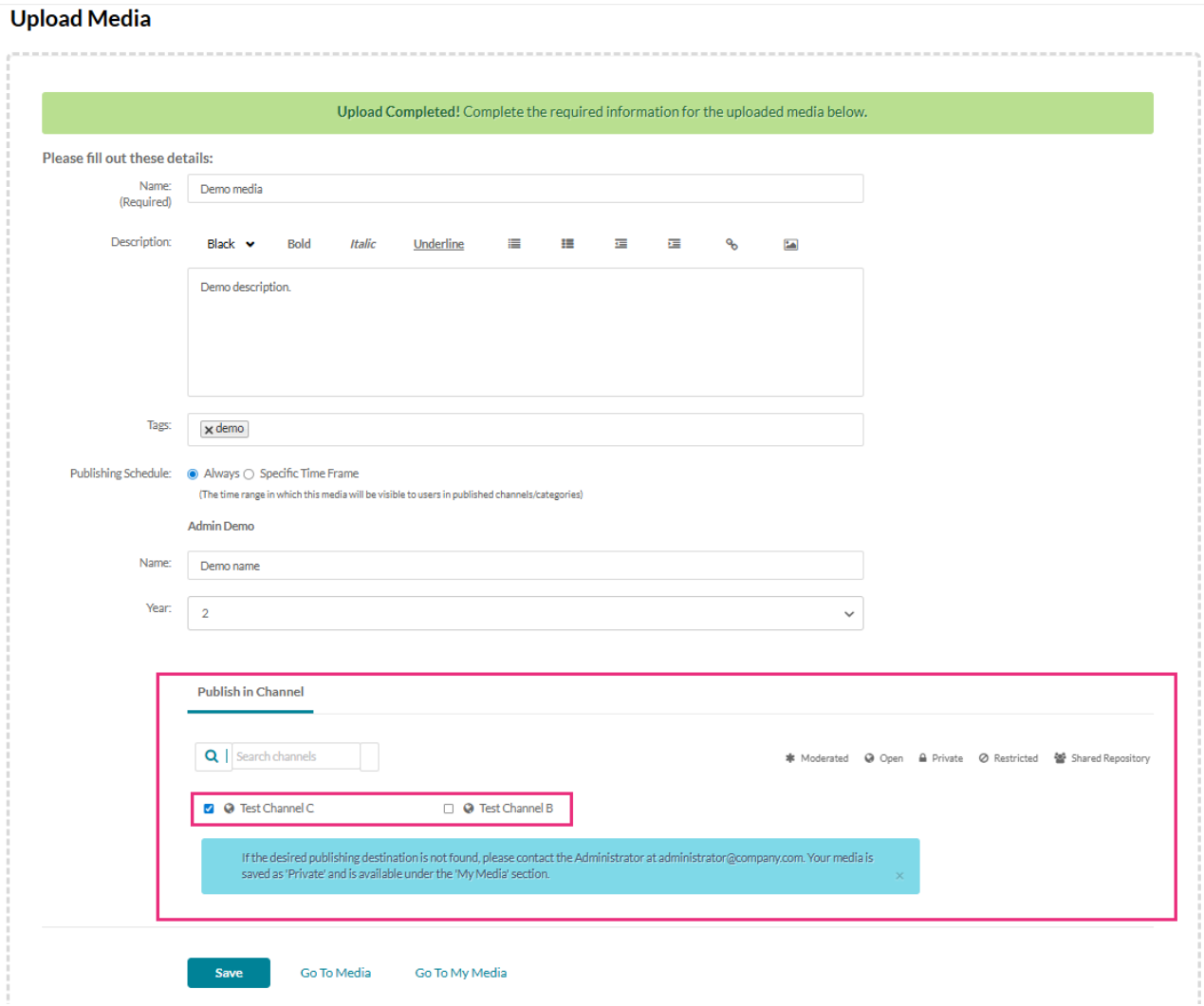
For technical support, contact Kaltura Customer Care. For all other inquiries, reach out to your Customer Success Manager.

Customized publishing flow

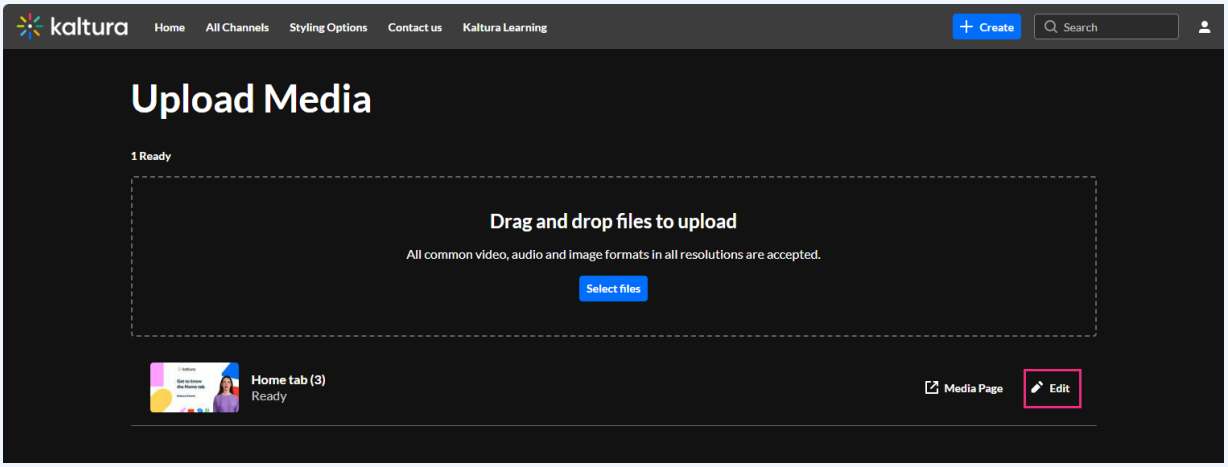
Your administrator has set up multiple custom metadata templates that you can choose from when uploading content to Content Hubs or legacy Video Portal. They have also configured where content can be published and enabled you to manage entry collaborators and ownership. Together, these settings create a customized publishing process that follows your organization’s specific requirements.

Here is just one example of a publishing process that has been customized by the admin. In this example, the user has just uploaded media and is asked to complete additional information. The admin has configured the channels to which media can be published. The user can choose to publish their media to **Test Channel C** and/or **Test Channel B**.

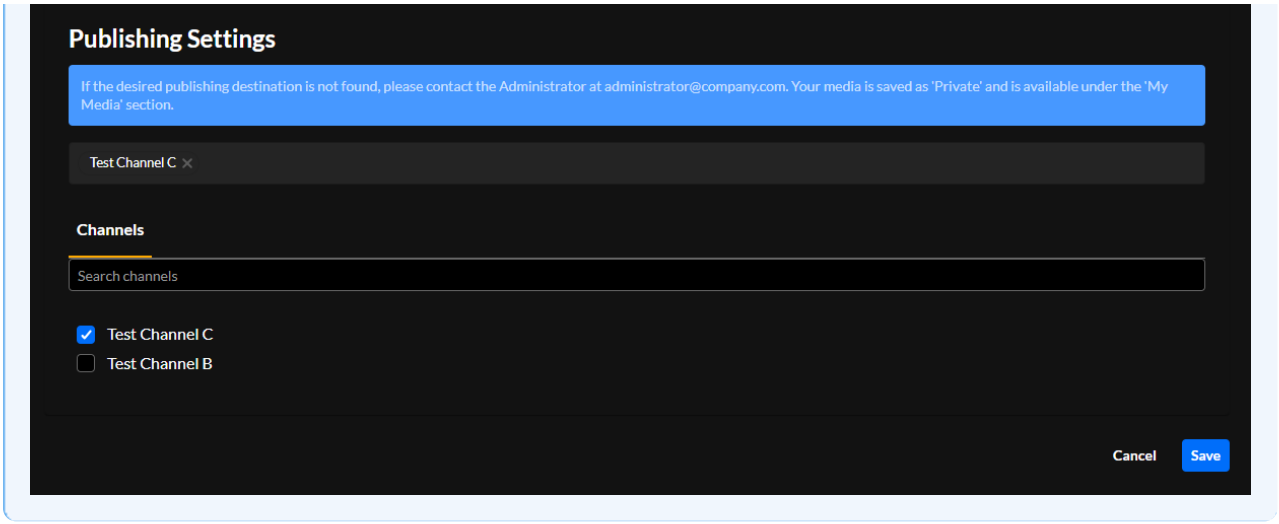
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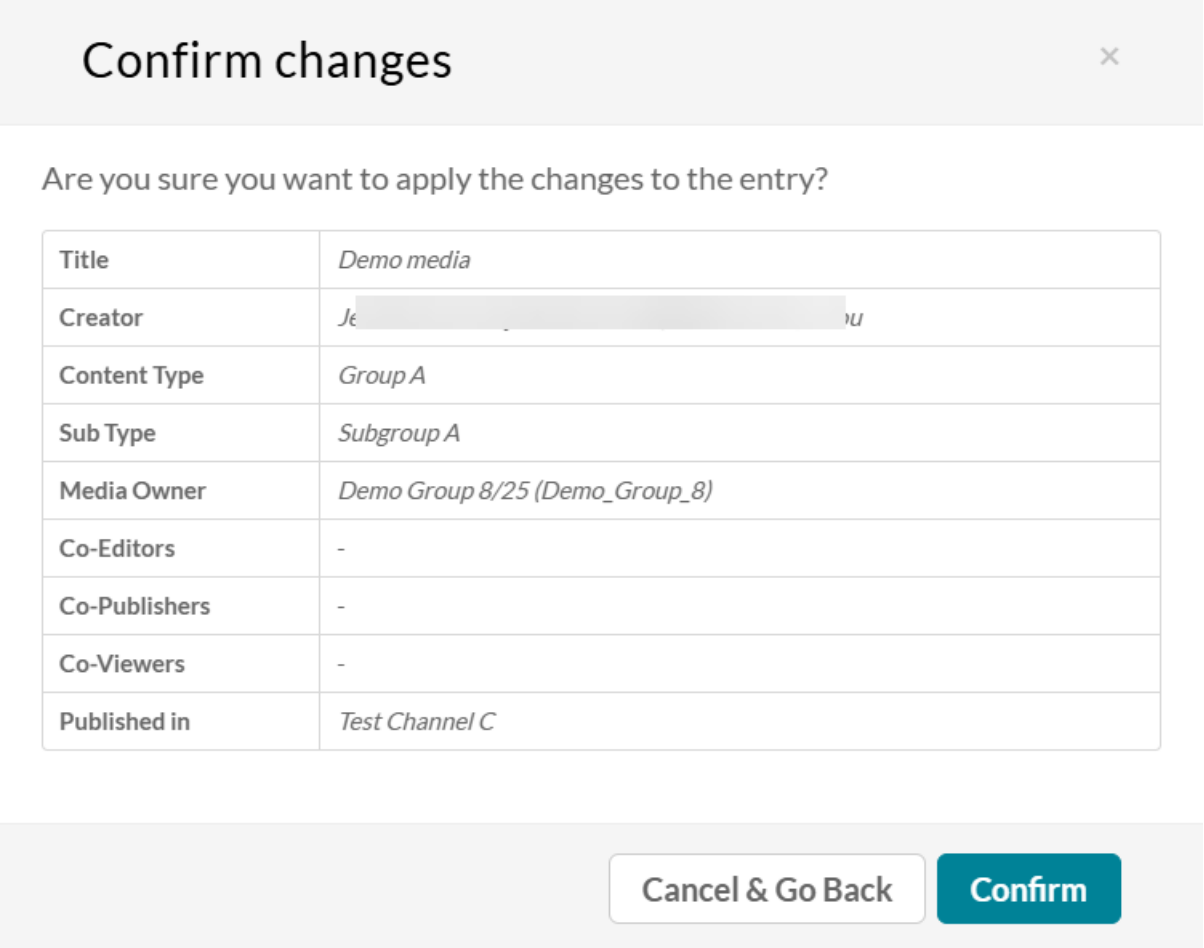
Note - Content Hubs users must click the **Edit** button to reveal the Publishing Settings.



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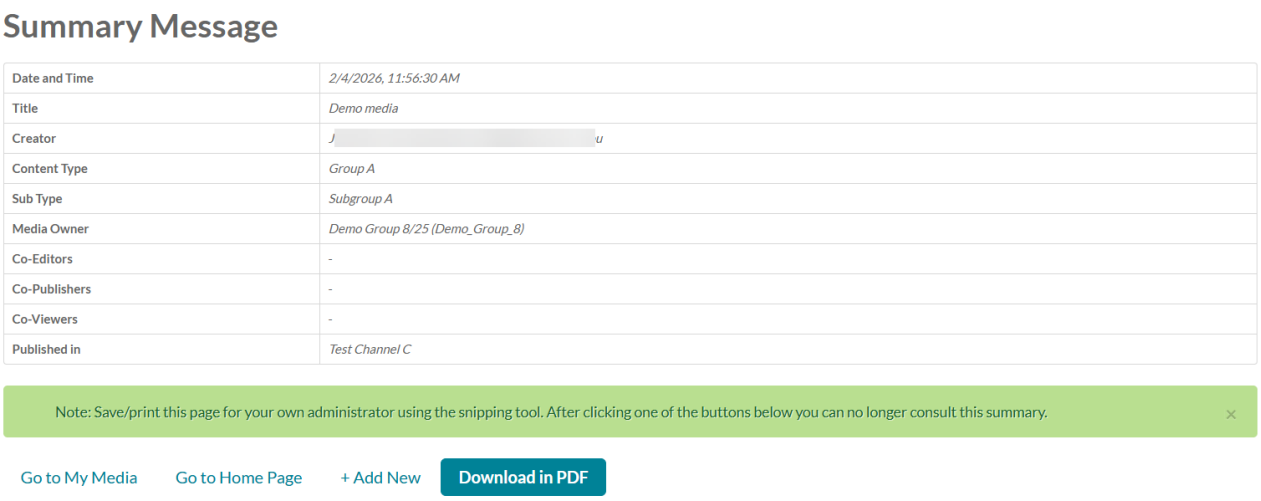
Once they click **Save**, the user is asked to confirm changes.



Once the user clicks **Confirm**, they receive a **Summary Message**.

Legacy Video Portal:

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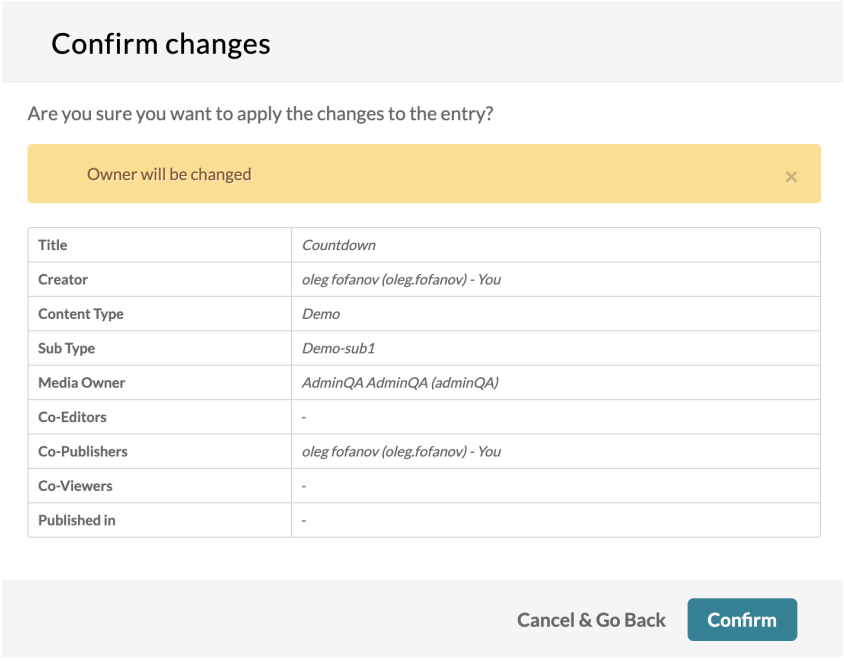


Messages and warnings per action

The following is a complete list of messages and warnings you'll see per action.

Change owner of an entry - Confirm changes

When changing the metadata group/subgroup in a way that replaces their ownership with another user, a warning message may appear in the confirmation dialog to let you know that the media owner will be changed.

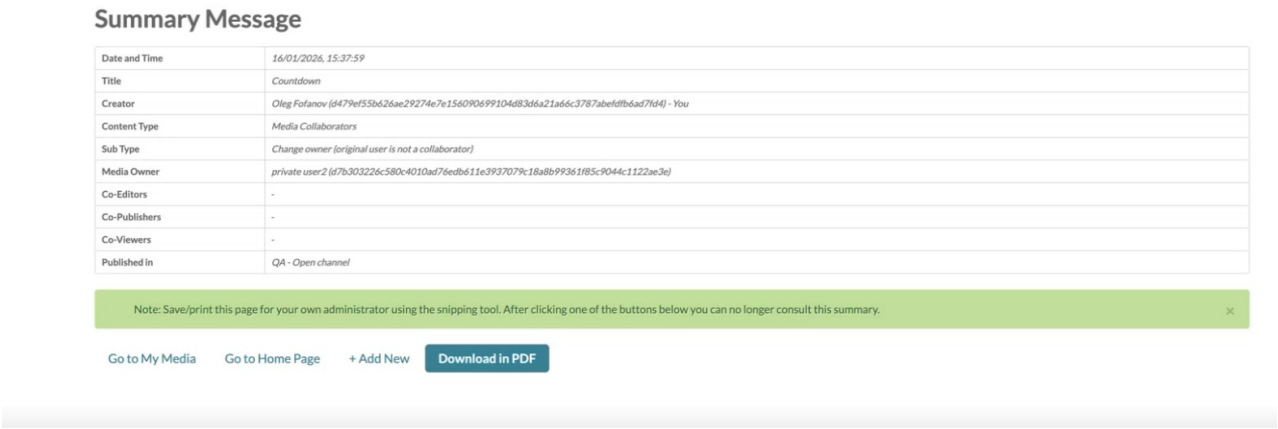


Change owner of an entry - Summary Message

When changing the owner of an entry, a warning message may appear in the Summary Message asking you to save/print this page for your own administrator using the snipping tool and warning you that after clicking one of the buttons below the message,

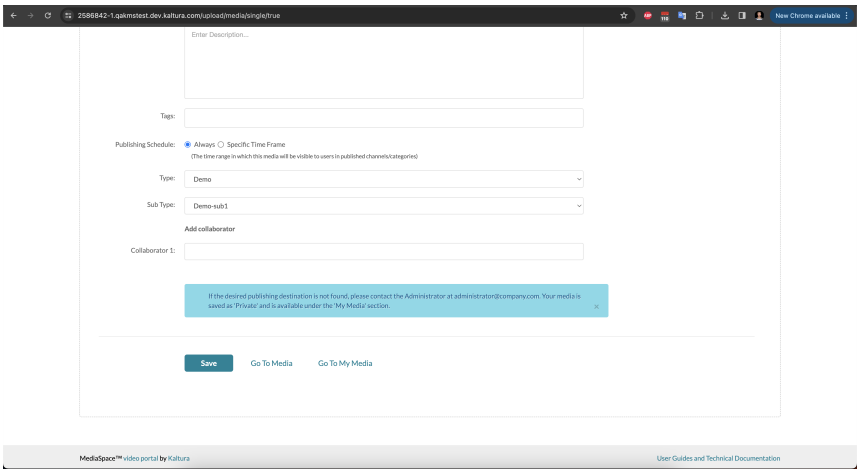
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you can no longer consult this summary.



Attempt to publish media without choosing publishing destination

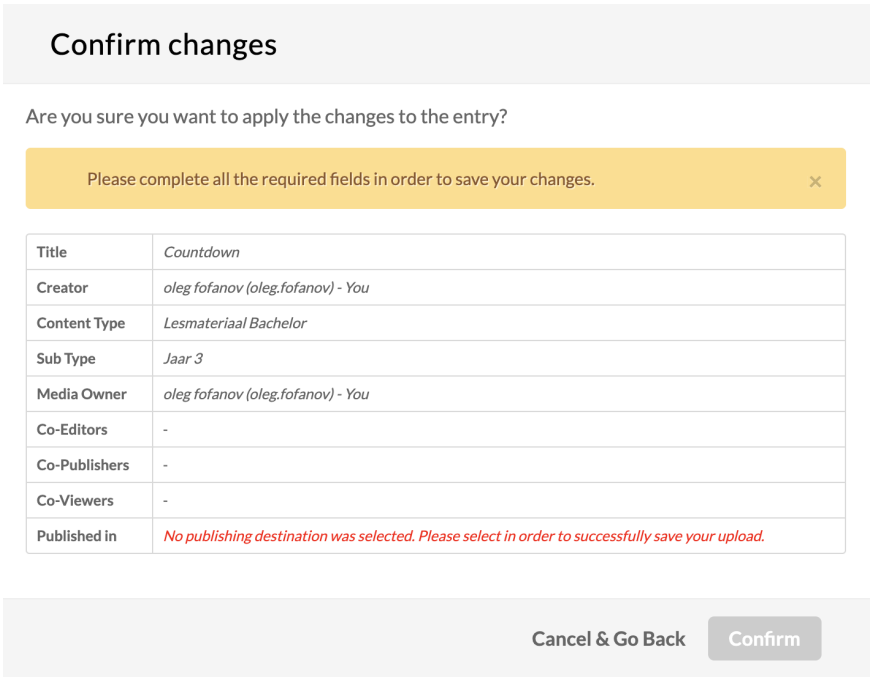
When the desired publishing destination is not found, a message will appear in the publishing form to guide you. If configured, this message will always be displayed.



Attempt to publish media without choosing publishing option

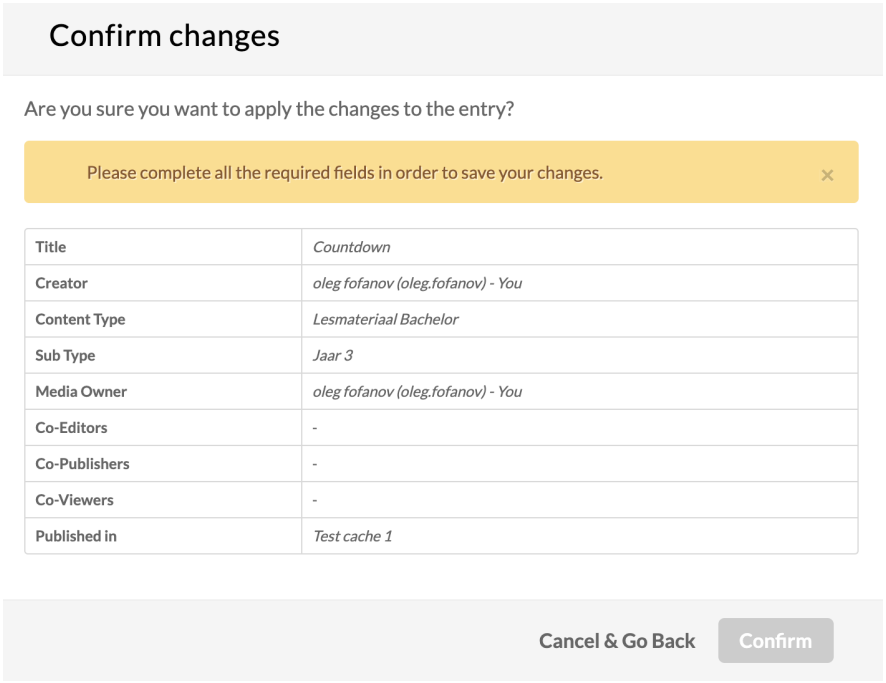
If you did not select a publishing option, a message may appear in the publishing form to let you know that no publishing option has been selected and prompt you to choose one before continuing.

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Attempt to publish media without filling out all required fields

If you did not fill out all required fields, a message may appear in the save confirmation pop-up to let you know that some required fields are missing and need to be completed before you can publish.



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