

AHK General - User Guide

Last Modified on 03/18/2026 2:48 pm IST

 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 Theming and non-Theming users. For the purposes of this guide, we are showing screens for non-Theming 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 MediaSpace. 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**.

Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required)

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

Tags:

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

Admin Demo

Name:

Year:

Publish in Channel

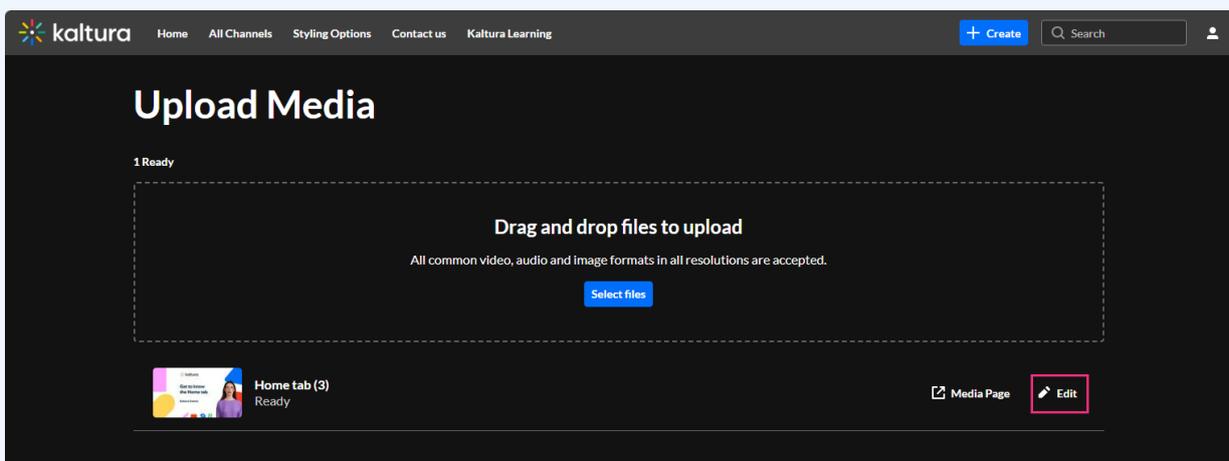
Moderated Open Private Restricted Shared Repository

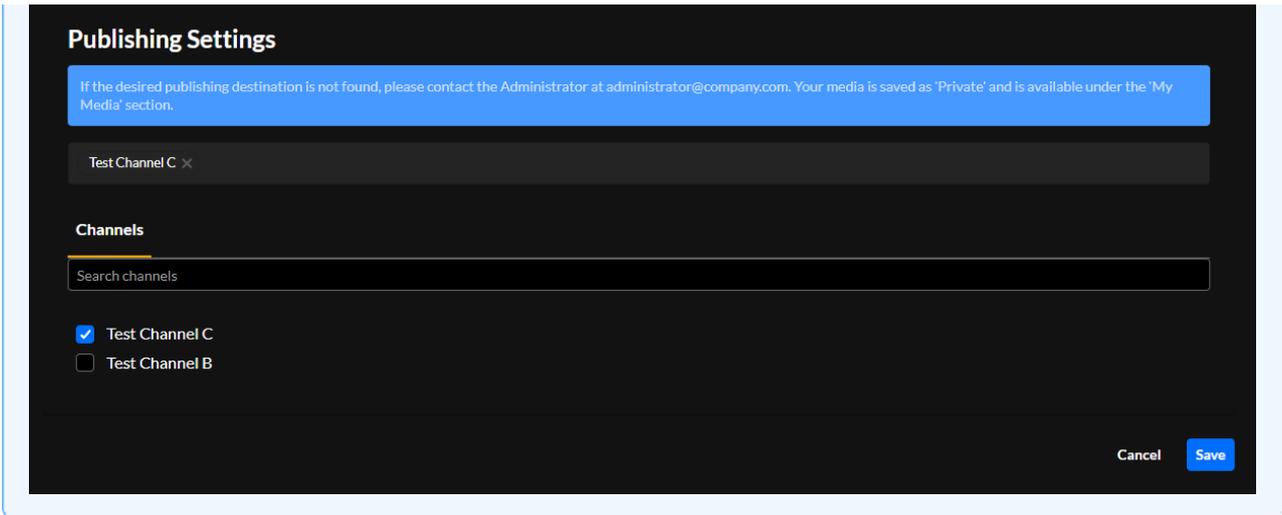
Test Channel C Test Channel B

If the desired publishing destination is not found, please contact the Administrator at administrator@company.com. Your media is saved as 'Private' and is available under the 'My Media' section.

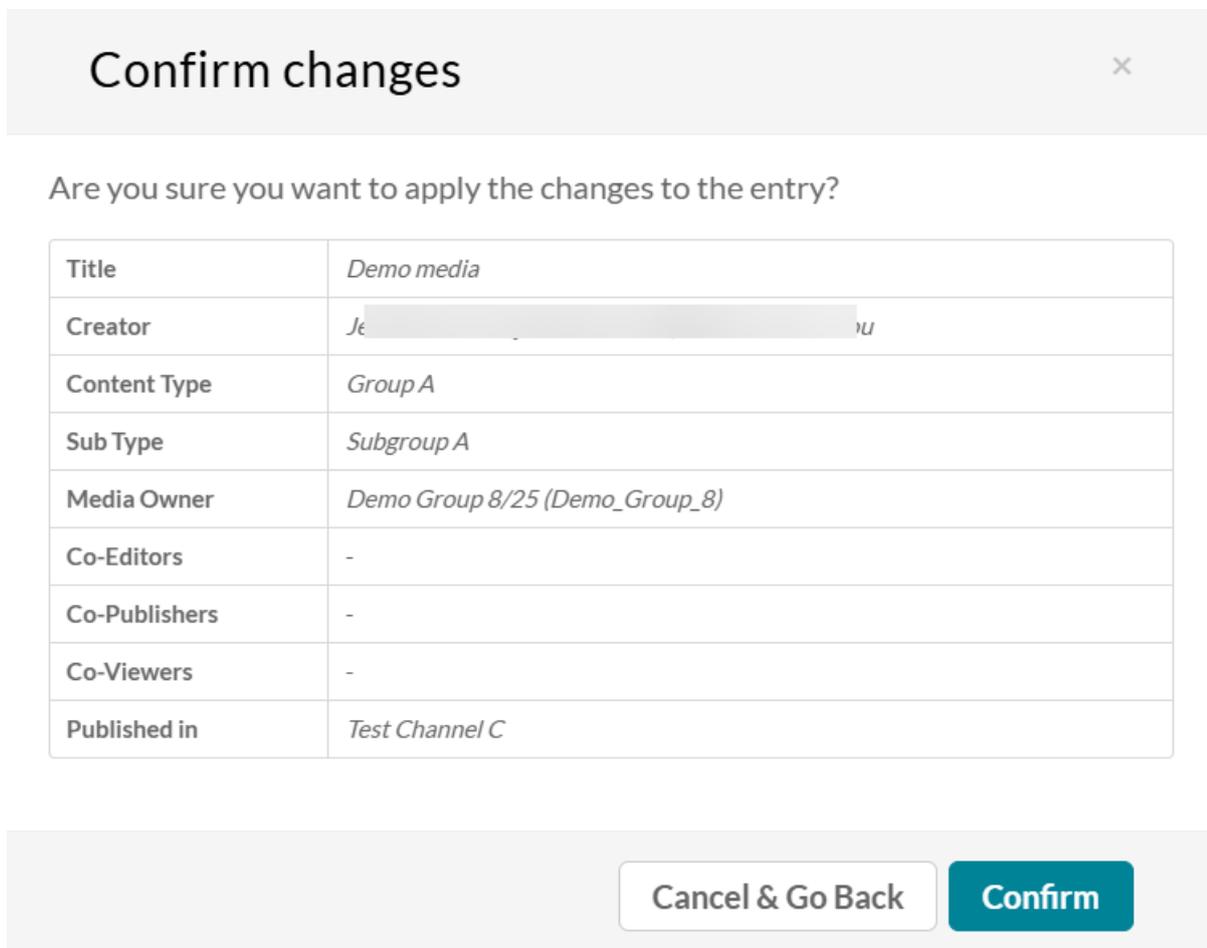


Note - Theming users must click the **Edit** button to reveal the Publishing Settings.





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



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

Non-Theming:

Summary Message

Date and Time	2/4/2026, 11:56:30 AM
Title	Demo media
Creator	J [redacted] u
Content Type	Group A
Sub Type	Subgroup A
Media Owner	Demo Group 8/25 (Demo_Group_8)
Co-Editors	-
Co-Publishers	-
Co-Viewers	-
Published in	Test Channel C

Note: Save/print this page for your own administrator using the snipping tool. After clicking one of the buttons below you can no longer consult this summary. ×

[Go to My Media](#)
[Go to Home Page](#)
[+ Add New](#)
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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.

Confirm changes

Are you sure you want to apply the changes to the entry?

Owner will be changed ×

Title	Countdown
Creator	oleg fofanov (oleg.fofanov) - You
Content Type	Demo
Sub Type	Demo-sub1
Media Owner	AdminQA AdminQA (adminQA)
Co-Editors	-
Co-Publishers	oleg fofanov (oleg.fofanov) - You
Co-Viewers	-
Published in	-

[Cancel & Go Back](#)
[Confirm](#)

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,

you can no longer consult this summary.

Summary Message

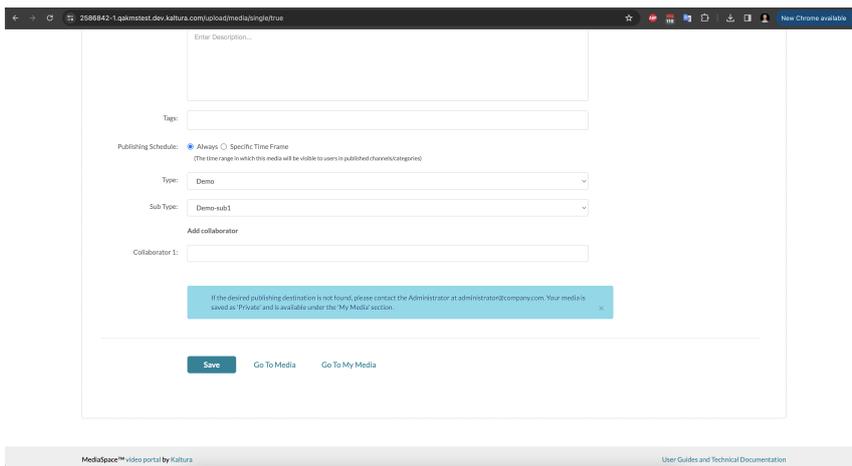
Date and Time	16/01/2026, 15:37:59
Title	Countdown
Creator	Oleg Fofanov (6479ef55b626ae29274e7e15609069910483d6a21a66c3787abefdfb6ad7fd4) - You
Content Type	Media Collaborators
Sub Type	Change owner (original user is not a collaborator)
Media Owner	private user 2 (d7b303226c580c4010ad76ed611e3937079c18a8b99361f85c9044c1122ae3e)
Co-Editors	-
Co-Publishers	-
Co-Viewers	-
Published In	QA - Open channel

Note: Save/print this page for your own administrator using the snipping tool. After clicking one of the buttons below you can no longer consult this summary. ✕

[Go to My Media](#)
[Go to Home Page](#)
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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.

Confirm changes

Are you sure you want to apply the changes to the entry?

Please complete all the required fields in order to save your changes. ×

Title	Countdown
Creator	oleg fofanov (oleg.fofanov) - You
Content Type	Lesmateriaal Bachelor
Sub Type	Jaar 3
Media Owner	oleg fofanov (oleg.fofanov) - You
Co-Editors	-
Co-Publishers	-
Co-Viewers	-
Published in	No publishing destination was selected. Please select in order to successfully save your upload.

Cancel & Go Back

Confirm

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.

Confirm changes

Are you sure you want to apply the changes to the entry?

Please complete all the required fields in order to save your changes. ×

Title	Countdown
Creator	oleg fofanov (oleg.fofanov) - You
Content Type	Lesmateriaal Bachelor
Sub Type	Jaar 3
Media Owner	oleg fofanov (oleg.fofanov) - You
Co-Editors	-
Co-Publishers	-
Co-Viewers	-
Published in	Test cache 1

Cancel & Go Back

Confirm



This document is maintained by Kaltura's Professional Services team. Please send comments or corrections to your Customer Success Manager. Ask them to forward



it to the Professional Services team. We are committed to improving our documentation and your feedback is appreciated.
