Activate or run an agentic workflow

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This article is designated for all users.

About

Once you've created a workflow, you can activate it or run it, depending on its trigger. This article explains how each trigger type behaves and how to start using your workflow.

- Workflows with automatic triggers (**When media is uploaded**, **When media is added to a category**, and **When media is added to an assigned category**) must be activated before they can run.
- Workflows with the Run on demand trigger are started manually each time you want to run them.

Looking for more information about this feature? Feel free to contact your Kaltura representative.

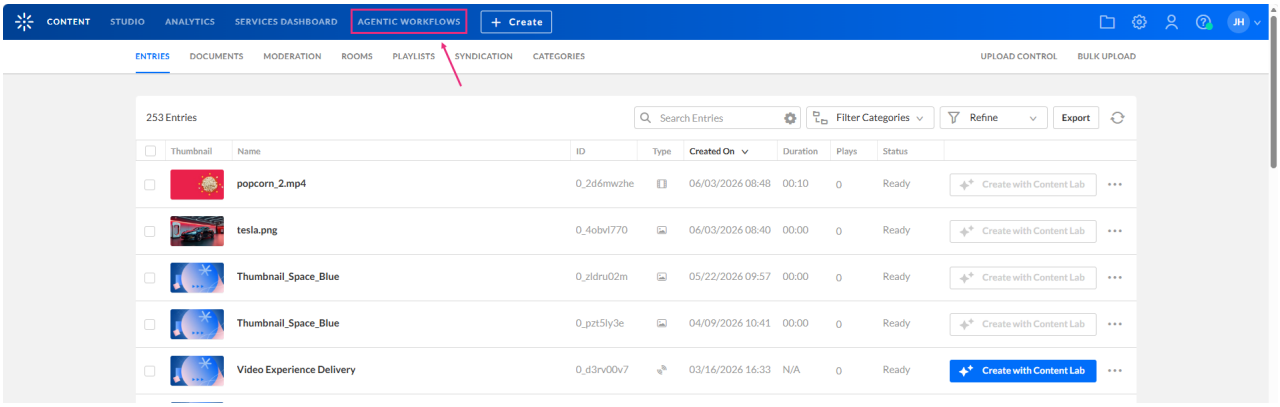
Before you start

- Your account must have **Agentic Workflows** enabled.
- If you want to use REACH-based actions (such as captions, translation, dubbing, moderation, audio description, chaptering and metadata enrichment), your account must have an active REACH profile and relevant catalog item(s) configured.

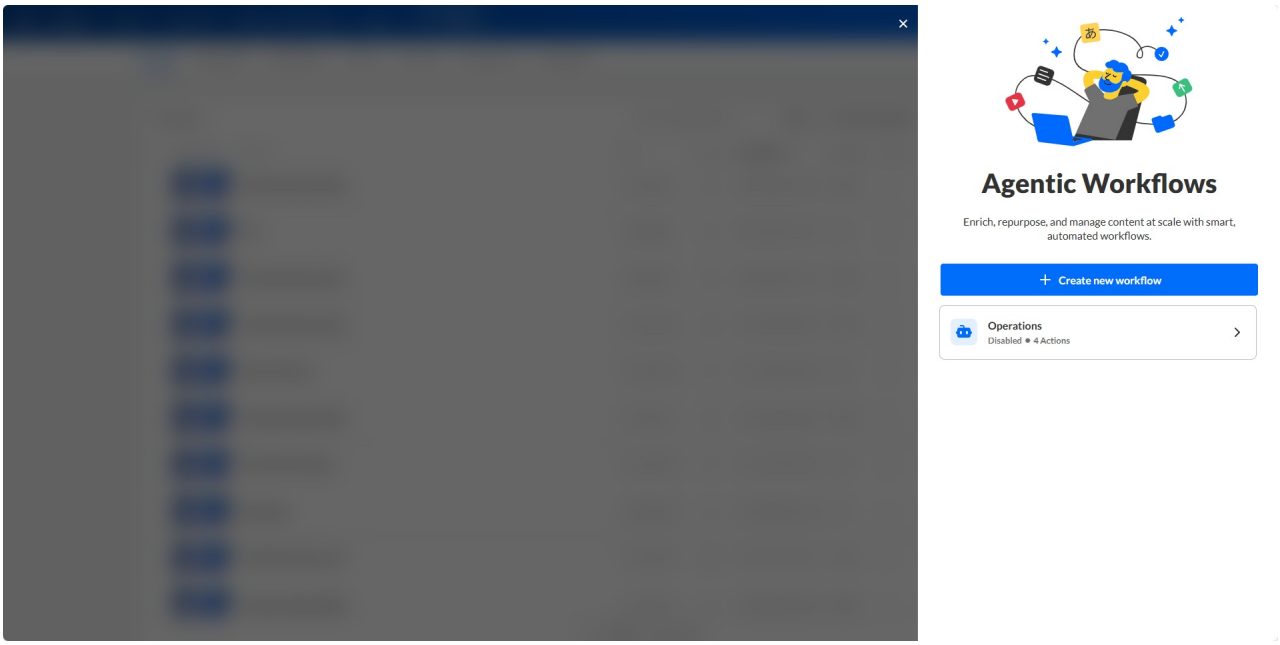
Access Agentic Workflows

In the Rich Media CMS, click the **Agentic Workflows** button on the top navigation bar.

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The Agentic Workflows screen displays. Your previously created workflows are listed below the **Create new workflow** button.

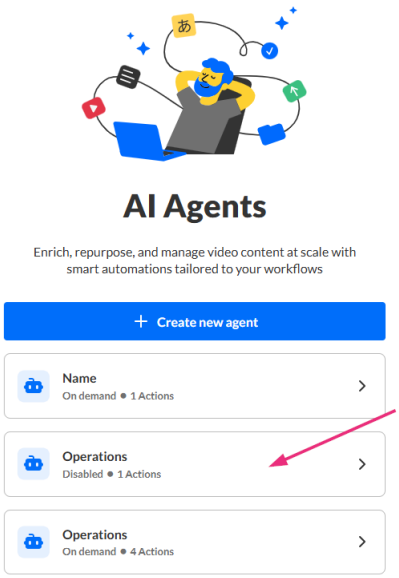


Activate a workflow

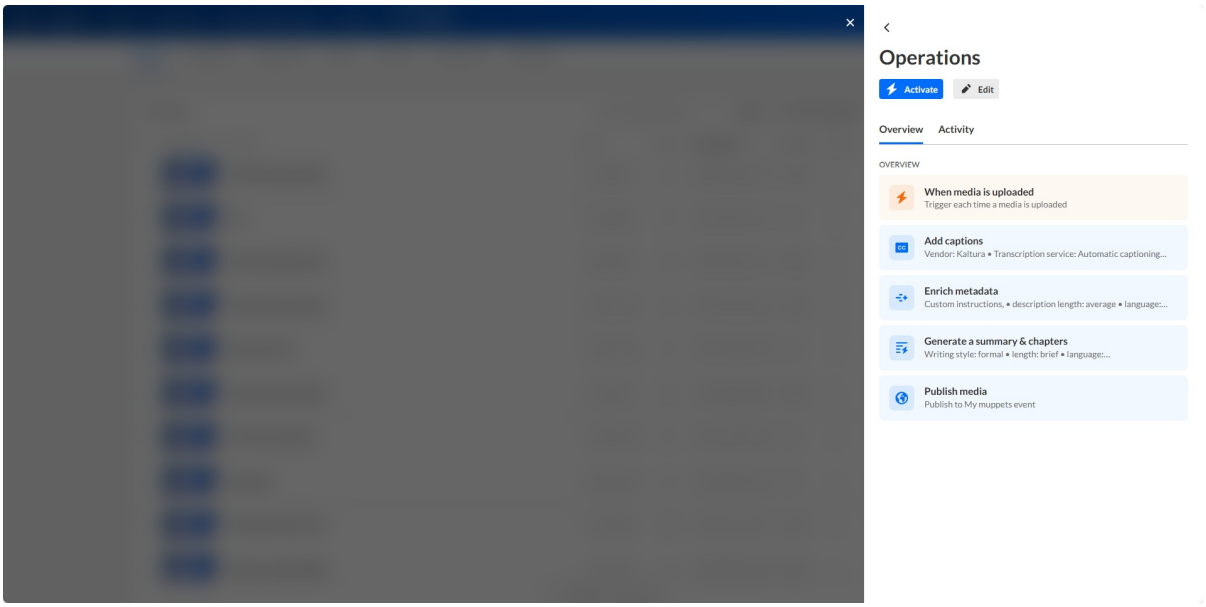
For workflows with automatic triggers (**When media is uploaded**, **When media is added to a category**, and **When media is added to an assigned category**):

1. Click on the workflow you would like to activate.

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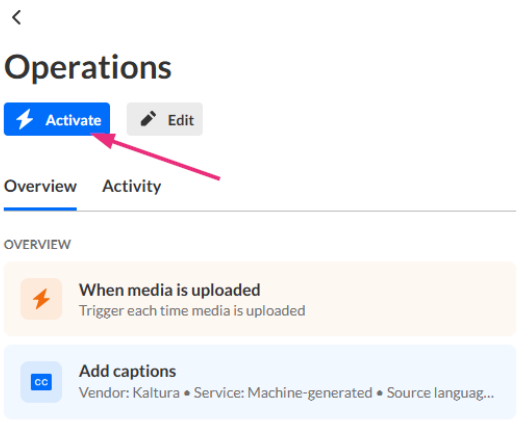


The workflow page displays with the **Overview** tab open.

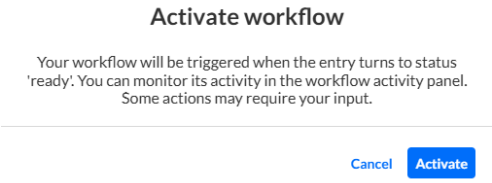


2. Click the **Activate** button at the top.

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A confirmation dialog appears with details about when the workflow will run and how to monitor it.



3. Click **Activate** to confirm.

   Once activated, the workflow runs according to its trigger:

- **When media is uploaded** – Runs automatically whenever uploaded media finishes processing and reaches Ready status.
- **When media is added to a category** – Runs automatically whenever media is added to the selected category. If you included subcategories, the workflow also runs for media added to those subcategories.
- **When media is added to an assigned category** – Makes the workflow available for assignment to Content Hubs channels and LMS media galleries. The workflow doesn't run until a channel owner or manager assigns it to a channel or media gallery.

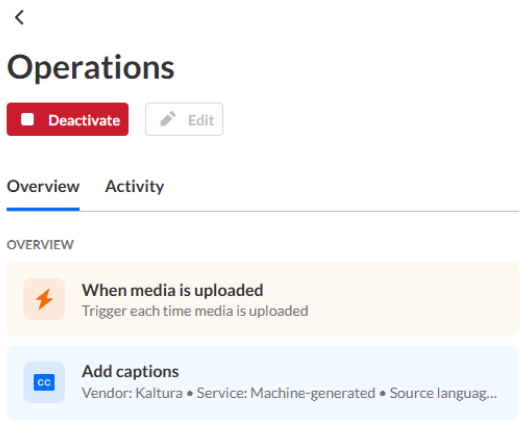
To learn how to assign a workflow to a Content Hubs channel or LMS media gallery, see Assign agentic workflows to a channel.

Deactivate a workflow

After activation, the **Activate** button changes to **Deactivate**, indicating that the

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workflow is active. Click **Deactivate** at any time to stop the workflow or to make it unavailable for future channel assignments.

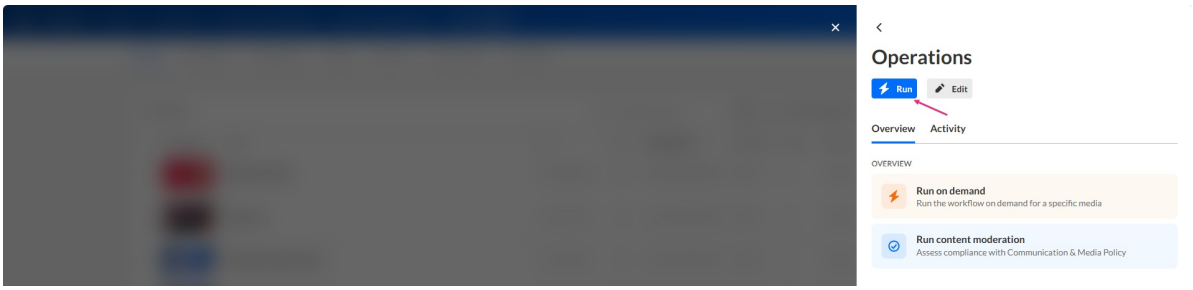


If you deactivate a workflow while it is processing media, workflows that are already in progress continue until completion. No new workflow runs are started after the workflow is deactivated.

Run a workflow with a Run on demand trigger

For workflows with the **Run on demand** trigger:

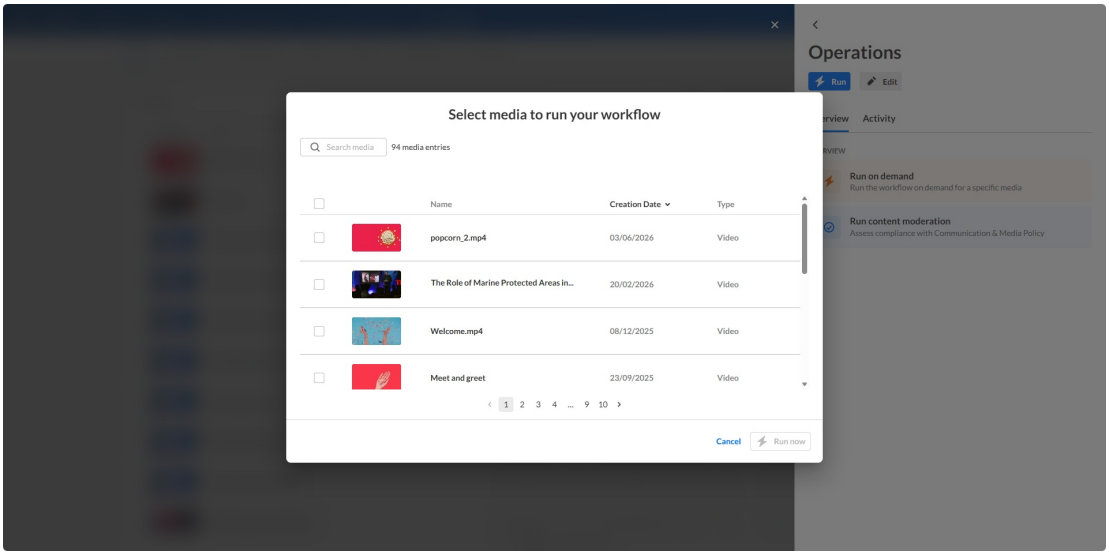
1. Open the workflow.
   The workflow page displays with the **Overview** tab open.
2. Click the **Run** button at the top.



The Select media window opens and displays the media you have permission to run the workflow on.

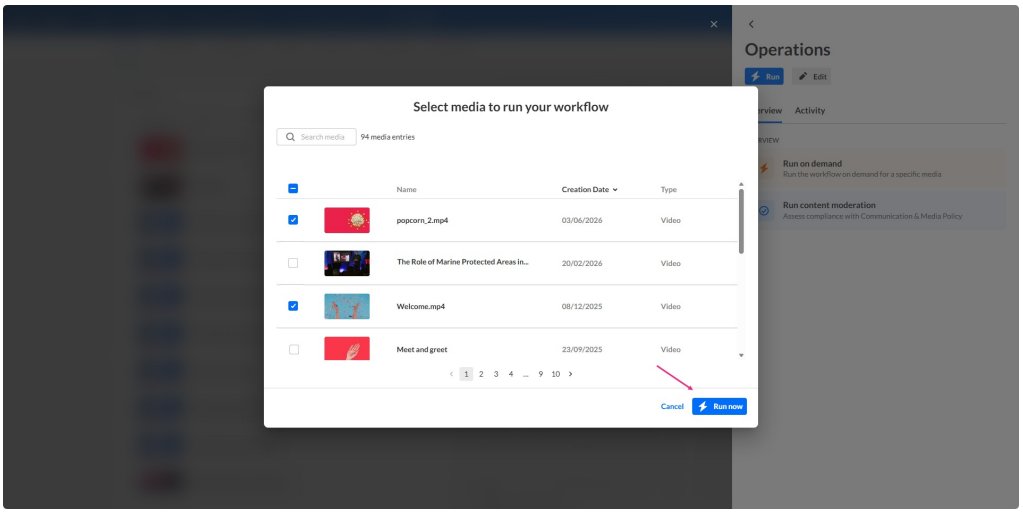
Only video and audio entries are supported.

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You can use filters or the search bar to find entries.

3. Select one or more entries by checking the boxes.
4. Click **Run now**. The button becomes available after you select at least one media item.



After running, you return to the **Activity** tab, where you can monitor the workflow's progress.

On-demand workflows don’t need to be activated or deactivated. The **Run** button always stays enabled, so you can run the workflow again whenever you choose.

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To learn more about the **Activity** tab and its features, see View workflow activity.

Kaltura does not use customer data to train its AI models. To learn more, see Kaltura's Artificial Intelligence Principles.

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