Schedule availability for when media can be viewed in Riche Media CMS

Content updated: 10/17/2025

This article is designated for administrators.

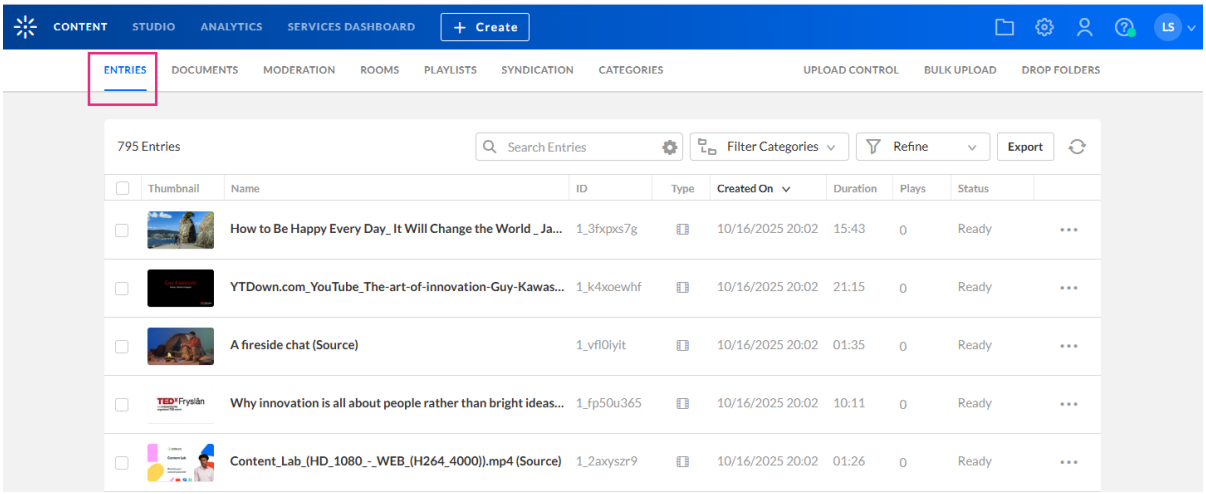
About

The **Scheduling** tab on the entry details page lets you control when an entry is available for playback.

You can set a start date (sunrise) and an end date (sunset) to determine the time window during which viewers can access the media. If users try to access the entry outside of this window, they'll see an error message.

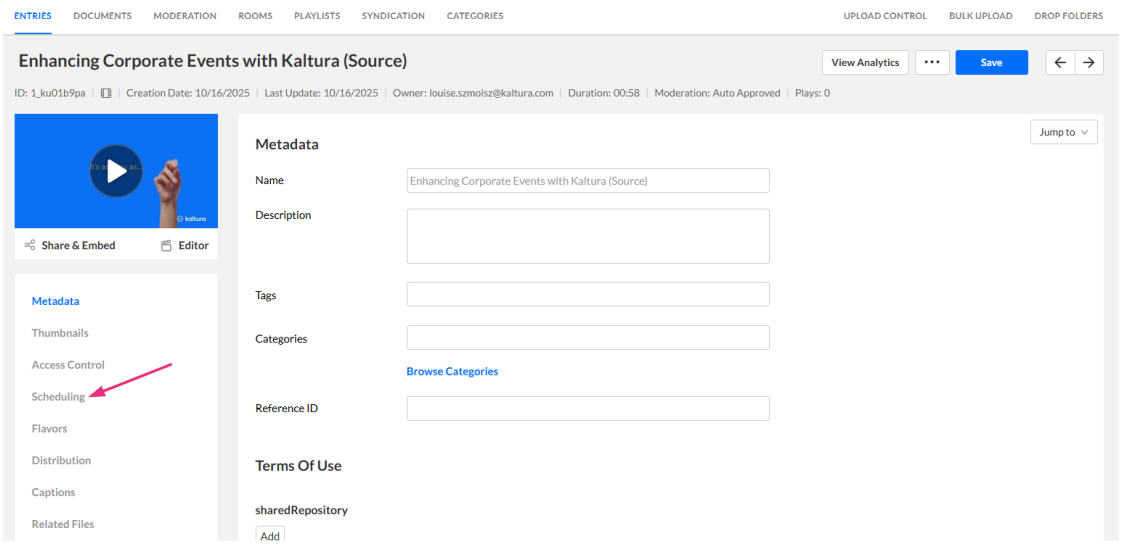
Access the scheduling tab

1. Log into your Rich Media CMS.
   The **Entries** page displays by default.

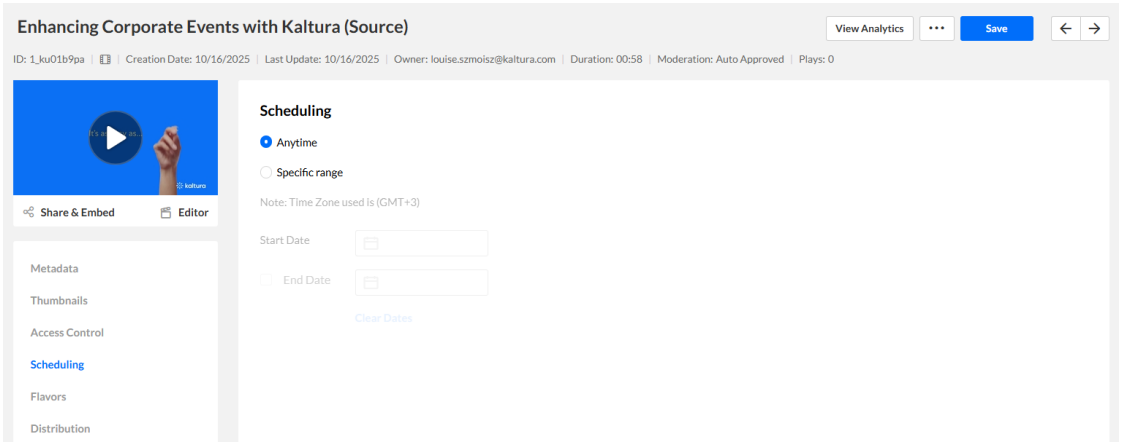


2. Click on the desired entry's title or thumbnail.
   The **Metadata** page displays by default. In the left panel, select **Scheduling**.

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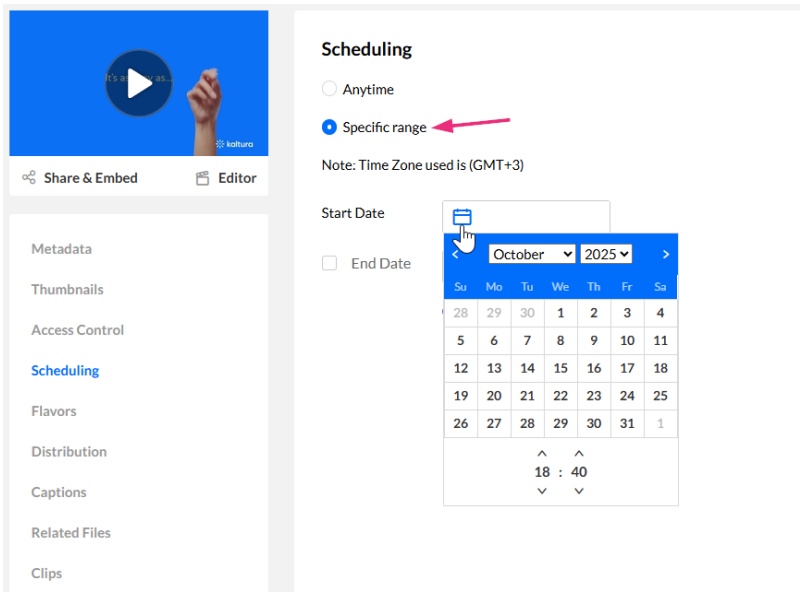
The Scheduling tab displays.



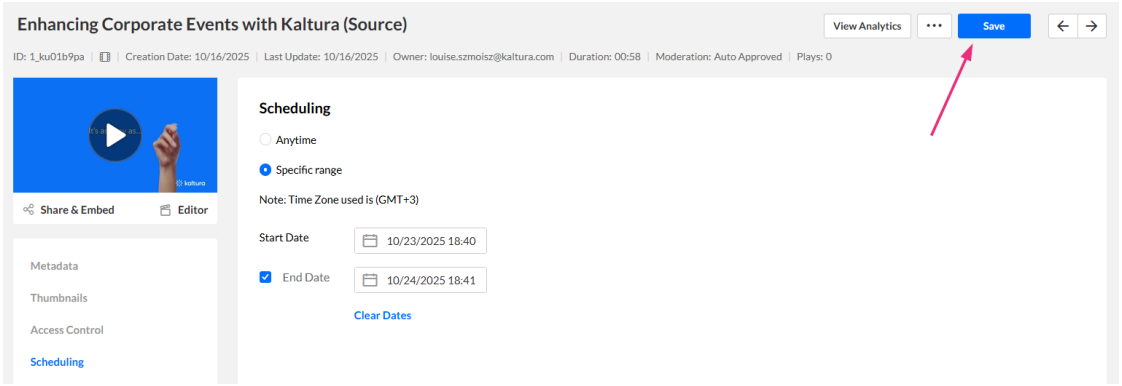
Schedule availability

1. Click **Specific range**.
2. Set the desired start and end dates and times.

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3. Click **Save** at the top right.



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