

Schedule availability for when media can be viewed

Last Modified on 05/06/2026 8:38 pm IDT

 This article is designated for administrators.

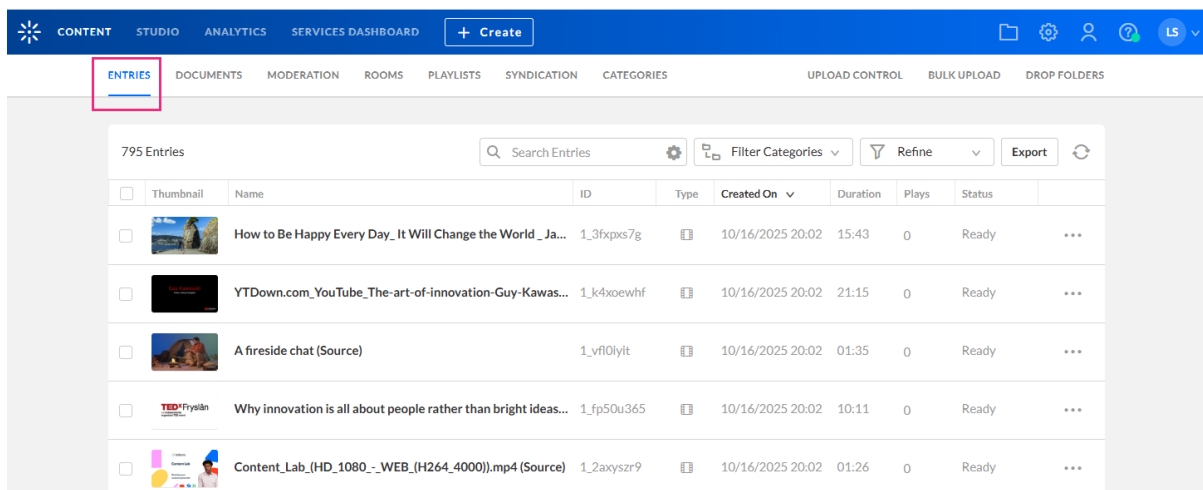
About

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

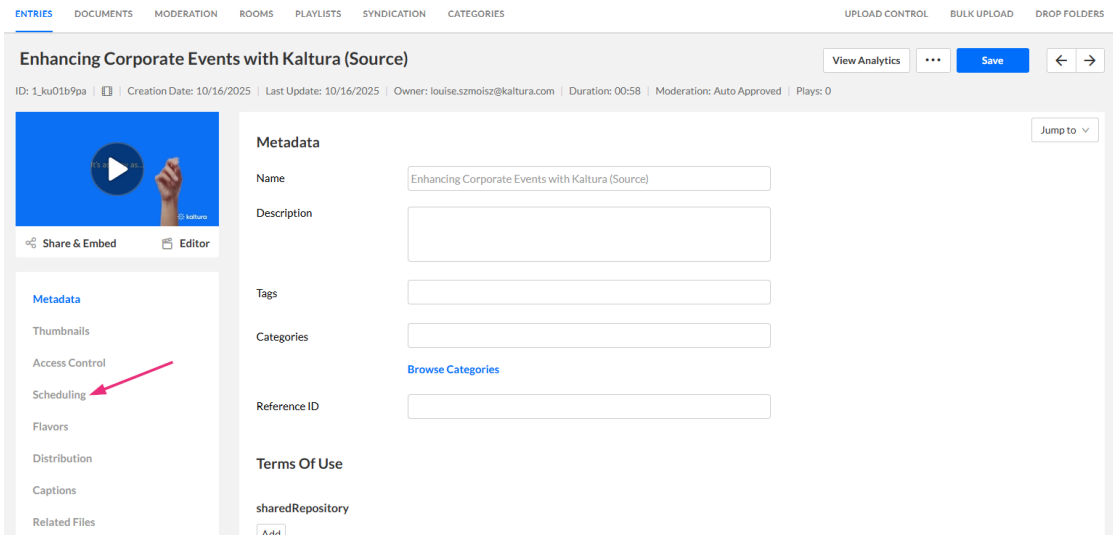
1. Log into your Rich Media Content Management System.

The **Entries** page displays by default.

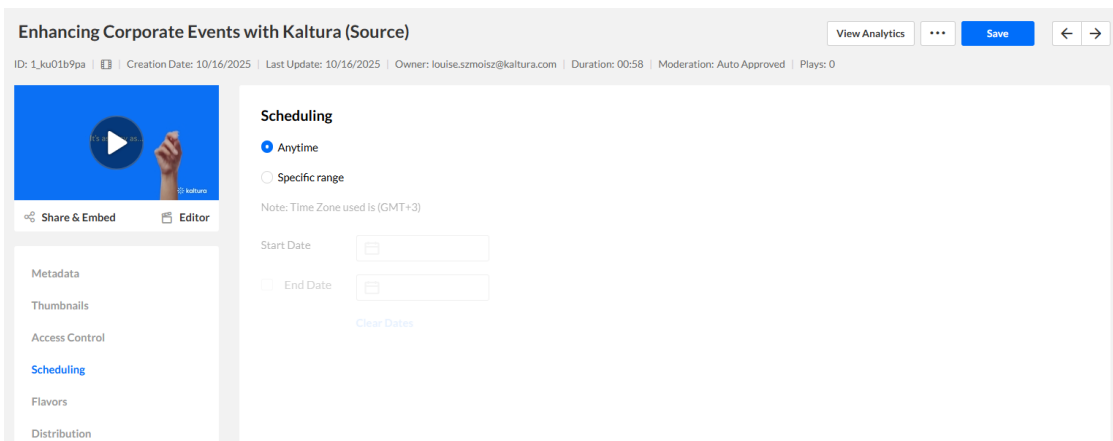


2. Click on the desired entry's title or thumbnail.

The **Metadata** page displays by default. In the left panel, select **Scheduling**.

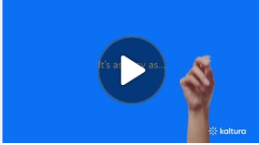


The Scheduling tab displays.



Schedule availability

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



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Scheduling

Anytime
 Specific range

Note: Time Zone used is (GMT+3)

Start Date

End Date

October
2025

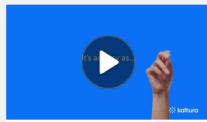
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
		^	^			
		18 : 40	^			
		v	v			

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

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ID: 1_ku01b9pa | Creation Date: 10/16/2025 | Last Update: 10/16/2025 | Owner: louise.szmolcz@kaltura.com | Duration: 00:58 | Moderation: Auto Approved | Plays: 0

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- Metadata
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- Scheduling

Scheduling

Anytime
 Specific range

Note: Time Zone used is (GMT+3)

Start Date

End Date

Clear Dates