

# Distribute content in Rich Media CMS

Last Modified on 05/06/2026 8:40 pm IDT

 This article is designated for administrators.

## About

Use the **Distribution** settings in the Rich Media CMS to publish a media item to connected destinations such as YouTube or Facebook. This article walks you through exporting, updating metadata, scheduling, and removing distributed entries.

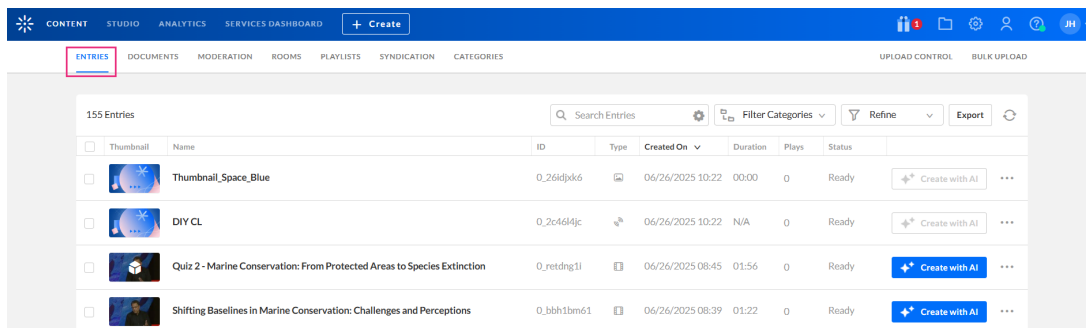


For more information about the Facebook distribution connector, visit our article [Facebook Distribution Connector](#).

## Distribute an entry

1. Log into Rich Media CMS.

The **Entries** tab displays by default.

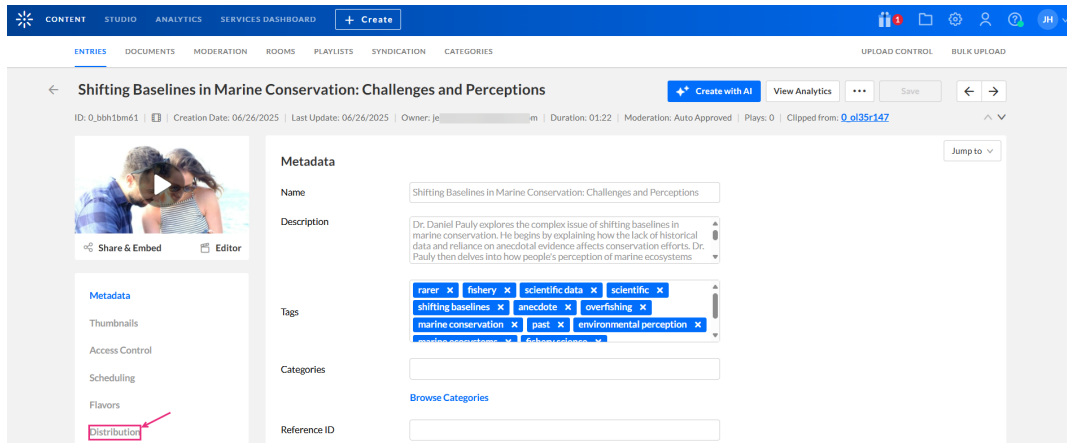


2. Click the entry's name or thumbnail.

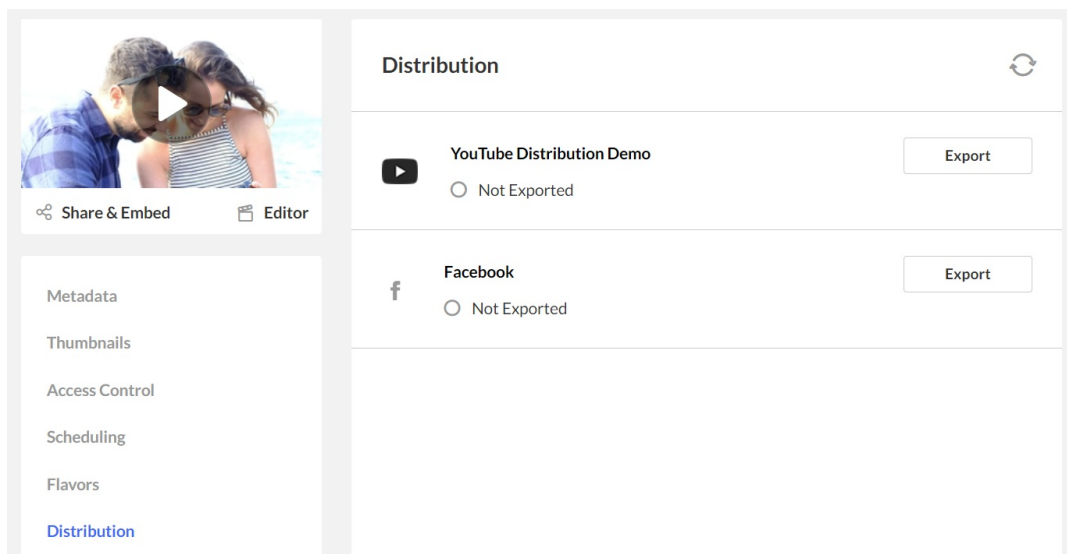


The entry details page displays.

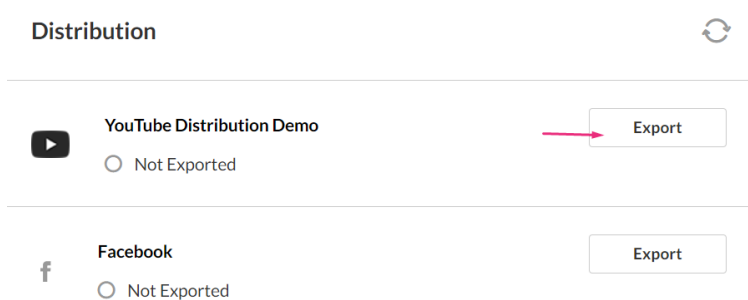
3. In the left panel, click **Distribution**.



The distribution profiles configured for your account display.



4. Find the distribution profile you want to use and click **Export**.



After you click 'Export' for the first time, the distribution details page opens. Here you can review metadata, enable automatic updates, and confirm the export.

▶ YouTube Distribution Demo
Cancel **Export**

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Status  Not Exported

Updates  Update Automatically

Start Date

End Date


### Metadata

Name

Description

Tags

### Video Flavors

 Source

Format: mp4 | Codec: avc1 | 5063 Kbps | 6.04 MB | 1920 x 1080



On the distribution details page, you'll see one of the following statuses:

- **Not Exported** – grey circle
- **Ready for Distribution** – black circle
- **Distributing** – blue spinner
- **Distributed** – green check

## Update metadata after distribution

You can update **title**, **description**, and **tags** after export.

1. On the **Entries** page, click on the desired entry name or thumbnail.

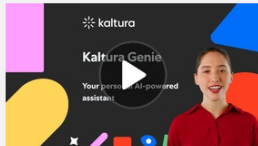
Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
	Pharrell Williams - Happy (Video).mp3	1_p7ors19f	🎵	11/08/2025 20:36	04:01	0	Ready	...
	Kaltura Genie	1_5ye1e2e6	📺	11/08/2025 20:35	01:44	8	Ready	...

The entry details page displays.

2. Edit the **Name**, **Description**, or **Tags** fields.

**Kaltura Genie**
[View Analytics](#)

ID: 1\_5ye1e2e6 | Creation Date: 11/08/2025 | Last Update: 11/15/2025 | Owner: 46c27083de680f507923020f7b785092 | Duration: 01:44 | Moderation: Auto Approved | Plays: 8



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[Editor](#)

[Metadata](#)

[Thumbnails](#)

[Access Control](#)

### Metadata

Name

Description


Tags genie ai

Categories

[Browse Categories](#)

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

A **Modified** notification appears on the Distribution tab.



**YouTube Distribution Demo**


Distributing | Modified |

Last Update 22/01/2024 | [More Details](#)

Kaltura sends these updates to the destination platform automatically, unless you chose not to enable automatic updates for that profile.

## Automatic metadata updates

When you click 'Export' for the first time, the distribution details page opens. This page includes the **Update Automatically** option.

 Facebook
Cancel [Export](#)

Status  Not Exported

Updates  Update Automatically

Start Date

End Date

### Metadata

Name

If you enable 'Update Automatically', Kaltura will continue to push future changes to the following fields:

- Name
- Description

- Tags

This option applies only to metadata. It does not update the video file, thumbnails, captions, or any other asset.

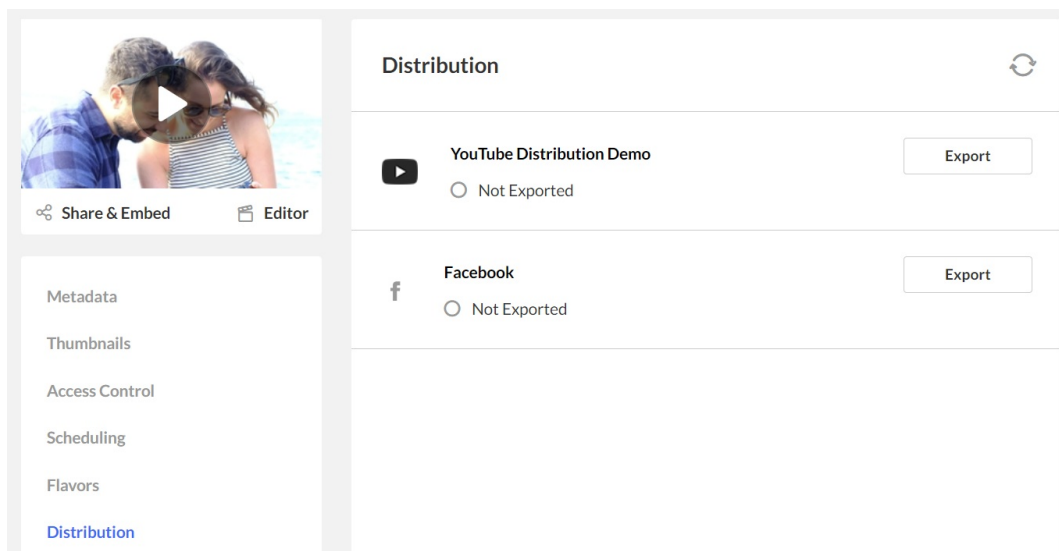


**To update the video file itself on the destination platform** (for example, after replacing or trimming the video), you must remove the exported entry and re-export it.

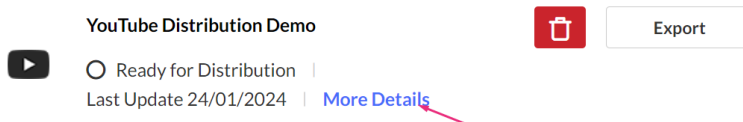
## Schedule distribution

You can set scheduling separately for each distribution so that the same content may have a different schedule depending on the distributor.

1. Open the distribution page for the desired entry




2. Click **More Details**.



The distribution details page displays.

3. Select the desired **start date** and **end date** and times.


**YouTube Distribution Demo**  
Provider: YouTubeAPI

[Cancel](#)
[Update](#)

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Status  Ready for Distribution

Last Update 24/01/2024

Start Date

End Date

[Delete](#)

**Metadata**

Name

Description

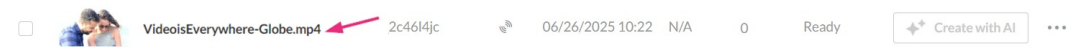
4. Click **Update**.  
The distribution profile displays.
5. When you're ready to distribute the content, click **Export**.



This allows the same content to have different schedules for different destinations.

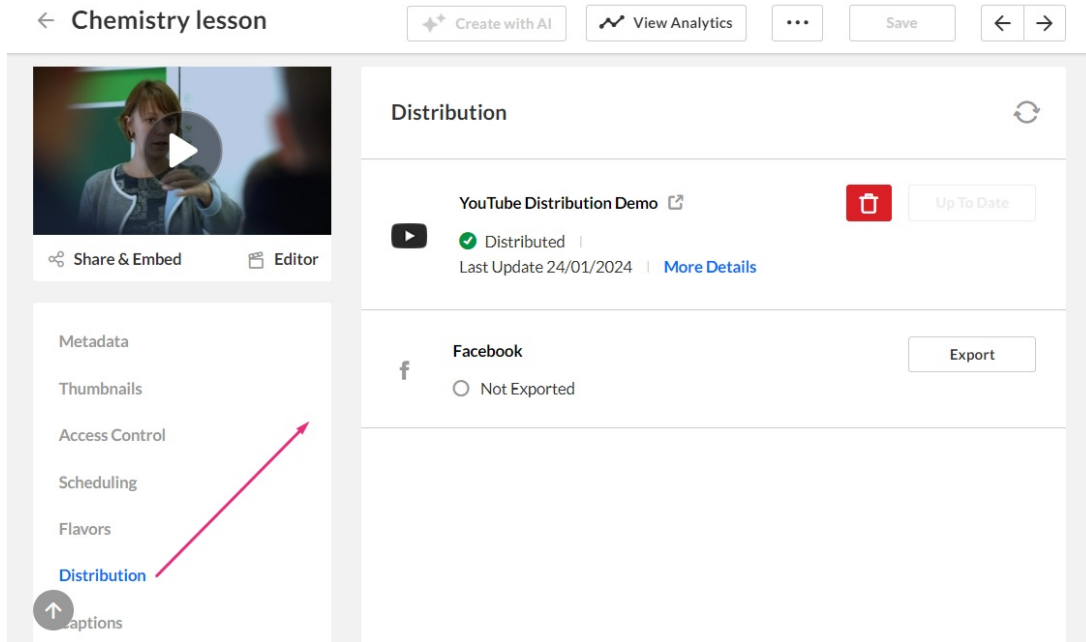
## Remove a distributed entry

1. On the **Entries** page, click on the desired entry name or thumbnail.

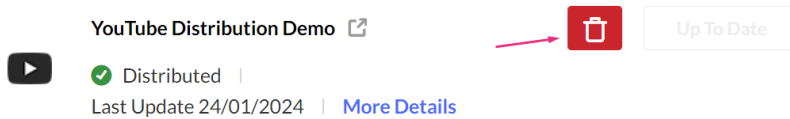


The entry details page displays.

2. In the left panel, click **Distribution** to view the distribution profile page.



3. Click the red **trash can** icon next to the destination.



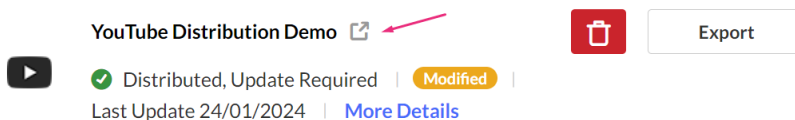
A warning message displays: *You are about to remove the exported video that was distributed by (xx). The video will no longer be available via the video page on the external platform. How do you want to proceed?*

4. Click **Yes** to continue.

## Preview on the destination platform

Once an entry is distributed, a remote ID is generated and a link icon appears on the Distribution tab. You can:


- Click the **link icon** to open the entry page directly on the destination platform.



OR

- Copy the **Remote ID** and paste it into the destination site as a reference to locate

the distributed entry.

 **YouTube Distribution Demo**  
Provider: YouTubeAPI

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Status 🔄 Distributing

Last Update 24/01/2024

Remote ID G1f7nWigmLY

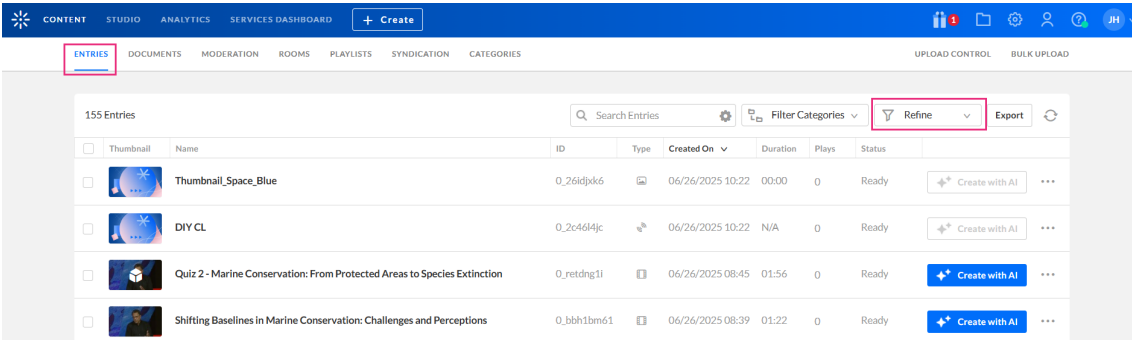
Start Date 📅 24/01/2024 15:03

End Date 📅 25/01/2024 15:00

🗑️ Delete

## Search for distributed entries

1. Under the **Entries** tab, click the **Refine** filter to open it.



The screenshot shows the Kaltura interface with the 'ENTRIES' tab selected. A search bar and 'Filter Categories' dropdown are visible. The 'Refine' filter is highlighted with a red box. Below the filter, a table of entries is displayed with columns for Thumbnail, Name, ID, Type, Created On, Duration, Plays, and Status. The table contains four entries, each with a 'Create with AI' button.

2. Click the arrow next to **Destinations** to expand the category.







- Flavors
- Access Control Profiles
- Destinations
  - YouTube Distribution Demo
  - Facebook

3. Select the destination(s) by checking the corresponding box(es).

Review the filtered results.

7 Entries

Active Filters: YouTube Distribution Demo 

<input type="checkbox"/>	Thumbnail	Name	ID	Type	Created On <input type="button" value="v"/>	Duration	Plays	Sta
<input type="checkbox"/>		Clip of Hands i...	1_6du4tcp6		10/12/2023 11:00	00:05	1	Re
<input type="checkbox"/>		Chemistry less...	1_kq03b4t8		07/11/2023 18:22	00:14	0	Re
<input type="checkbox"/>		Kaltura Interac...	1_5ygm8pef		27/09/2023 21:16	00:26	9	Re