

Confidential Entry - User Guide

Last Modified on 02/10/2026 11:49 pm IST

 This article is designated for all users.

About

This guide explains how end users can mark content as confidential which prevents publishing of the entry in both KMS and KAF.



This module is for both Theming and non-Theming users.



For technical support, contact Kaltura Customer Care. For all other inquiries, reach out to your Customer Success Manager.

Set media as confidential

1. As part of the upload/edit media process, choose a custom data schema. In our example below, the user is uploading media.

Upload Media

🕒 1 Uploading

Drag and drop files to upload

All common video, audio and image formats in all resolutions are accepted.

Select Files



Product Tour
Uploading 70%

 Cancel Upload  Private  Edit



Name *

Product Tour

Description



Tags

Tags

Custom data - Text list - single Selection

Select one

 Search

Item

Item

Item 

Item

Item

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2. Click on **Private** button.

Upload Media

🕒 1 Uploading

Drag and drop files to upload

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Select Files



Product Tour
Uploading 70%

 Cancel Upload

 Private

 Edit



Name *

Product Tour

Description



Tags

Tags

Custom data - Text list - single Selection

2 Selected Items

Custom data - Text list - Multi Selection

- Field 1
- Field 2
- Field 3
- Field 4
- Field 5

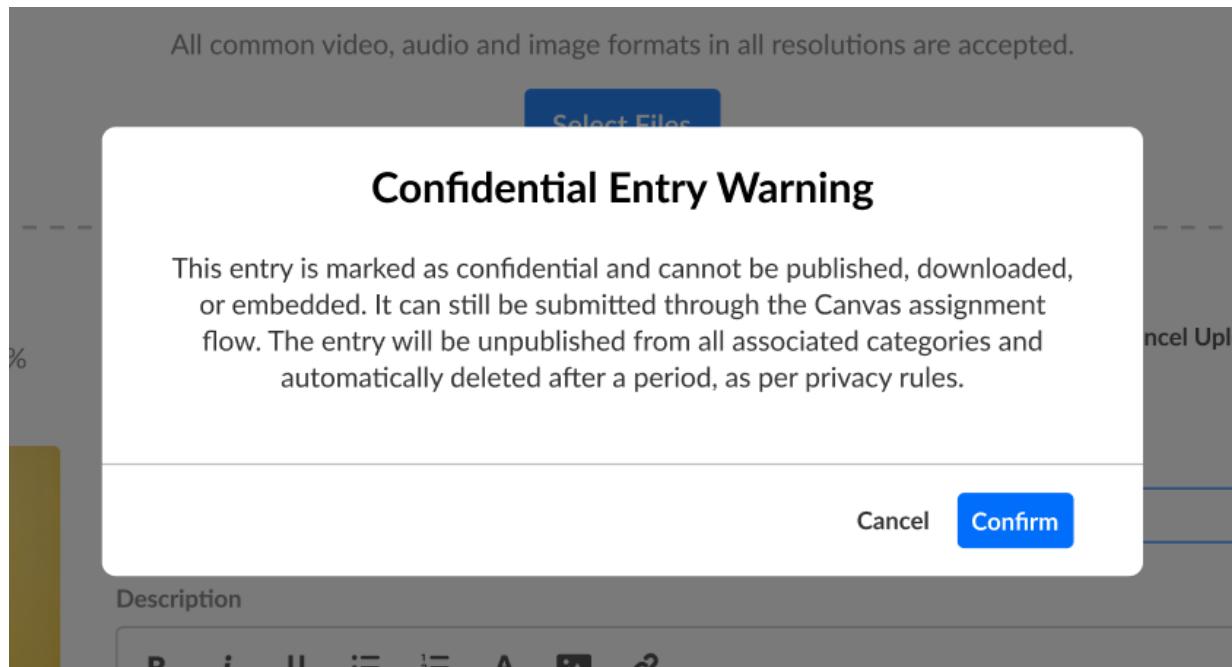
[See more](#)

[Cancel](#)

[Save](#)

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A warning message displays asking you to confirm your action.



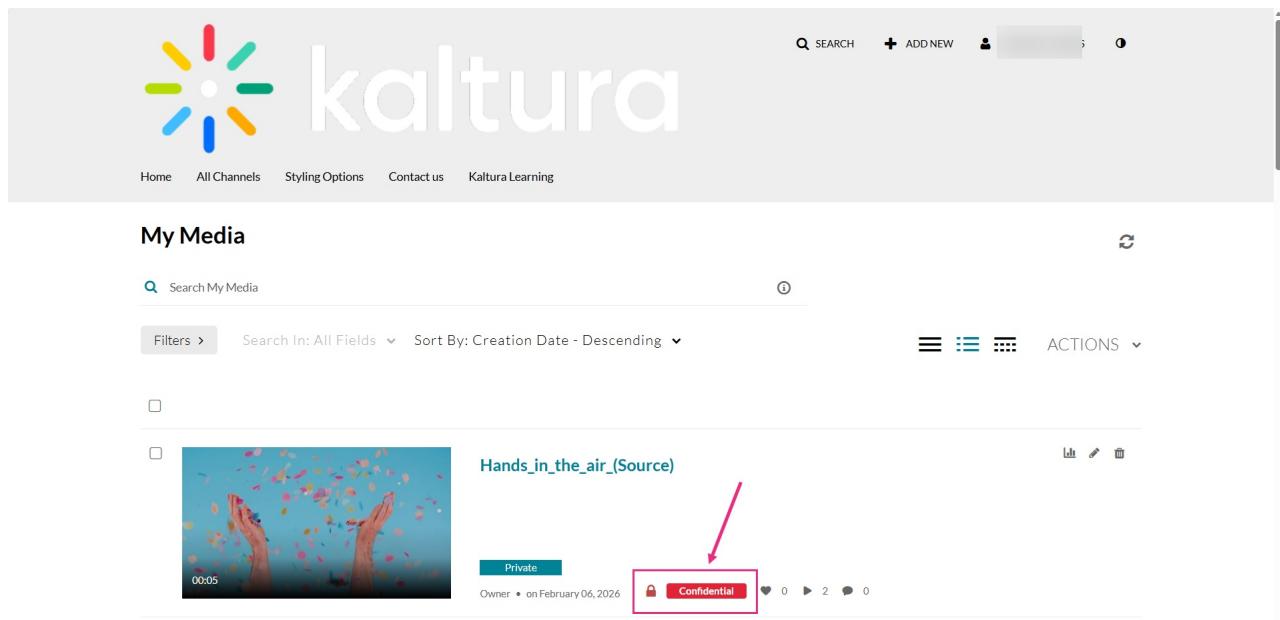
3. Click **Confirm**.

How confidential media appears to the end user

When media is set as confidential, it appears to the end user as follows.

Non-Theming -

My media - Confidential 'lock' icon and label.



Media page - No 'Share' functionality.



Hands_in_the_air_(Source)

From Jennifer Harris February 06, 2026

Details Q

No description provided

Department 1

Comments

Add a Comment

ACTIONS ▼

- Edit
- Add to playlist
- Analytics
- Add to Watch List
- Launch Editor
- Delete

Theming -

My media - No confidential 'lock' icon or label.

kaltura Home All Channels Styling Options Contact us Kaltura Learning + Create Q Search 👤

My Media

Search My-Media 11 Results found

Clear all filters

Sort By

Media Type

Publish Status

 Hands_in_the_air_(Source)

Video • Owner • 2 Views • 2 Plays • Private

⋮ Explore

Media page - No 'Embed' functionality in Share screen.

