Assign agentic workflows to a media gallery in Canvas

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This article is designated for all users.

About

Media gallery managers can assign agentic workflows so that media added to the media gallery is processed automatically.

Agentic workflows are created and activated by an administrator in the Rich Media CMS using the **When media is added to an assigned category** trigger. Once assigned to a media gallery, they run automatically whenever media is added to that media gallery.

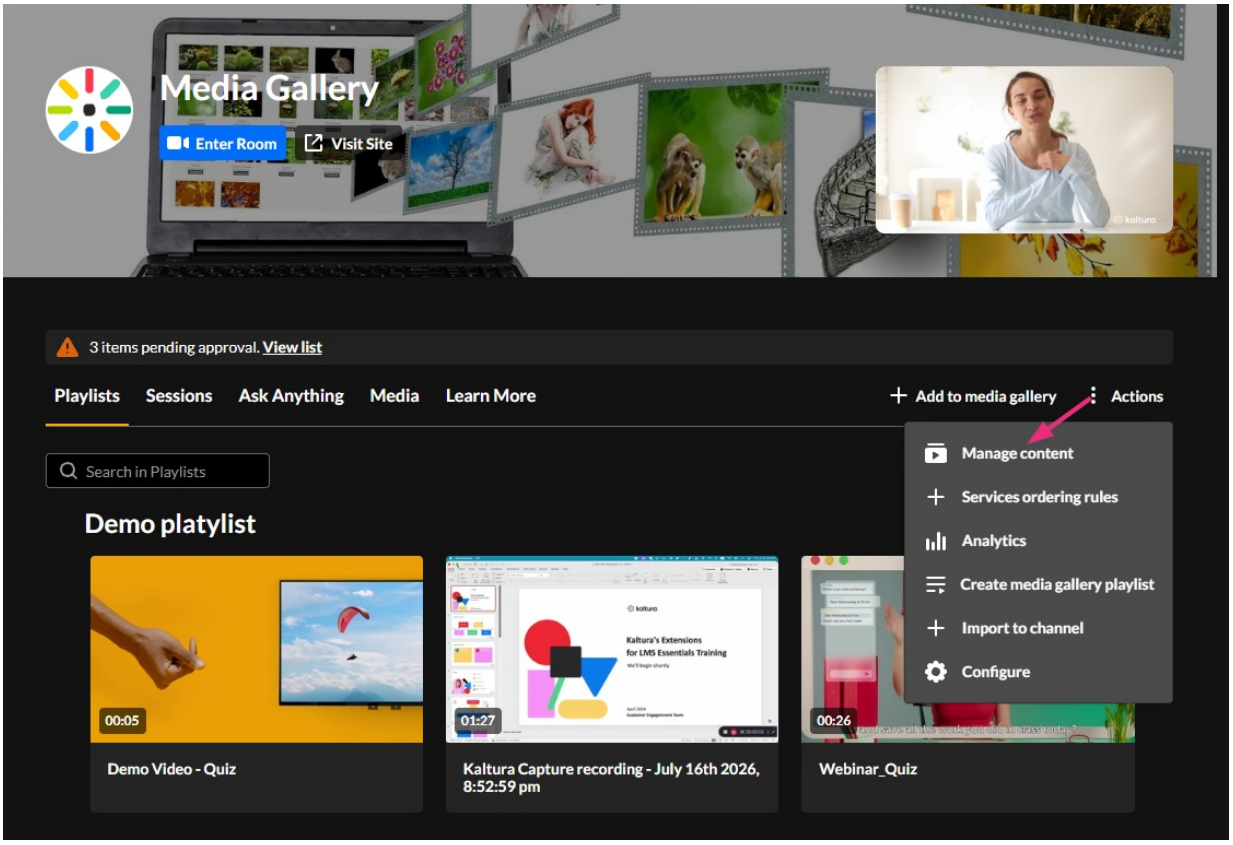
You can also remove assigned workflows and control whether contributors can override workflow assignments when media is added to the media gallery.

- This feature requires an administrator to create and activate an agentic workflow with the **When media is added to an assigned category** trigger.
- This feature also requires the Agents module to be enabled and configured for the appropriate user roles.
- You must be a media gallery owner or manager.

Access the Agents tab

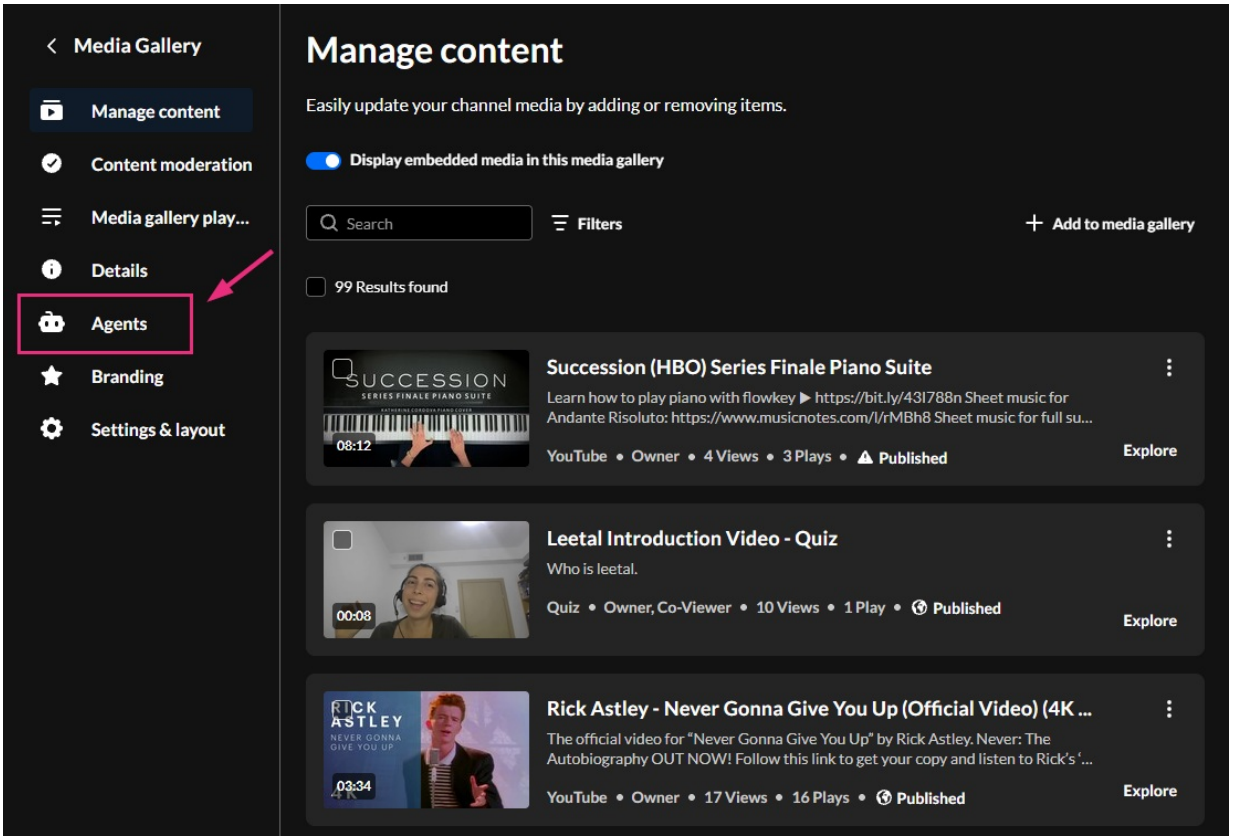
1. Open the media gallery you want to manage.
2. Click the **three-dot Actions** menu and select **Manage content**.

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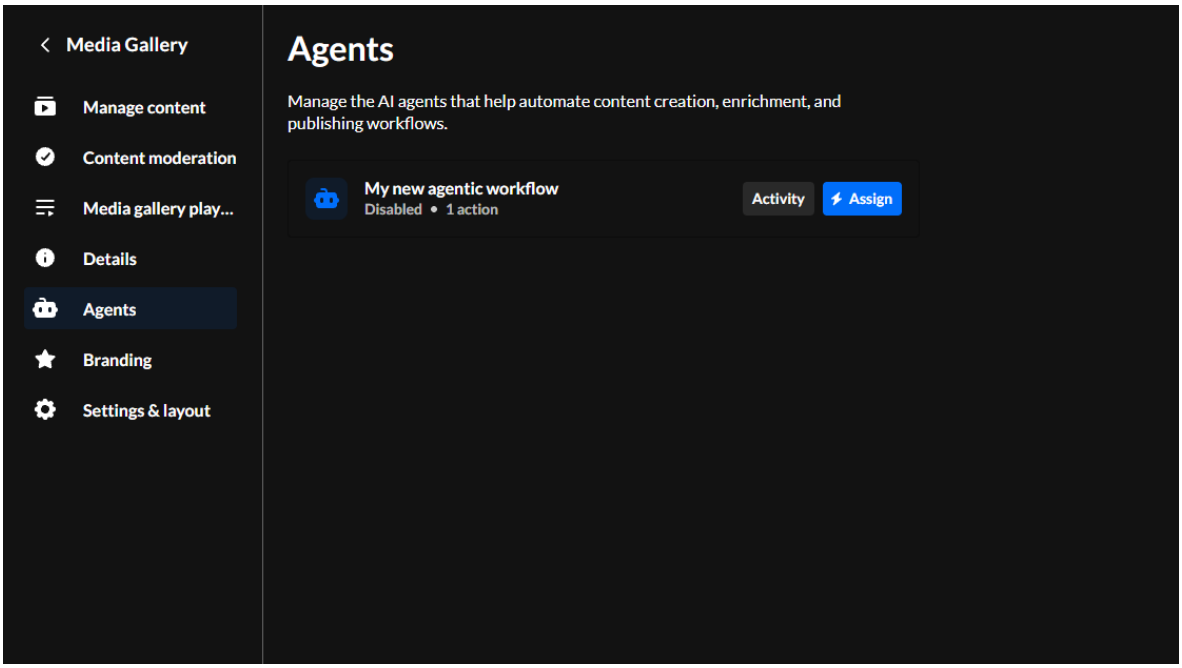
The manage content page opens.

3. Select **Agents** from the left panel.



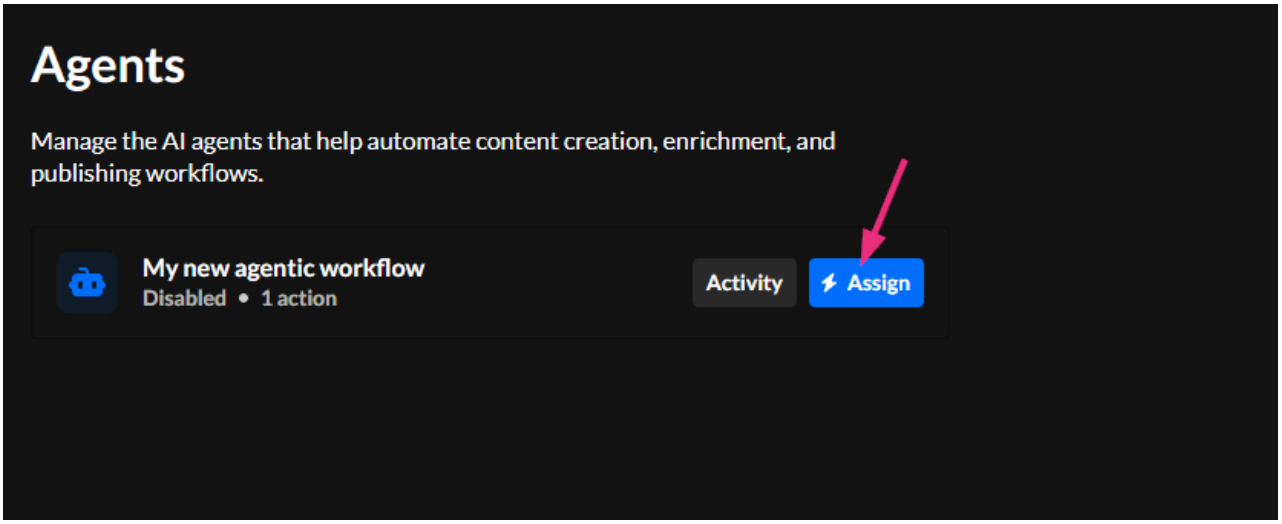
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The Agents page displays.



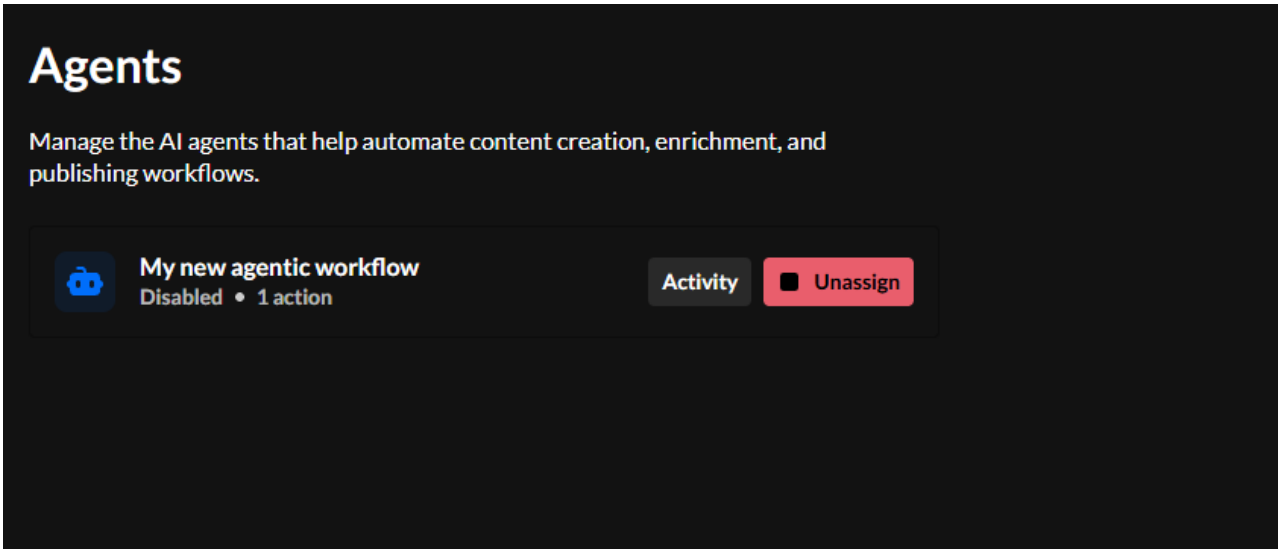
Assign an agentic workflow

On the Agents page, locate the workflow you want to assign and click **Assign**.



The workflow is assigned to the media gallery.

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Any media added to the media gallery after the workflow is assigned is processed automatically by the workflow.

You can assign multiple workflows to the same media gallery. Each assigned workflow runs automatically when its trigger conditions are met.

Remove an assigned workflow

On the **Agents** page, locate the assigned workflow and click **Unassign**.

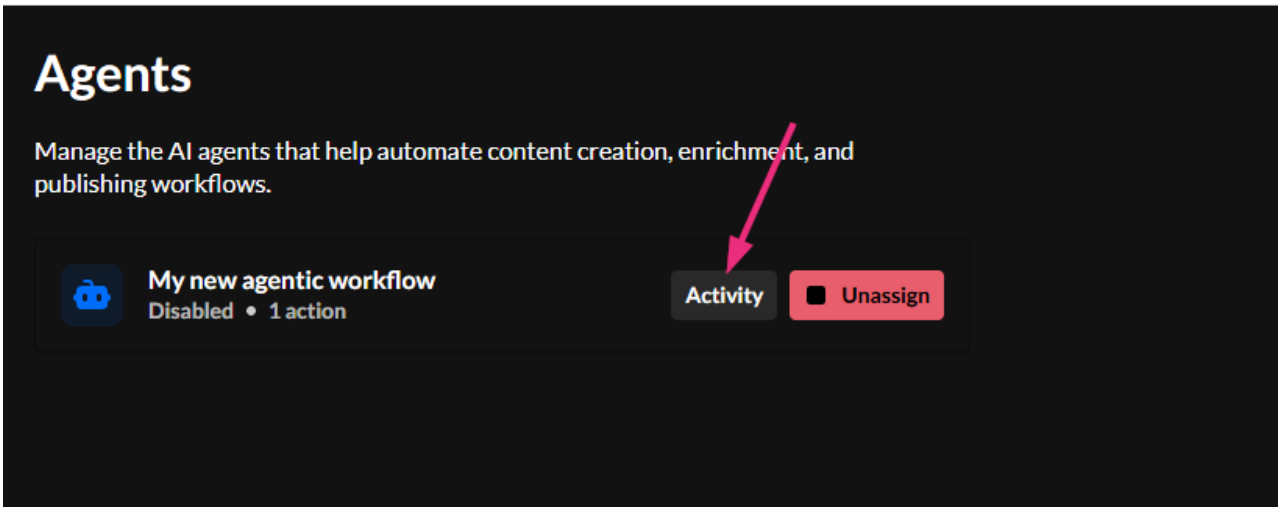
The workflow is removed from the channel and no longer runs automatically for newly added media.

Removing a workflow doesn't affect media that has already been processed.

Review agent activity

To review media processed by an assigned agent, click **Activity** next to the agent on the Agents page.

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The **Activity** window opens.



The Activity window shows the processing status for media that has been processed by assigned workflows.

From here, you can:

- Search for a media entry.
- Filter activity by creation date or processing status (*Queued*, *Success*, or *Error*).
- Click the **Refresh icon** to display the latest processing results.
- If a media item has multiple processing actions under the selected agent, you can expand the media item to view the status of each action. Each expanded row shows the action name and its status.

Administrators can monitor workflow activity across the organization from the Activity tab in the Rich Media CMS. For more information, see View workflow

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activity.

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