



Media Hopper Create

Scheduling the availability of published media

The scheduling feature in Media Hopper Create allows you to create or upload content and set when it's published to a channel or playlist, and how long it will be visible for. Scheduling rules can be applied to newly uploaded or created content, as well as existing files.

Setting scheduling rules

By default, any content you upload or create will not be scheduled.

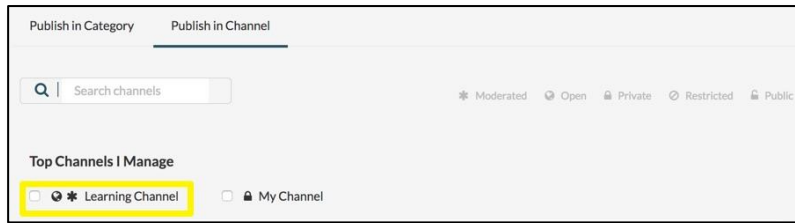
In the following example, a video file is in the process of being uploaded using the Add New > Media Upload option. It will then be scheduled and published to a channel.

1. Scroll down until you can see the **Publishing Scheduled** option (below Date Created) and click on **Specific Time Frame**.



2. When the **Specific Range** options appear, enter values for the **Start Time** and the **End Time**. The time zone will default to GMT/BST, so may not need to be changed.

3. For now, leave the **privacy level** as **Private** and complete all of the required fields within the form. Click **Save**.
4. Click on **Published** and select the channel you wish to publish your file to. Click **Save**, followed by **Go To Media**.



The selected scheduling dates will be displayed below the file. This means that the file will only be visible within the channel to you or other users during this period. You (the owner) will still be able to view and make changes to your file within your **My Media** area, though.



Editing scheduling rules

If one of your files has already been scheduled, you can edit the dates or remove the schedule at any time. The following process is also the way to schedule content which has already been uploaded to your My Media area.

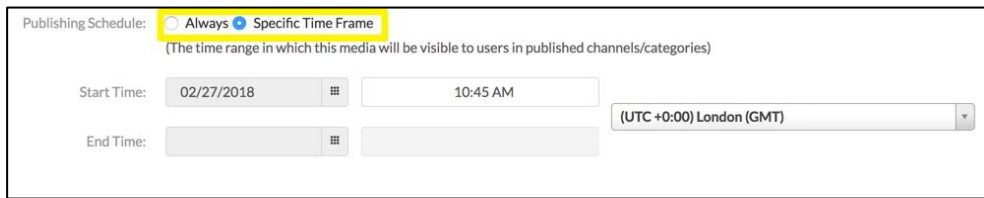
1. Click on your name and select **My Media**.



2. Locate the file which already has a schedule applied to it, and click on the **Edit** button.



3. Scroll down and make changes to the **Publishing Schedule** settings. To remove scheduling completely, click on the **Always** button and click **Save**.

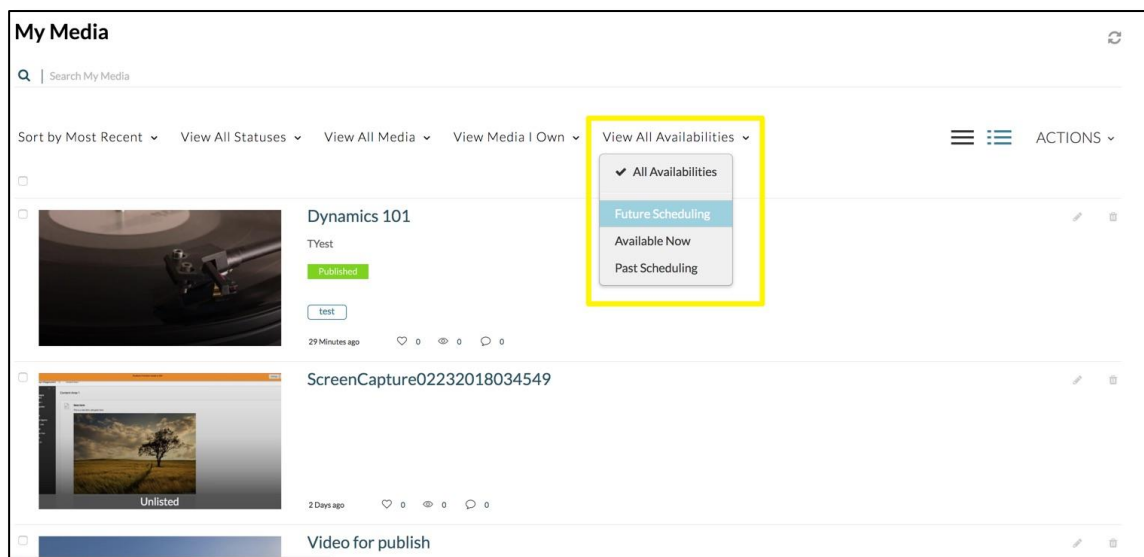


Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Start Time: 02/27/2018 10:45 AM
End Time: [Empty] [Empty]
(UTC +0:00) London (GMT)

Once you remove scheduling, the file will become visible within the selected channel immediately, and will remain there until it's removed or its privacy level is changed to **Private** or **Unlisted**.

4. Click on your name and choose **My Media**.
5. Click on the **View All Availabilities** filter option at the top of the window. This can be used to filter your files and show only those waiting to be scheduled, currently visible and previously scheduled.



My Media

Search My Media

Sort by Most Recent View All Statuses View All Media View Media I Own View All Availabilities ACTIONS

- ✓ All Availabilities
- Future Scheduling
- Available Now
- Past Scheduling

Dynamics 101
TYest
Published
test
29 Minutes ago

ScreenCapture02232018034549
Unlisted
2 Days ago

Video for publish