

Replace videos in Rich Media CMS

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

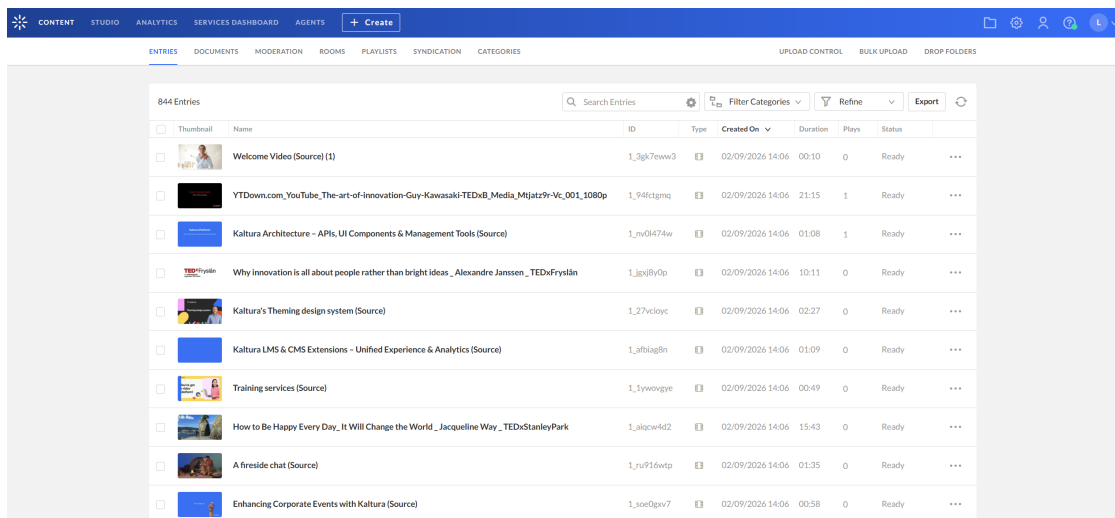
 This article is designated for administrators.

About

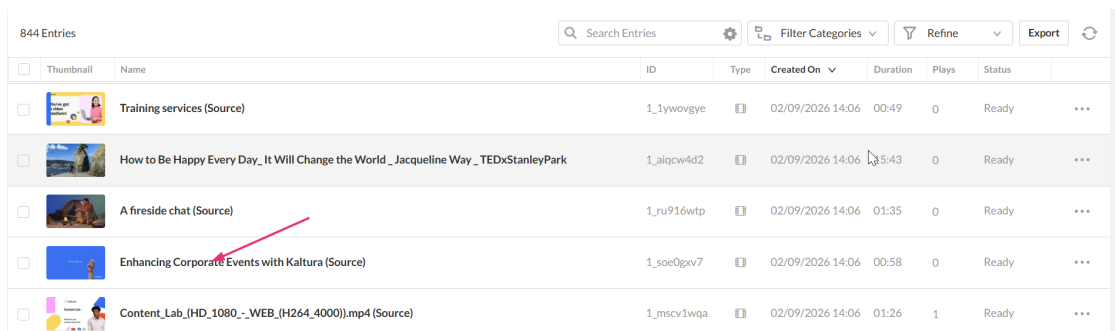
You can replace a media file in Rich Media CMS without changing the media ID, metadata, links, embeds, or analytics. When you replace a media item, the original source file is swapped out and all transcoding flavors are regenerated together, helping resolve issues such as stuck or incomplete flavors.

Replace a video

1. Log into Rich Media CMS and under the **Entries** tab, locate the media you want to replace

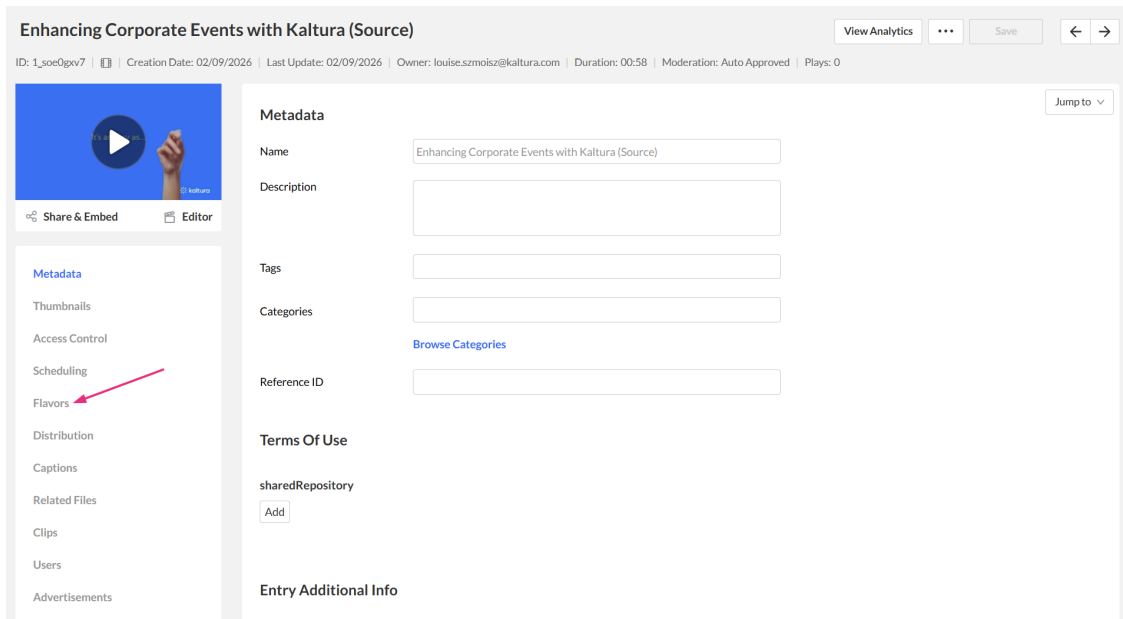


2. Click on the entry.



The entry details page displays.

3. Click the **Flavors** tab.

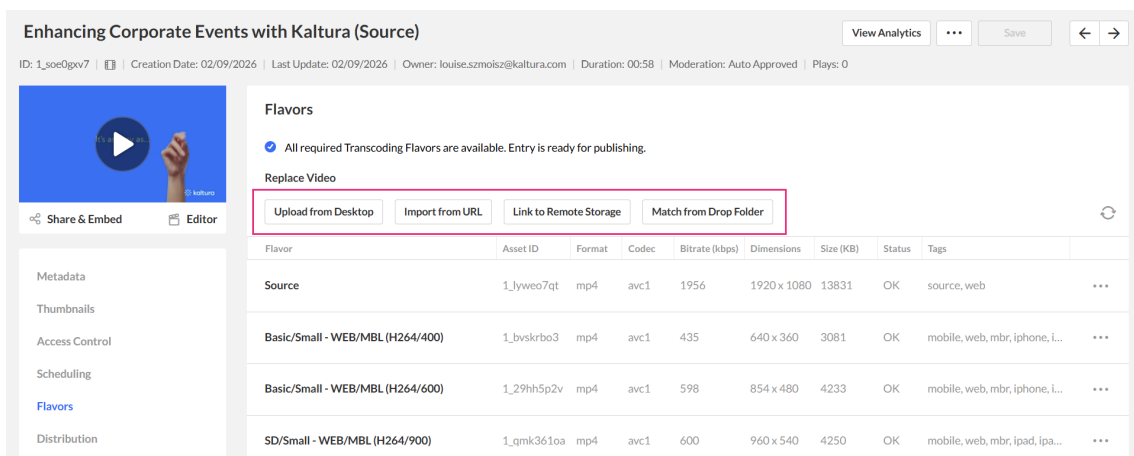


The **Flavors** section displays.

4. At the top of the page, select the replacement method: **Upload from Desktop**, **Import from URL**, or **Match from Drop Folder** (to learn more about these methods, see [Upload Media via Rich Media CMS](#) and [Drop folders Service for Content Ingestion.](#))



Even though these are labeled "Upload" and "Import," they act as the "Replace" function for this entry.



After you trigger the action, an alert appears: *Video replacement is in progress.*

Flavors

🔄 Video replacement is in process | Temp Entry ID: 1_7lrn79ci ?

Replace Video

✓ Auto Replacement [Cancel Replacement](#)

5. You can click on the **Replacement Flavors** tab to review the new transcoding flavors.

Flavors

🔄 Video replacement is in process | Temp Entry ID: 1_yfseuws8 ?

Replace Video

✓ Auto Replacement [Cancel Replacement](#)

Current Flavors [Replacement Flavors](#)

At any time, you can click **Cancel Replacement** to cancel your actions.



If the status appears stuck or doesn't update, click the **refresh icon** (circular arrows) at the top right of the flavor table to pull the latest status from the server.

Once the replacement process has finished, an alert displays: *Video is ready for replacement.*

6. Click **Approve replacement** to continue.

Flavors

🟢 Video is ready for replacement | Temp Entry ID: 1_sthpzjyk ?

Replace Video

✓ Approve Replacement [Cancel Replacement](#)

Current Flavors [Replacement Flavors](#) 🔄

Flavor	Asset ID	Format	Codec	Bitrate (kbps)	Dimensions	Size (KB)	Status	Tags	
Source	1_19udvoo4	mp4	avc1	7645	1920 x 1080	72491	OK	source, web	⋮

The video is replaced.



When you trim an entry, you trigger a similar process that replaces existing flavors with the trimmed version. See [Kaltura Video Editing Tools](#) to learn about trimming videos.

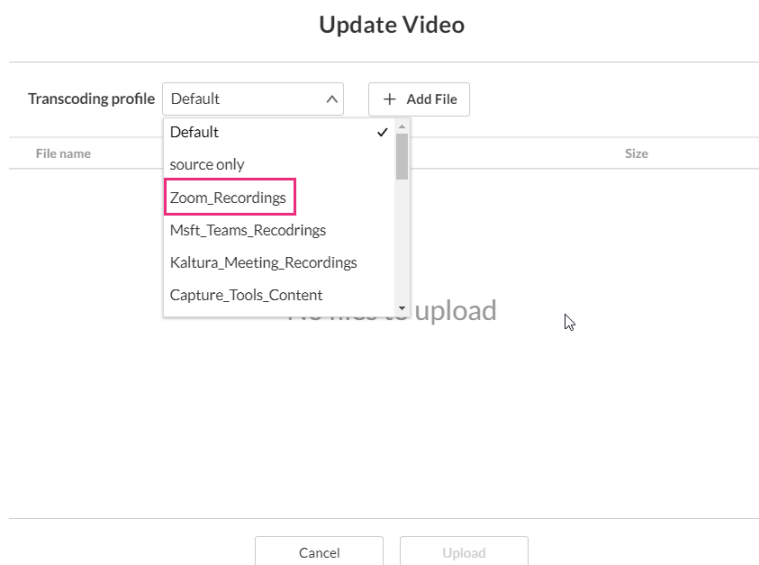
Replace Zoom recordings

1. Click the **Upload from Desktop** button.

If your browser's default file picker opens automatically, click **Cancel** to reach the Kaltura Update Video window.

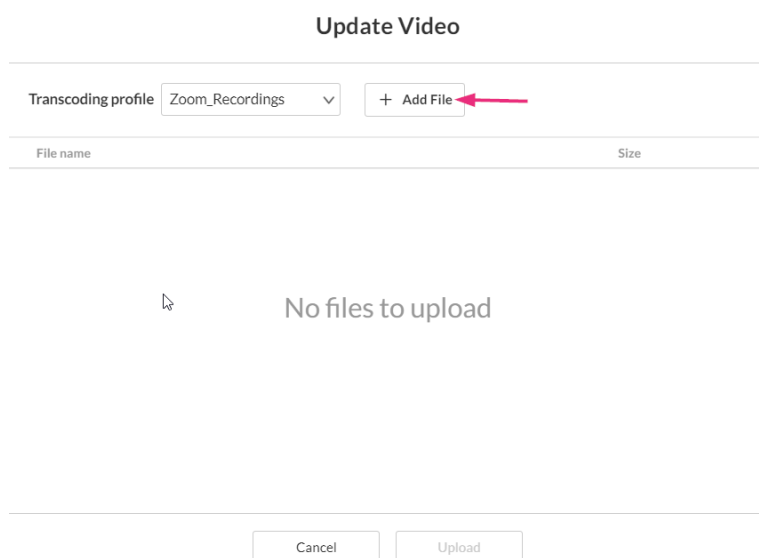
The **Update Video** window displays.

2. From the **Transcoding profile** drop-down menu, choose **Zoom_Recordings**.



The screenshot shows the 'Update Video' window. At the top, there is a 'Transcoding profile' dropdown menu currently set to 'Default'. A '+ Add File' button is to its right. Below this is a table with columns for 'File name' and 'Size'. The dropdown menu is open, showing a list of profiles: 'Default' (with a checkmark), 'source only', 'Zoom_Recordings' (highlighted with a red box), 'Msft_Teams_Recordings', 'Kaltura_Meeting_Recordings', and 'Capture_Tools_Content'. Below the table, there is an 'upload' button. At the bottom of the window are 'Cancel' and 'Upload' buttons.

3. Click **+ Add File** and select your replacement recording.



The screenshot shows the 'Update Video' window. The 'Transcoding profile' dropdown menu is now set to 'Zoom_Recordings'. The '+ Add File' button is highlighted with a red arrow. Below the table, there is a message 'No files to upload'. At the bottom of the window are 'Cancel' and 'Upload' buttons.

4. Click **Upload**.