


# Learn about the Content menu in Rich Media CMS

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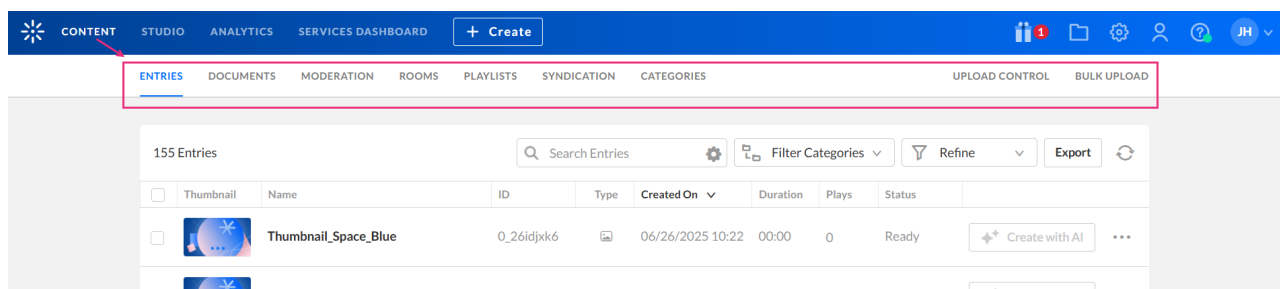
 This article is designated for administrators.

## About

The **Content menu** is used to manage your media library and provides all the tools you need, in one intuitive interface. You can organize your content and metadata, easily search media, edit, moderate, create playlists, and much more.

 Permissions that are set on your account determine the screens you are permitted to view.

## Menu tabs



## Entries

Your first step in the Rich Media CMS is to create and add content or 'entries'. After you upload content to the Rich Media CMS, you can perform various modifications to your content, for example, categorize, clip, and create ads. See our article [Entries](#) for more information.

## Documents

The Documents tab is where you'll find all the documents (PDF, PPT, DOC, etc) that were uploaded in the legacy Video Portal. See our article [Documents](#) for more information.

## Moderation

The Moderation tab allows publishers to see the moderation queue, where entries marked as pending are waiting to be approved or rejected. Content moderators can change the moderation status (approve/reject). For more information, see our article [Moderation](#).

## Rooms

The Rooms tab lists the rooms in your account. You can use the Search Rooms function to search through rooms, as well as filter categories. Next to each room you have the option to delete rooms, and view details of each room, such as your room recordings and breakout rooms. See our article [Rooms](#) for more information.

## Playlists

The Playlists tab allows you to create and display playlists. There are two types of playlists available in the Rich Media CMS - manual and rule-based. For more information about creating playlists, see [Playlists](#).

## Syndication

Kaltura allows you to create video feeds in multiple formats that are ready for submission to third-party platforms such as Google, Yahoo, iTunes and other video sharing sites and social networks. Videos are distributed via playlist feeds such as [MRSS](#) to the channels of your choice. For more information, see our article [Syndication](#).

## Categories

Categories provide a logical structure for your site and assist with content management. The Categories tab is used to create and modify categories. The different categories are built in a tree-like hierarchy where each category can include multiple sub-categories. For more information, see [Categories](#).

Categories may also be used for setting content entitlements to end-users in various applications. See [Entitlement Settings](#).

You can also view [Category Analytics](#).

## Upload Control

The Upload Control table lists all the in-progress and pending upload tasks. The list only shows media file uploads from the desktop that you performed during the current Rich Media CMS session. The number of files uploaded is also indicated. For more information, see [Upload media](#).

## Bulk upload



Kaltura offers bulk content ingestion when there is a need to upload large files. Bulk upload presents a great advantage to consolidate large amounts of video content in different locations from remote sites. For more information, see our article [Upload media](#).

## Drop folders

This feature displays only after the Kaltura Drop Folder service is set up by your Kaltura representative. The Kaltura Drop Folder service constantly watches each drop folder for new content and activates automatic ingestion of new content to the specific account. For more information about Drop Folders, see [Kaltura Drop Folders Service for Content Ingestion](#).

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