

Create and edit draft entries in Content Hubs

Last Modified on 04/11/2026 2:44 pm IDT

 This article is designated for all users.

About

Draft entries offer you the convenience of generating an entry without the immediate need to upload content such as videos, audios, or images.

During the creation process, you can specify the metadata of the entry, such as titles and descriptions.

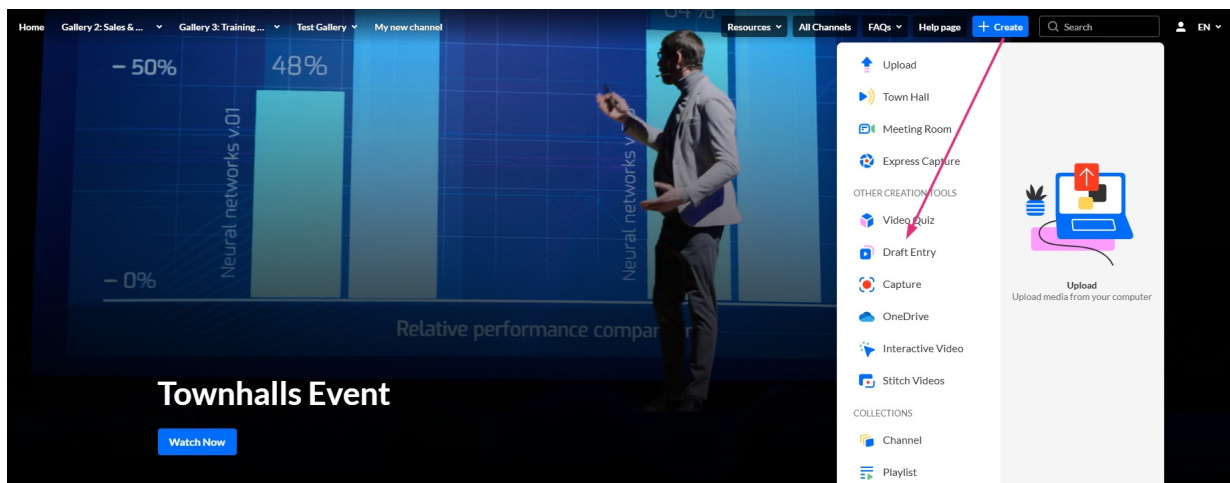
This is useful for creating entries in advance, or for collaborating with others on an entry.



This feature requires the [draftentry module](#) to be enabled.

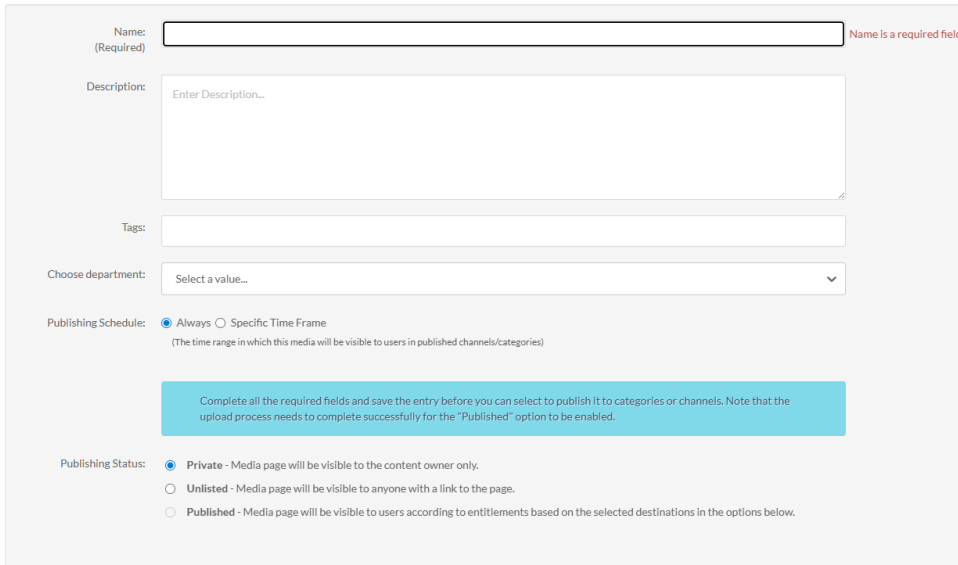
Create a draft entry

1. From the **+Create** menu, select **Draft Entry**.



The **Add New Draft Entry** window displays.

Add New Draft Entry



Name: (Required) Name is a required field

Description:

Tags:

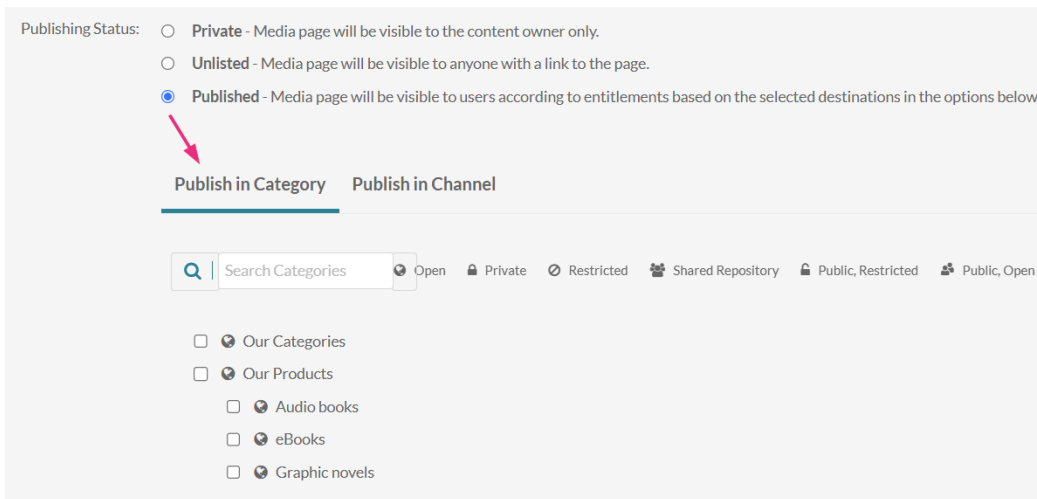
Choose department:

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

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status: Private - Media page will be visible to the content owner only.
 Unlisted - Media page will be visible to anyone with a link to the page.
 Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

2. Enter a name for the new entry (required).
3. Type a description, tags, and any other custom metadata fields as configured for your instance.
4. If desired, set the publishing status from the following options:
 - o **Private** (default) - Media page will be visible to the content owner only.
 - o **Unlisted** - Media page will be visible to anyone with a link to the page.
 - o **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options that display below, as demonstrated in the image:



Publishing Status: Private - Media page will be visible to the content owner only.
 Unlisted - Media page will be visible to anyone with a link to the page.
 Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Publish in Category Publish in Channel

Private Restricted Shared Repository Public, Restricted Public, Open

- Our Categories
- Our Products
 - Audio books
 - eBooks
 - Graphic novels



The **Publish** option is disabled until you click **Save** at the bottom of the page. Once saved, you can select **Publish**.

5. Click **Save**.

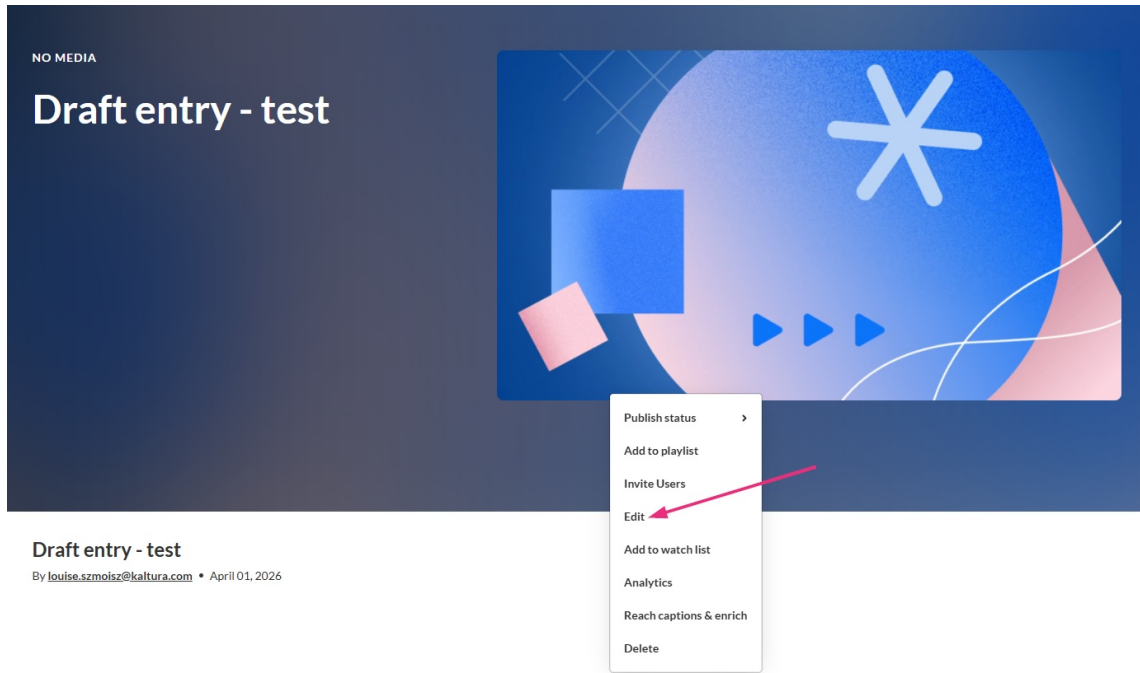
Edit a draft entry

You have many editing options for draft entries, just like with regular entries. This gives you plenty of ways to customize your draft before adding content.

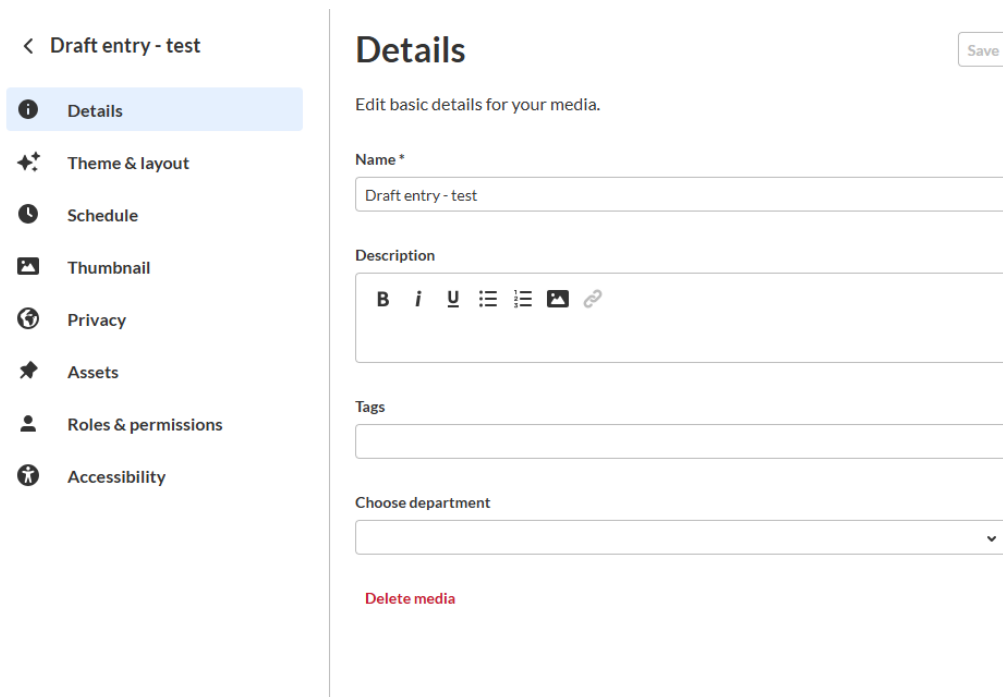
1. To edit the draft entry, click the **three dots** below the entry.



2. In the drop-down menu, choose **Edit**.



The edit page displays.



You can now manage all aspects of the draft entry, including details, permissions, assets, and more.

To learn more about available options in the edit media page, see [Edit media](#).