

Create and edit draft entries

Last Modified on 04/01/2026 7:15 pm IDT

 This article is designated for all users.

About

Draft entries in Kaltura's Video Portal offer users the convenience of generating an entry without the immediate need to upload content such as videos, audios, or images.

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

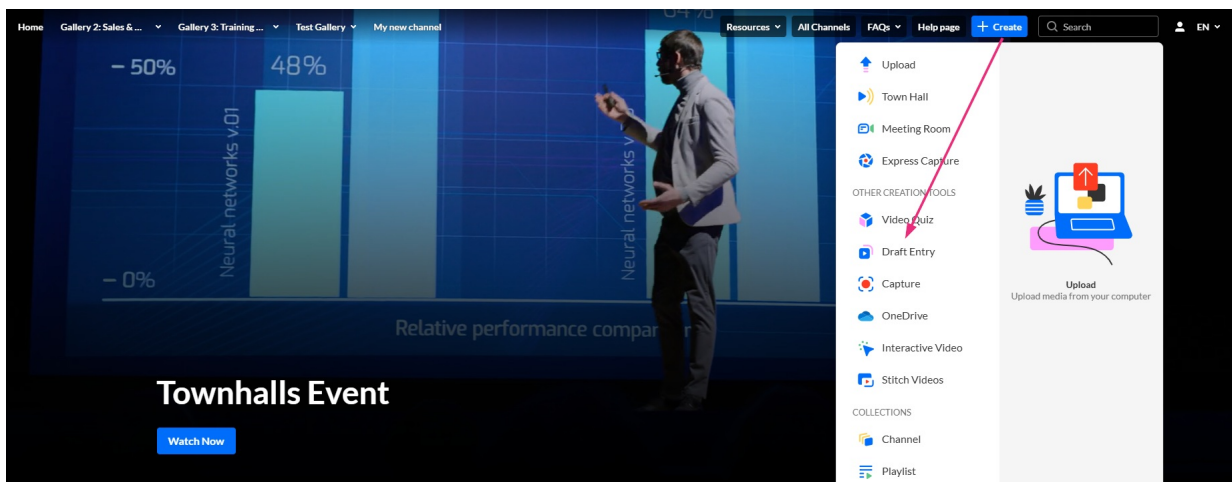
This is useful for creating entries in advance, or for collaborating with others on an entry.



The examples shown below have the [Theming module](#) and the [draftentry module](#) enabled.

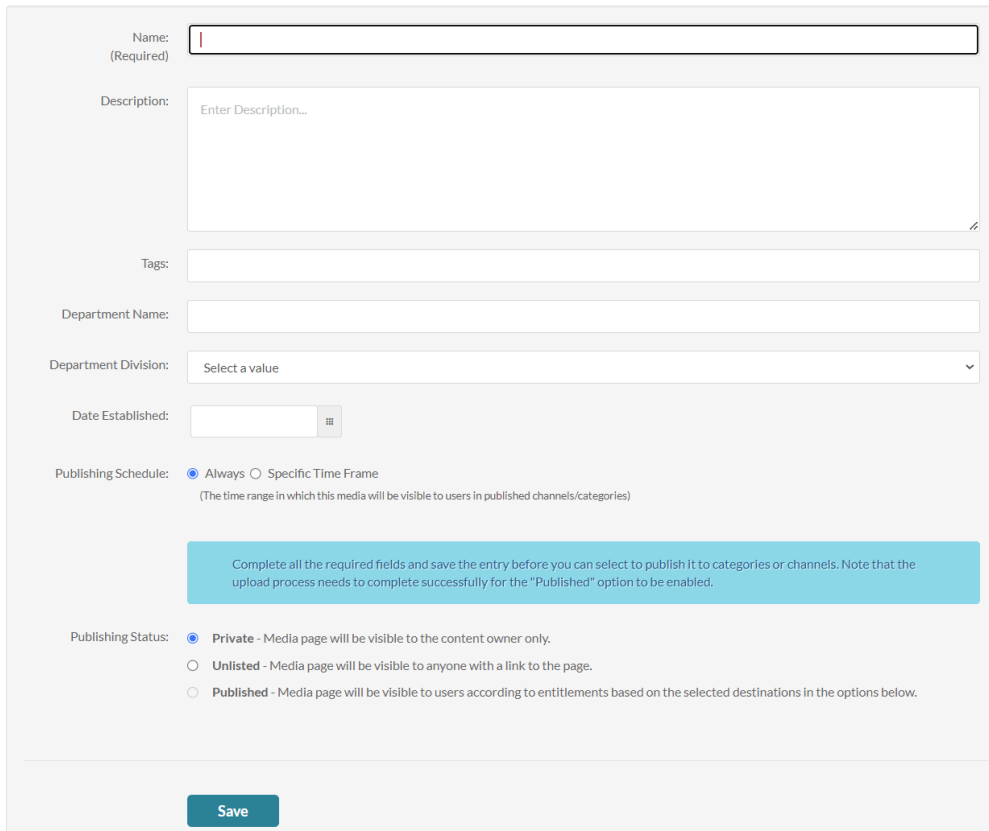
Create a draft entry

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



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

Add New Draft Entry



Name: (Required)

Description:

Tags:

Department Name:

Department Division:

Date Established:

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

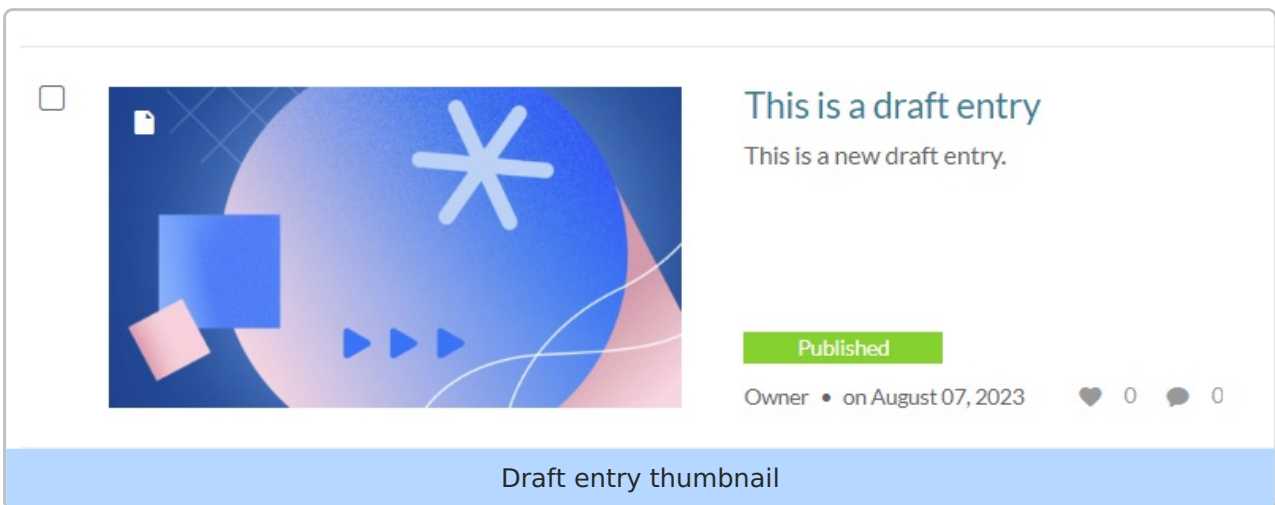
Search Categories Open Private Restricted Shared Repository Public, Restricted Public, Open

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

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

5. Click **Save**.

Until content is uploaded, the draft entry displays a generic thumbnail or banner.



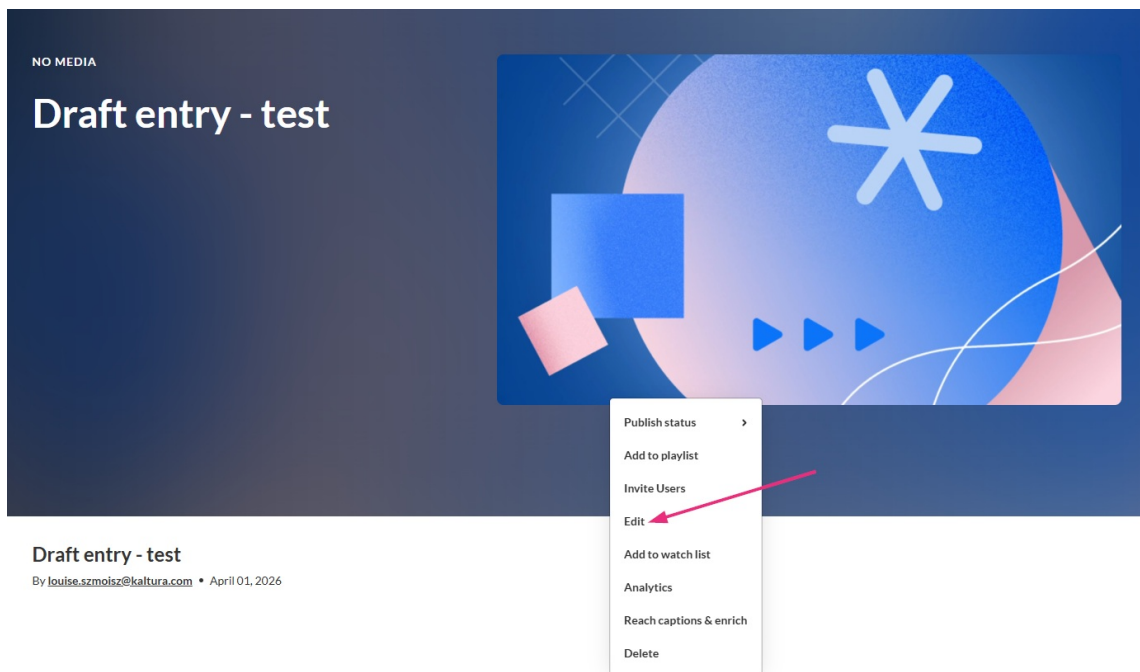
Edit a draft entry

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 to open the **three dots menu**.



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



The Edit page displays.

< Draft entry - test

i Details

✦ Theme & layout

🕒 Schedule

🖼️ Thumbnail

🔒 Privacy

★ Assets

👤 Roles & permissions

♿ Accessibility

Details

Save

Edit basic details for your media.

Name *

Draft entry - test

Description

B *i* U ☰ ☷ 🖼️ 🔗

Tags

Choose department

Delete media

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](#).