

Create and edit draft entries in Content Hubs

Last Modified on 05/25/2026 11:06 am IDT

 This article is designated for all users.

About

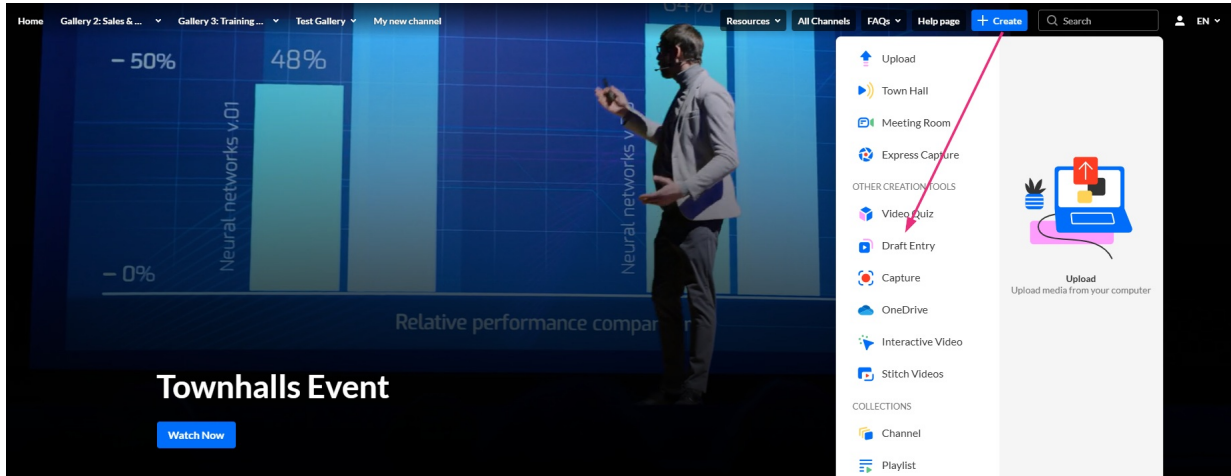
Draft entries let you create an entry before uploading media content such as videos, audio files, or images.

This workflow is useful when preparing content in advance or collaborating with others before media is added.

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

Create a draft entry





1. Select **Draft Entry** from the **+Create** menu.



The 'Create draft entry' window opens.

Create draft entry

Name*

Description
B *i* u    

Tags





2. Enter the following information:

- **Name** - Required.
- **Description** - Optional. Supports rich text formatting.
- **Tags** - Optional.


3. Click **Create**.

Create draft entry

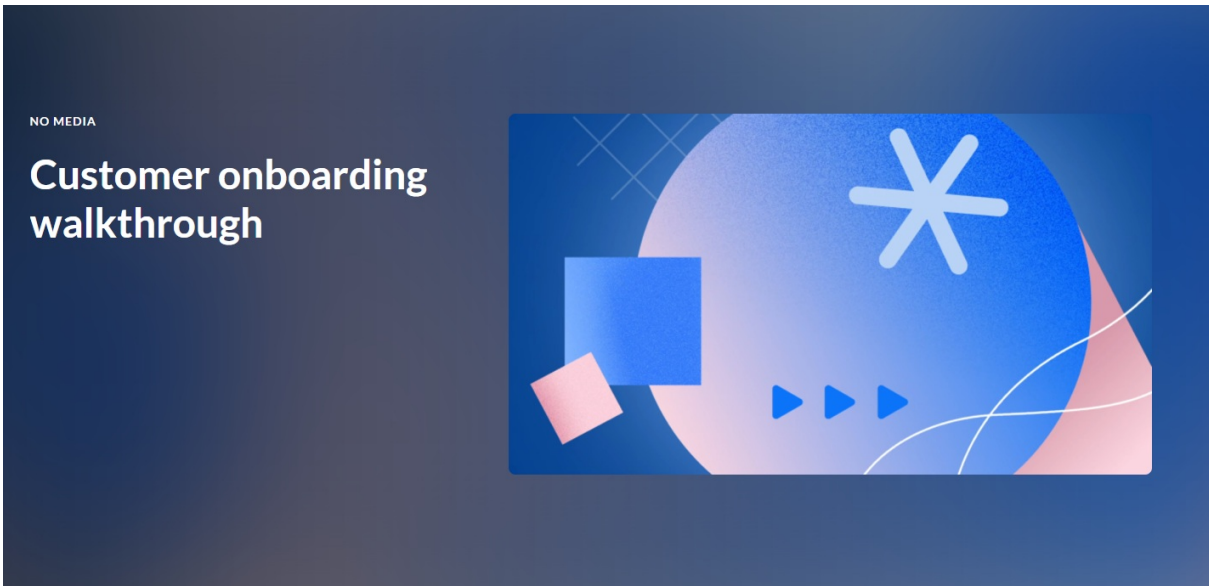
Name*

Description
B *i* u    
Overview of the onboarding process for new customers, including account setup, navigation, and key features.

Tags



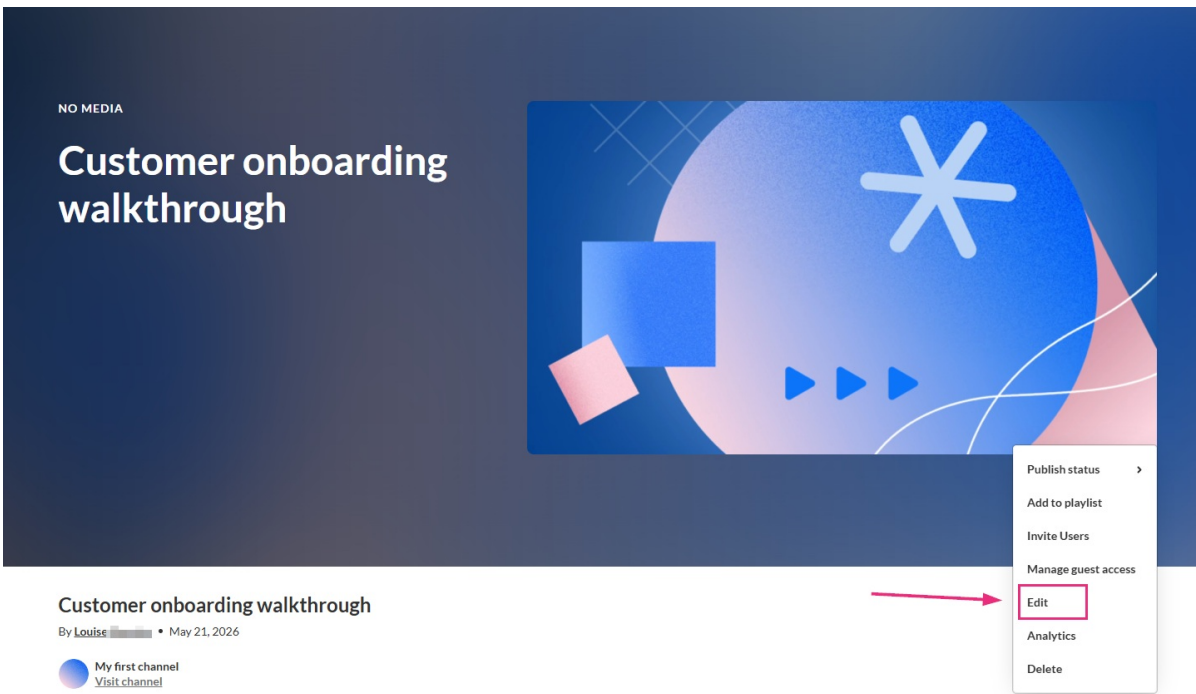
After creation, you are redirected to the draft entry media page, where media can be added later.



Edit a draft entry

Draft entries can be edited the same way as other media entries.

To edit the draft entry, click the **three dots** below the entry and select **Edit**.



The edit page displays.

< Customer onboarding walkthrough

- Details**
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility

- Information

Details





Save

Edit basic details for your media.

Name *

Customer onboarding walkthrough

Description

B *i* U    
Overview of the onboarding process for new customers, including account setup, navigation, and key features.

Tags

training ×

single text

multi text

+ Add

single date no time

 dd/mm/yyyy

multi date with time

 dd/mm/yyyy  hh:mm aa

multi entry list

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

To learn more, see [Edit content in Content Hubs](#).