

Upload content to draft entry

Last Modified on 05/24/2024 4:11 pm IDT

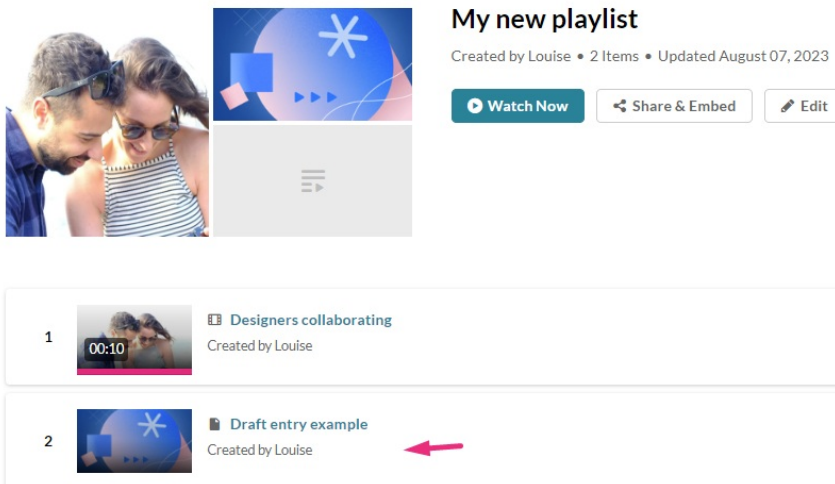
 This article is designated for all users.

About

Draft entries in Kaltura's Video Portal allow users to create an entry without uploading content. This is useful for creating entries in advance, or for collaborating with others on an entry. Once the draft entry is created, the entry owner or co-editor can add content to it at a later time. This article will show you how to upload content to a draft entry in your video portal.



Access the edit page

1. Navigate to the library containing your draft entry (for example, your [playlist page](#), [channel](#) or [media page](#)).



My new playlist
Created by Louise • 2 Items • Updated August 07, 2023

[Watch Now](#) [Share & Embed](#) [Edit](#)

- 1  **Designers collaborating**
Created by Louise
- 2  **Draft entry example**
Created by Louise

You can also search for all draft entries using the Draft filter on the My Media page.

My Media



Search My Media



Filters

Search In: All Fields

Sort By: Creation Date - Descending



ACTIONS

Media Type

All Media

Video

Quiz

Audio

Draft

Image

Webcasting Events

Room

Publish Status

All Statuses

Private

Published

Pending

Rejected

Unlisted

Webcasts

All Webcasts

Live Webcasts

Upcoming Webcasts

Recorded Webcasts

Archived Webcasts

Scheduling

All Availabilities

Future Scheduling

Available Now

Past Scheduling

Ownership

Any Owner

Media I or My Group Owns

Media My Group Owns

Media I Can Edit

Media I Can View

Media I Can Publish

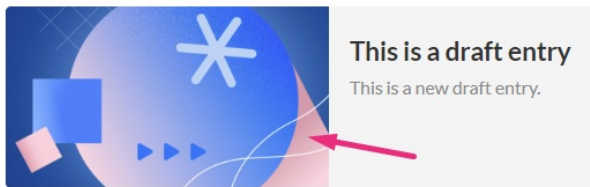
Captions

All

Available

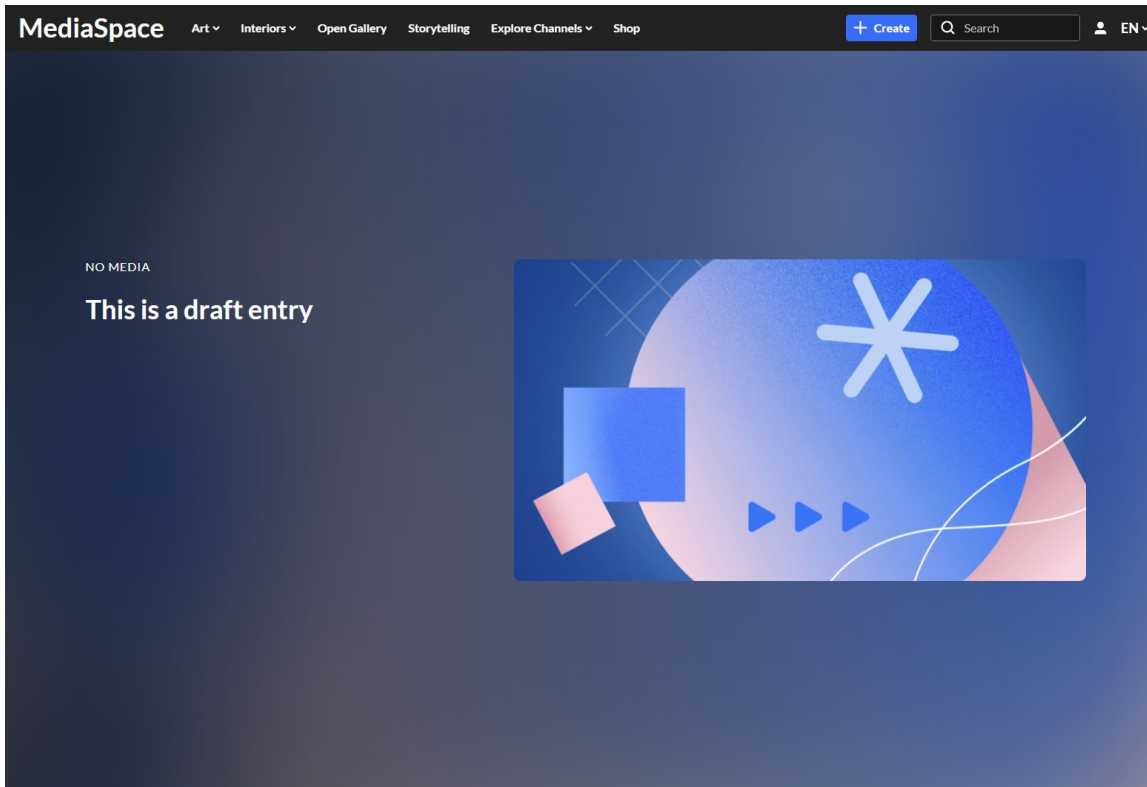
Not Available

2. Click on the entry's thumbnail.




The draft entry page displays.


3. Click to open the **three dots menu**.



This is a draft entry

By Louise • August 07, 2023

 My new channel
Visit channel

 0  Share 

4. Click **Edit**.

Add to playlist

Edit

Add to watch list

Analytics

Reach captions & enrich

Launch editor

Delete

The Edit page displays.

[← Back to Media Page](#)

This is a draft entry



Basic Info

Creator: Louise
 Owner: Louise
 Media Entry ID: 1_wb5m81t2
 Media Type: Draft
 Publish Status: Published
 Creation date: August 07, 2023 3:04 PM Asia/Jerusalem
 Update date: August 07, 2023 3:07 PM Asia/Jerusalem

All common video formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[+ Upload Media File](#)

[Details](#) [Languages](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Presenters](#) [Captions](#) [Attachments](#) [Registration](#)

Name: (Required)

Description: **Black** **Bold** *Italic* Underline

Upload

1. Click **+ Upload Media File**.

This is a draft entry



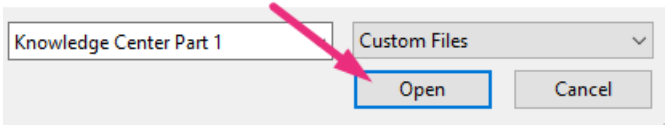
Basic Info


Creator: Louise
 Owner: Louise
 Media Entry ID: 1_wb5m81t2
 Media Type: Draft
 Publish Status: Published
 Creation date: August 07, 2023 3:04 PM Asia/Jerusalem
 Update date: August 07, 2023 3:48 PM Asia/Jerusalem

All common video formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[+ Upload Media File](#) ←

2. Locate the desired file and click **Open**.



 Depending on the module configuration, you will be allowed to pick either video files only or audio/image files as well. All common video file formats are supported.

A success message displays: *Upload completed! Continue to add the media.*

3. Click **Keep Media** to continue or **Discard** to discard it.

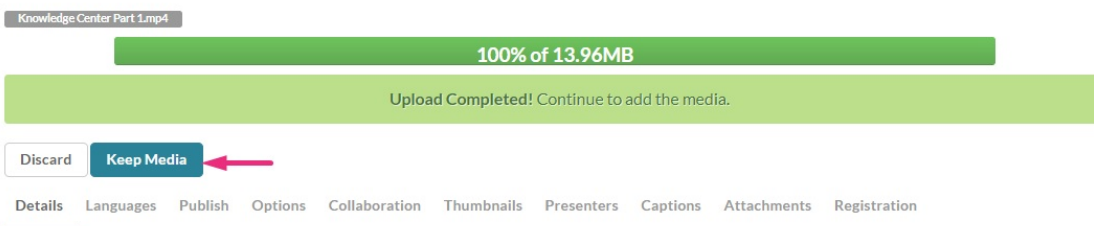
Draft entry 3



Basic Info

Creator: Louise
Owner: Louise
Media Entry ID: 1_1fv772sl
Media Type: Draft
Publish Status: Private
Creation date:
August 07, 2023 4:38 PM
Asia/Jerusalem
Update date:
August 07, 2023 4:38 PM
Asia/Jerusalem

All common video formats in all resolutions are accepted.
For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

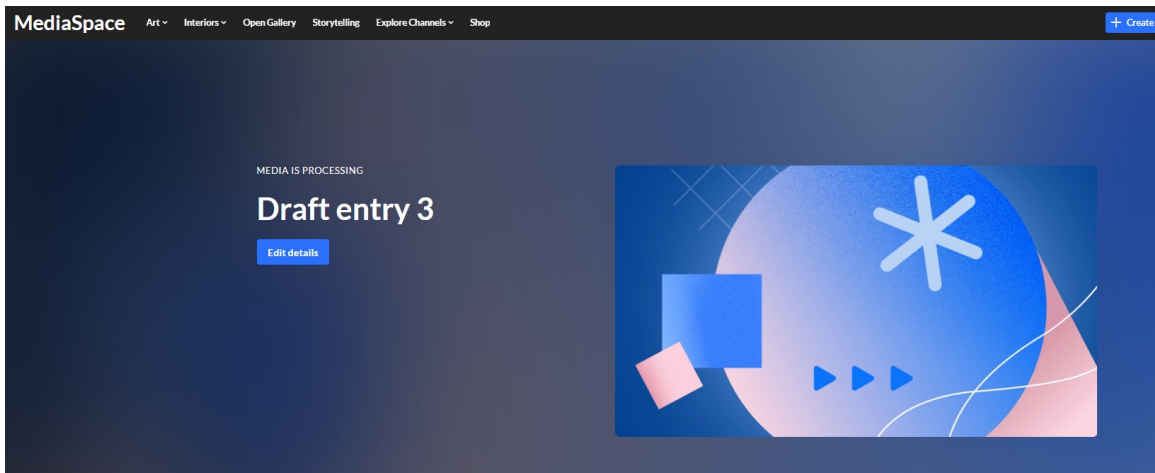


4. Click **Save**.

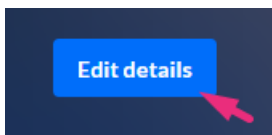
You can click **Go to Draft** to see the status of the media as it processes.



The image below shows the media in-process page.



If you want to make any changes to the entry's details, you can click Edit details and this will take you back to the Edit page.



After content is uploaded, the draft entry becomes a regular video entry in your video portal.