

## Create a Draft Entry

This article is designated for administrators.

### About

Draft entries are like empty containers waiting to be filled with content. You can set metadata and publishing details upfront or alongside media processing. This flexibility is great for larger media teams, where metadata and media prep happen separately, boosting internal efficiency.

When you're ready to add media files, you have two choices: upload the source for Kaltura to transcode or bring in locally generated media assets using your transcoding tool. Note that the local transcoding option isn't enabled by default; get in touch with your Kaltura account manager to learn more and activate it for your account.

### Create a draft entry

1. Log into the [KMC](#) and click **+Create** in the navigation bar.

The upload page displays.

2. Select **Video Entry** or **Audio Entry**.

3. If you have permissions, select the Transcoding Profile.

4. Click **Apply**.

The draft entry window displays.

5. In the Draft Entry window, complete the fields as relevant:

- Name (required).
- Description
- Tags
- Categories – Click Browse Categories to select a category from the existing category list.

If you have custom data for entries, you can edit the **Custom Data** fields for the entry. For multiple schemas, use the drop-down **Jump to** menu to select the schema for the entry. See our article [Custom data](#) for more information.

6. Click **Save**.

The ingestion status for a draft entry is 'No Media'. The status remains No Media until one or more media files are added to the entry. The following is an example of a draft entry in the KMC:

[template("cat-subscribe")]

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