

Create a draft entry in Rich Media CMS

Last Modified on 05/06/2026 8:40 pm IDT

 This article is designated for administrators.

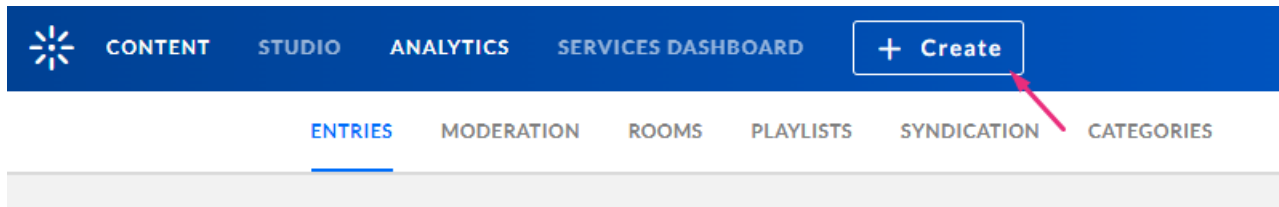
About

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, just 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.

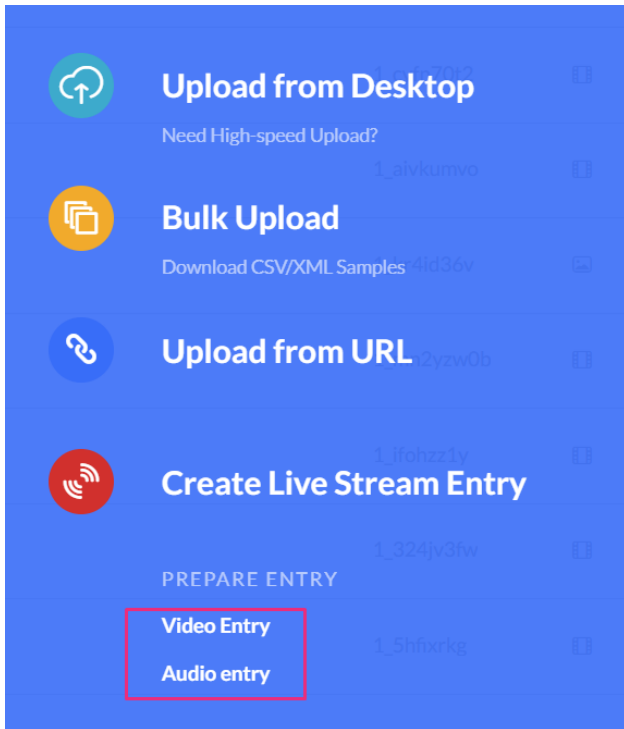
Create a draft entry

1. Log into the Rich Media CMS and click **+Create** in the navigation bar.

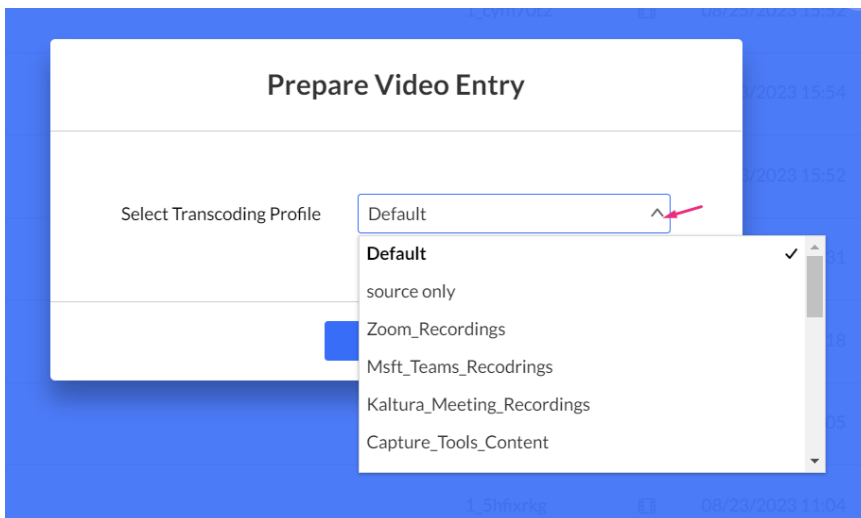


The upload page displays.

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

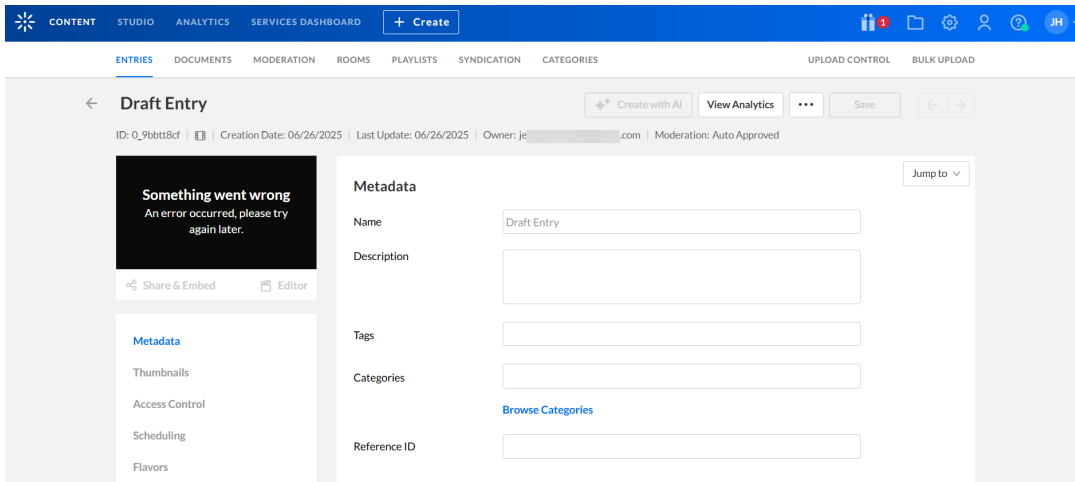


3. If you have permissions, select the Transcoding Profile.



4. Click **Apply**.

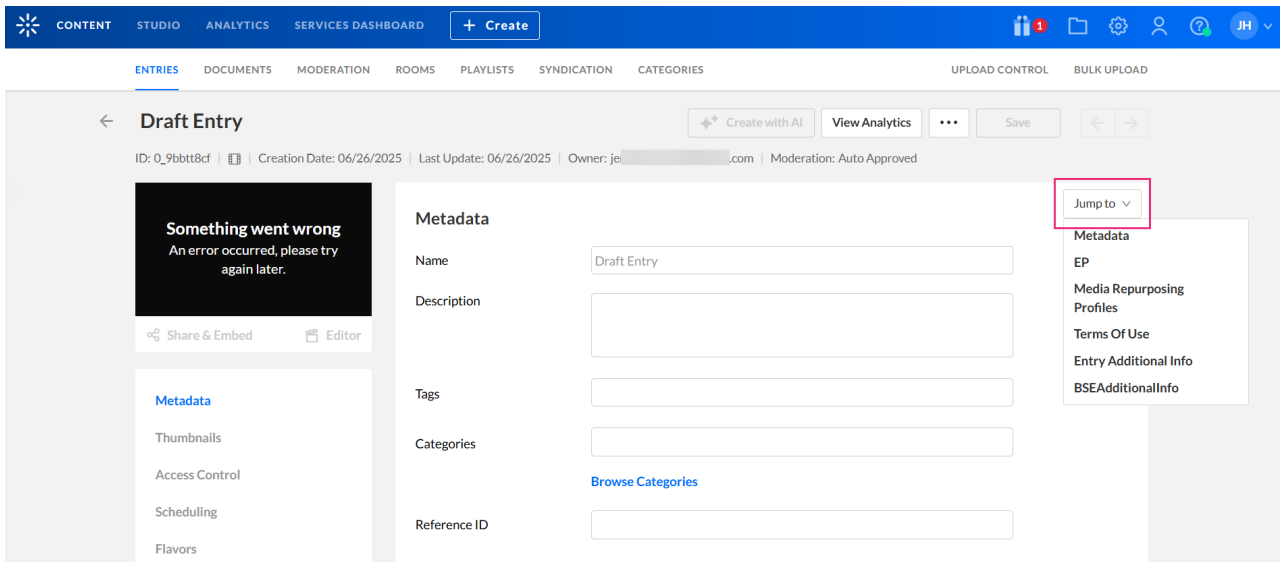
The draft entry window displays.



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.

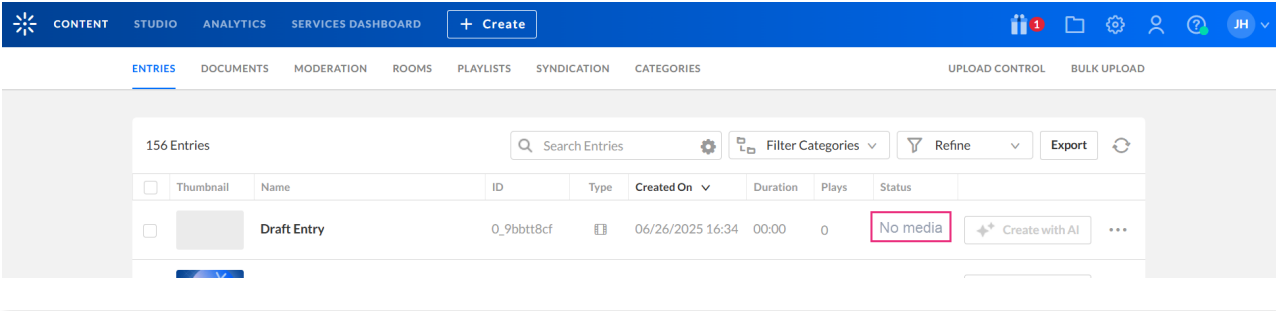
If you have custom data for entries, you can edit the **Custom Data** fields for the entry. For multiple schemas, use the drop-down **Jump to** menu to select the schema for the entry. See our article [Custom data](#) for more information.



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. Uploading media is done via the entry's Flavors tab. See Upload Content to a Draft Entry for more information.

The following is an example of a draft entry in the Rich Media CMS:



The screenshot displays the Kaltura Rich Media CMS interface. At the top, a blue navigation bar contains the following menu items: CONTENT, STUDIO, ANALYTICS, SERVICES DASHBOARD, and a + Create button. On the right side of the navigation bar, there are icons for notifications (1), a folder, settings, a user profile (JH), and a help icon. Below the navigation bar, a secondary menu includes ENTRIES (highlighted), DOCUMENTS, MODERATION, ROOMS, PLAYLISTS, SYNDICATION, and CATEGORIES. On the right side of this menu are UPLOAD CONTROL and BULK UPLOAD. The main content area shows a table with 156 entries. The table has columns for Thumbnail, Name, ID, Type, Created On, Duration, Plays, and Status. A single entry is visible, which is a 'Draft Entry' with ID '0_9bbtt8cf', created on '06/26/2025 16:34', with a duration of '00:00' and '0' plays. The status is 'No media', which is highlighted with a pink box. To the right of the status is a 'Create with AI' button and a three-dot menu icon.

Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status
<input type="checkbox"/>	Draft Entry	0_9bbtt8cf		06/26/2025 16:34	00:00	0	No media