

Add and manage related files for an entry

Last Modified on 05/06/2026 8:38 pm IDT

 This article is designated for administrators.

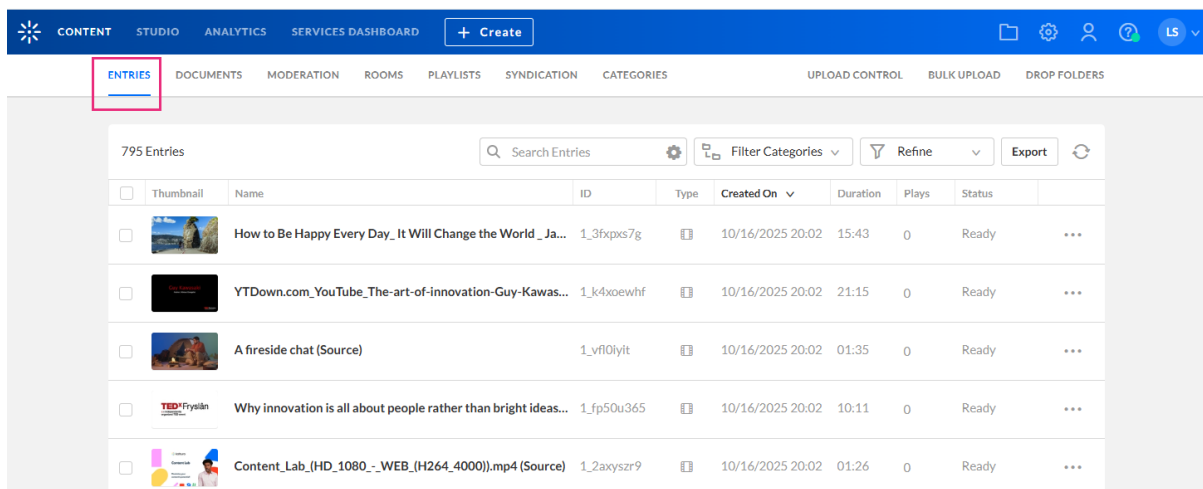
About

You can add related files such as documents, media, text, and JSON effortlessly to your entries. It's handy whether you're a university professor who wants to include PowerPoint slides in a lecture recording, or a media company looking to attach production notes.

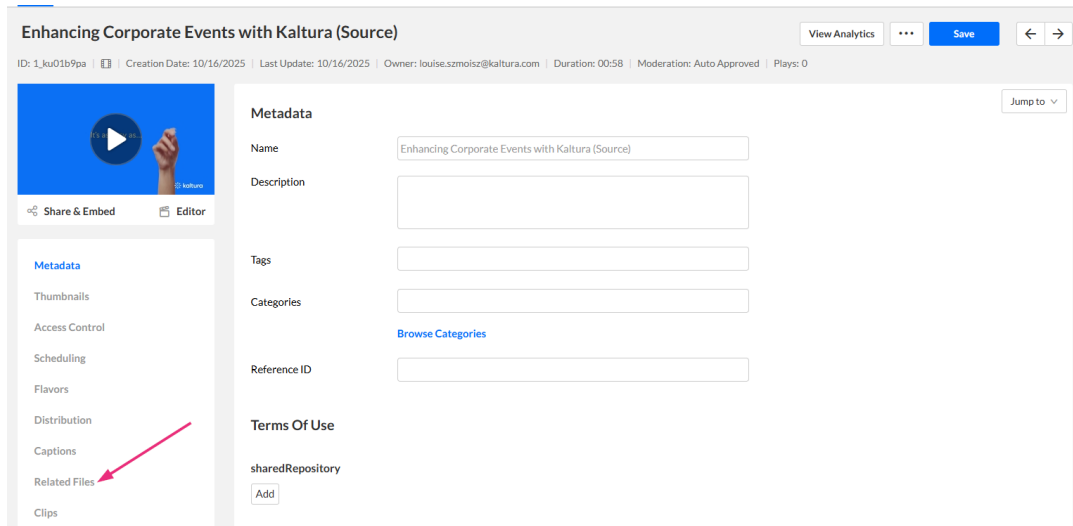
Since uploaded files are not stored with the entries themselves, they'll receive a unique Kaltura Asset ID for easy reference.

Access the related files tab

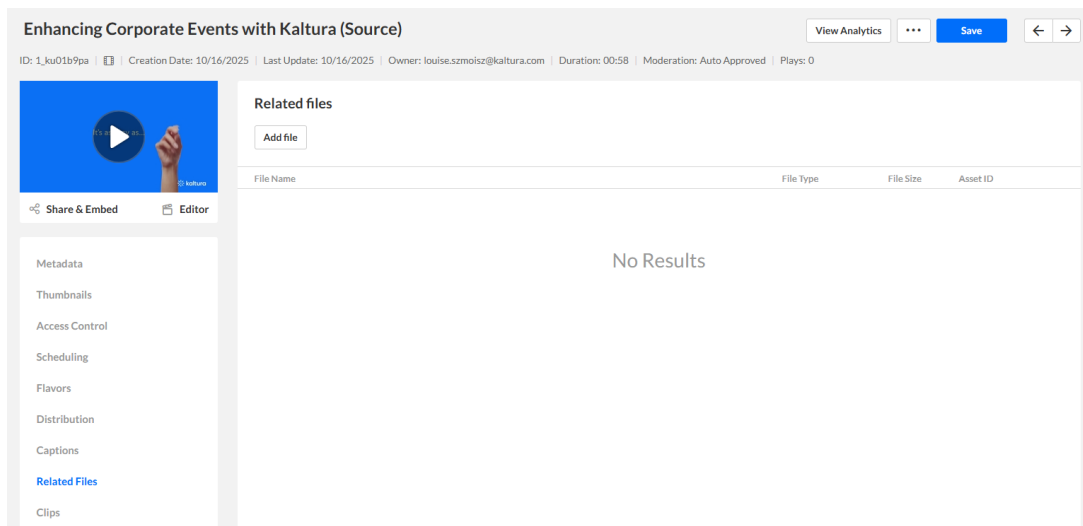
1. Log into your Rich Media Content Management System.
The **Entries** page displays by default.



2. Click on the desired entry's title or thumbnail.
The entry details page displays.
3. In the left panel, select **Related files**.

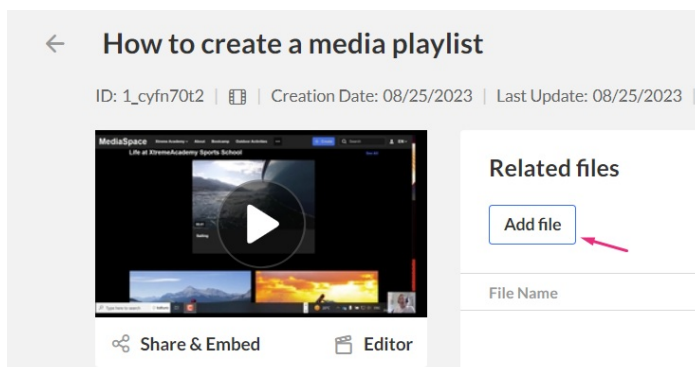


The Related files page displays. If your entry already has files associated with it, they'll be displayed here.

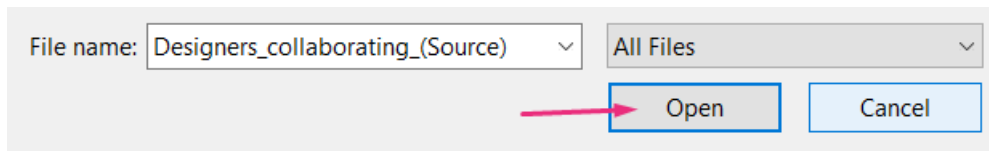


Add files

1. Click **Add File**.



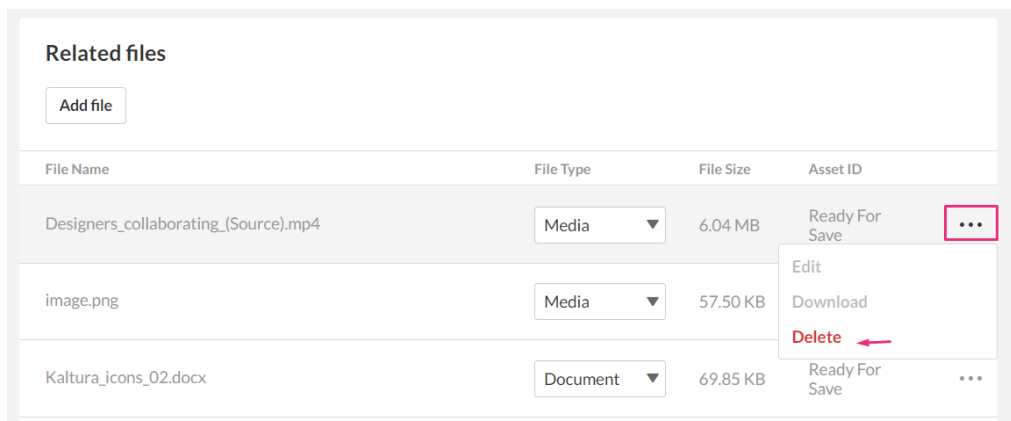
2. Locate your file and click **Open**.



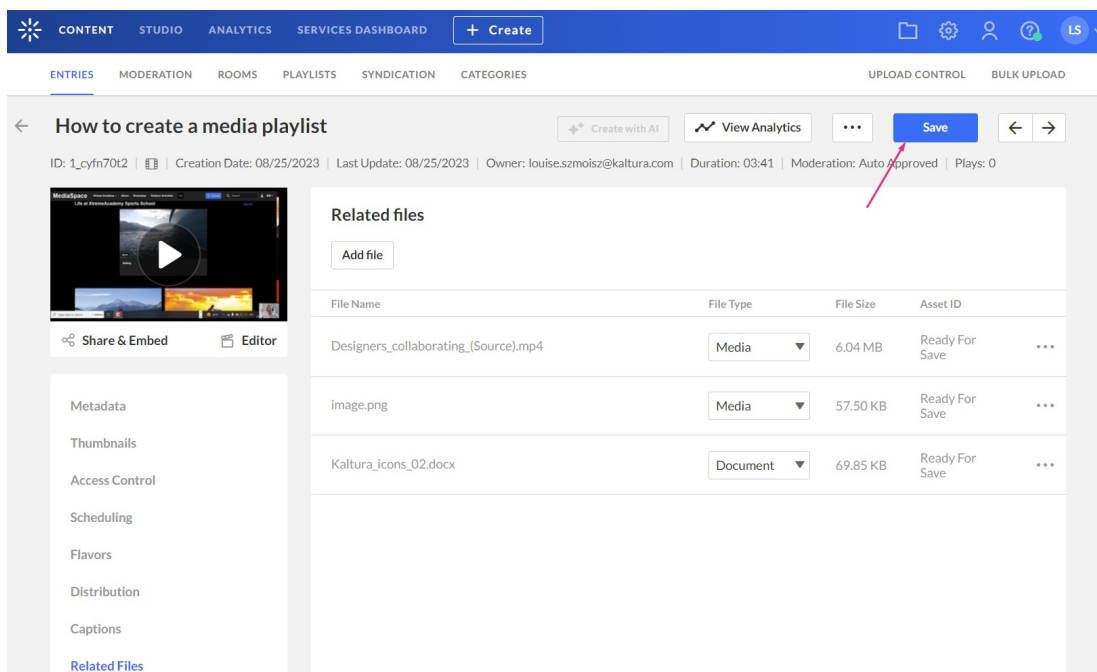
The related file is immediately uploaded.

3. Continue to add files as desired.

If you change your mind, you can delete the file by clicking the **three-dot menu** to the right of the item and selecting **Delete**.



4. When you've finished adding your files, click **Save**.



5. After saving, you have the option to edit, download or delete the files by clicking the **three-dot menu** to the right of the item and selecting the action you want.

Related files

Add file

File Name	File Type	File Size	Asset ID	
Designers_collaborating_(Source).mp4	Media ▼	6.04 MB	1_k6xb0tmb	⋮
image.png	Media ▼	57.50 KB		Edit Download Delete
Kaltura_icons_02.docx	Document ▼	69.85 KB	1_rps480s5	⋮