

## Add and manage related files for an entry

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This article is designated for administrators.

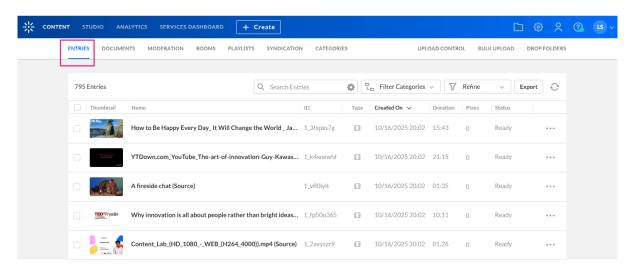
## **About**

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.

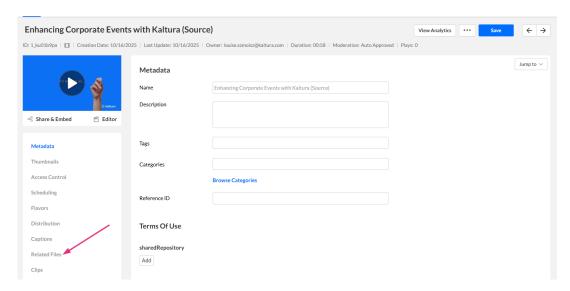
## Access the related files tab

1. Log into your Kaltura Management Console. The **Entries** page displays by default.

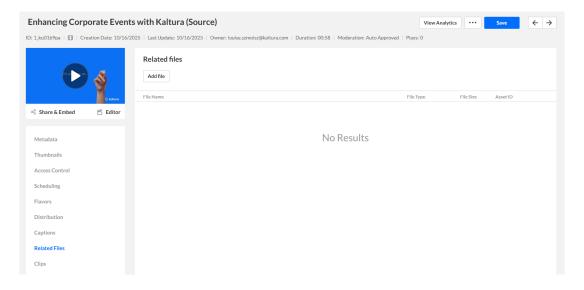


- 2. Click on the desired entry's title or thumbnail. The entry details page displays.
- 3. In the left panel, select **Related files**.



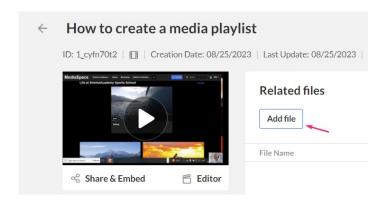


The Related files page displays. If your entry already has files associated with it, they'll be displayed here.



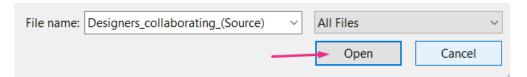
## Add files

1. Click Add File.



2. Locate your file and click Open.

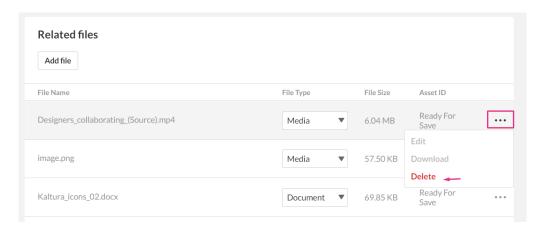




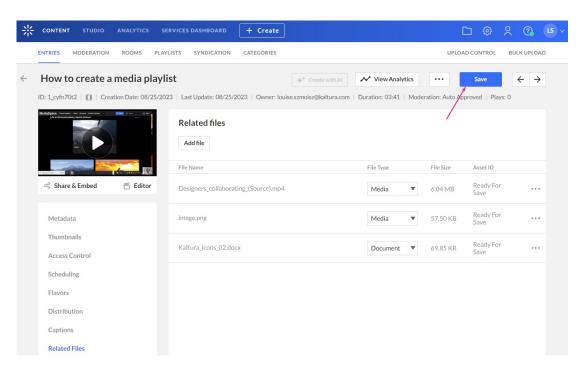
The related file is immediately uploaded.

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.



