The entry details page in Rich Media CMS

Last Modified on 07/28/2026 7:00 pm IDT

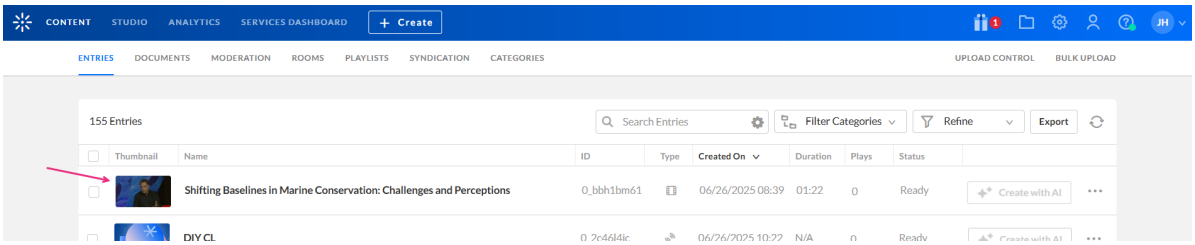
This article is designated for administrators.

About

The entry details page is your central hub for managing entries. From customizing metadata and scheduling to assigning permissions or adding captions, everything is accessible in one place.

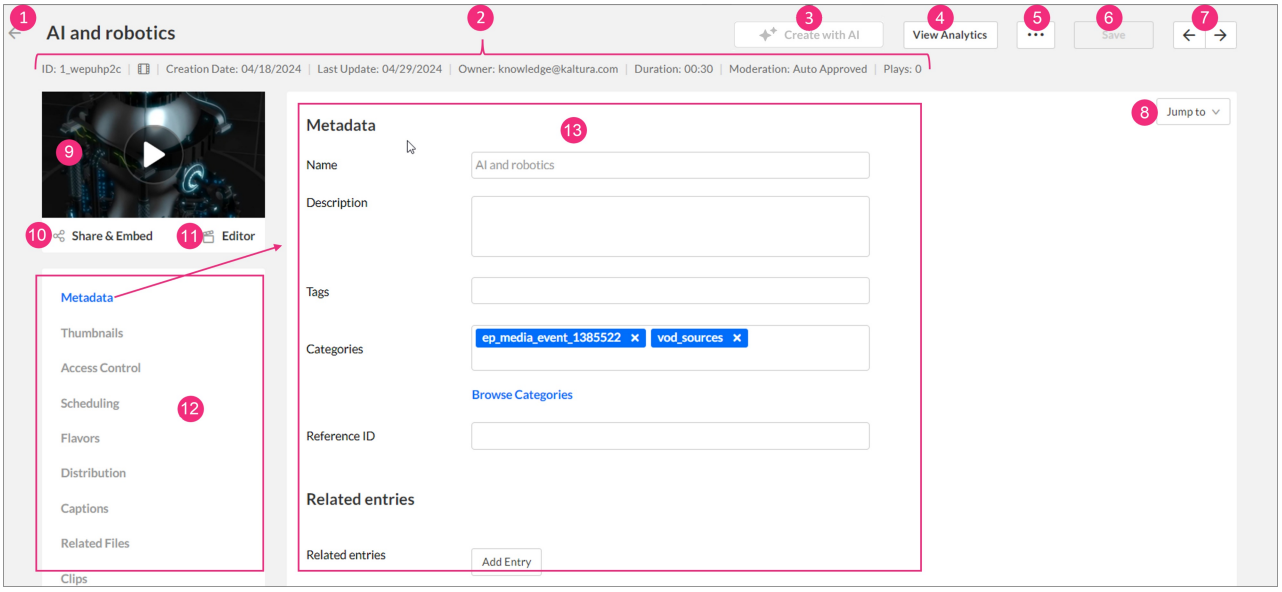
Access the entry details page

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.



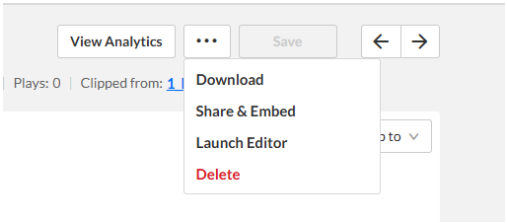
The entry details page displays.

Entry details page overview



Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

- **Back arrow** (**1**) - click to return to the entries page
- **Entry details** (**2**) - details that display vary according to the type of media you select:
  - Entry Id
  - Creation Date
  - Last Update
  - Owner
  - Duration
  - Moderation Status
  - Plays
- **'Create with AI' button** (**3**) - opens the Content Lab functionality (this button will be active and enabled only on applicable entries)
- **'View Analytics' button** (**4**) - opens the entry analytics dashboard.
- **Three-dot menu** (**5**) - Click to access download, share & embed, launch editor and delete functions.

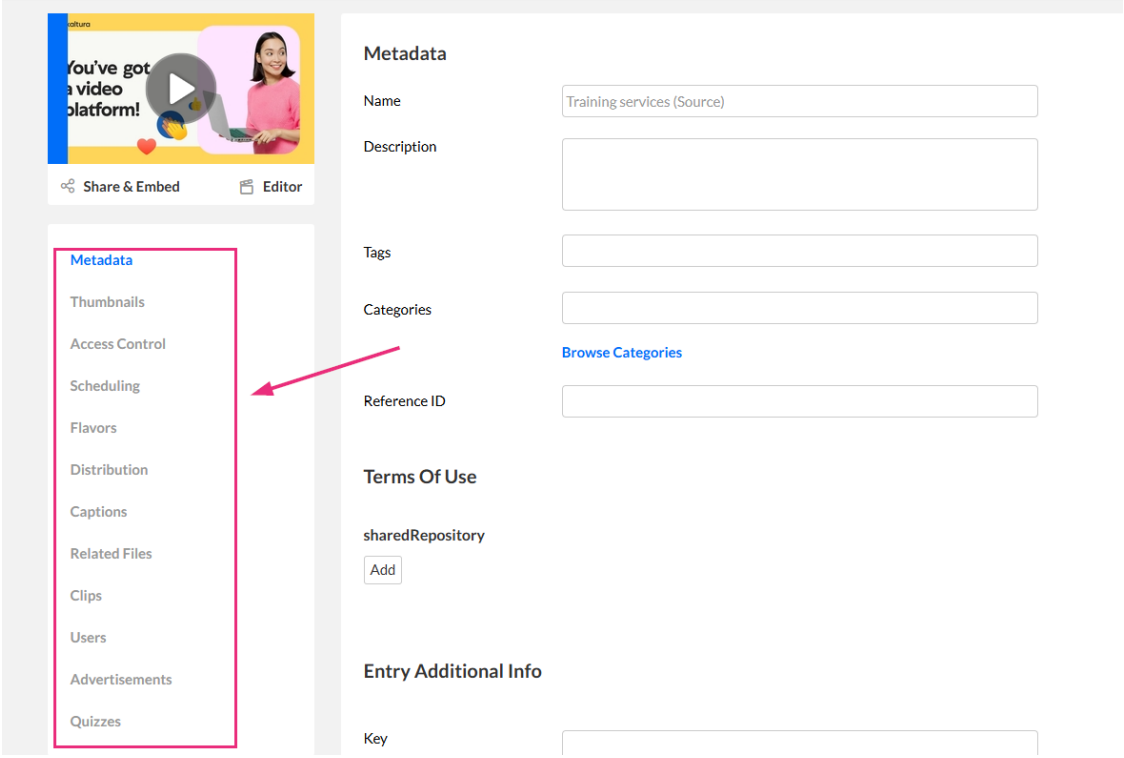


- **'Save' button** (**6**) - saves any changes (the button is disabled until data is modified)
- **Navigation arrows** (**7**) - use to navigate to the next or previous entry
- **'Jump to' drop-down menu** (**8**) - choose a section of the page to jump to
- **Entry thumbnail** (**9**) - default thumbnail of the media (videos will also have a play button for previewing).
- **'Share & Embed' function** (**10**) - opens the share and embed options
- **Editor** (**11**) - launches Kaltura video editing tools
- **Editing tabs** (**12**) - display according to the type of media you selected (see below)
- **Editing fields** (**13**) - information that displays according to the tab you're on

Editing tabs

The editing tabs give you quick access to all entry settings and features in one place. The tabs displayed depend on the type of media you're working with. Each tab focuses on a specific task, like updating metadata, adding captions, setting schedules, or managing ads.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



- **Metadata -** Edit the entry's core information, including title, description, tags, categories, and custom fields. Learn more › Edit metadata for an entry in Rich Media CMS
- **Thumbnails -** Upload or select a frame to set the default image for the entry. Learn more › Manage thumbnails for an entry in Rich Media CMS
- **Access control -** Assign an access control profile to set viewing restrictions. Learn more › Assign an access control profile to an entry
- **Schedule -** Schedule availability for when the entry can be viewed. Learn more › Schedule availability for when media can be viewed
- **Flavors -** Manage or replace media files and transcoding flavors. Learn more › Manage transcoding flavors and add media to an entry
- **Distribution** - View and manage the distribution channels associated with the entry. You can review existing distributors, configure settings, or add new channels. Learn more › Manage content distribution in Rich Media CMS
- **Captions** - Upload, order, and manage captions. Learn more › Upload and manage captions in Rich Media CMS
- **Related files -** Upload additional files (like documents or JSON) related to the entry. Learn more › Add and manage related files for an entry
- **Clips -** View and manage clips created from this entry. Learn more › Kaltura video editing tools
- **Users -** Assign co-editors, co-publishers, and co-viewers for this entry. Learn more › Manage end-users for an entry

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

- **Advertisements -** Open the video editor to add and manage advertisements. Learn more › Add advertisements to videos
- **Quizzes -** Create or manage interactive video quizzes. Learn more › Set up a video quiz
- **Live stream** (if applicable) - Create and manage live stream entries. Learn more › Create a live stream entry

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.