Entries tab in KMC

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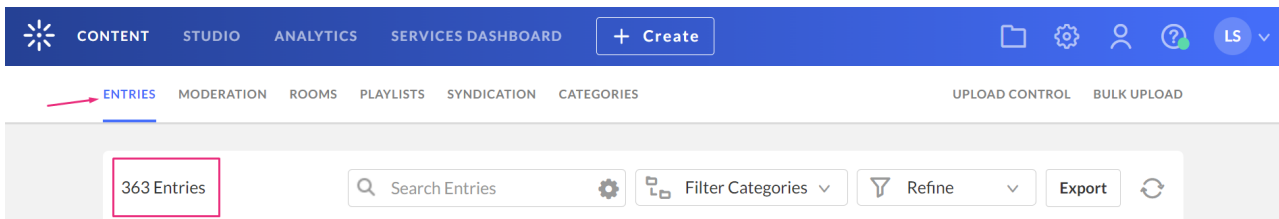> 🔒 **This article is designated for administrators.**

About

A Kaltura entry is the file that is created when you upload media to the Kaltura Management Console aka KMC. The entry includes flavors, thumbnails, standard and custom metadata, captions, scheduling settings, advertising cue points, specific access control settings, and all other components relating to the content.

Access the Entries tab

To access the **Entries tab**, simply log into your Kaltura Management Console.

The Entries tab displays as the first page by default. At the top of the page, you can see the number of entries that you have in your entire account.

![Kaltura logo]

To manage larger datasets, use the date filter to narrow down results into smaller segments of 10,000 entries or fewer. Adjust the filter to a different time range to view additional entries in manageable subsets.

The Entries tab lists the entries in your account and provides a way to edit the entry's specific metadata and settings. You can perform several actions on a specific entry or several entries simultaneously. You can search through entries, delete entries, share entries, as well as other actions.
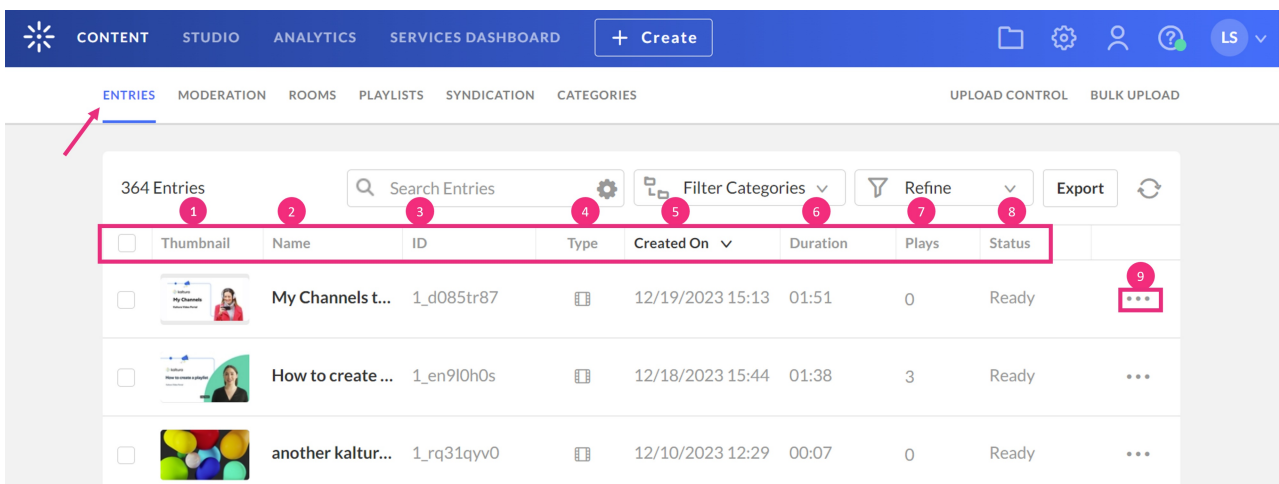
> ℹ️
>
> The number of entries listed are **parent** entries (for example, videos, playlists). However, the total number of entries in your account also includes hidden child entries (for example, flavors, source VODs).
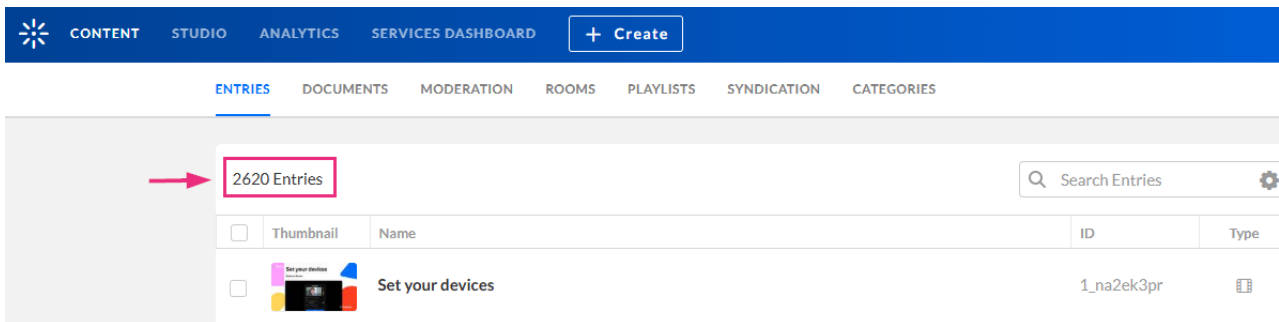

The Entries table

The Entries table shows the following information for each entry:

- **Thumbnail** (**1**) - the image that acts as the preview image for your video
- **Name** (**2**) - Name of the entry that the media item had, or was given, when it was uploaded

- **ID** (**3**) - the Kaltura identification given to the entry
- **Type** (**4**) – the type of media: video, image, live stream, audio
- **Created On** (**5**) – the creation date and time
- **Duration** (**6**) – the length in time of the media
- **Plays** (**7**) - indicates the number of plays for the entry
- **Status** (**8**) – the upload status for the entry which can be one of the following:
  - Ready - media has finished uploading and is ready to view
  - No Media - the entry is set as a draft entry (see our article Create a draft entry) or a file was not ingested properly
  - Pending - media is in the uploading queue and pending ingestion
  - Uploading - media is in the process of being uploaded
  - Converting - media is converting for optimal playback, and can't be previewed or published yet
  - Error - media is not in a valid format and cannot be ingested.
- **Three dots menu** (**9**) – This menu gives you the following options:
  - Share and Embed - Share and embed videos. See our article Share and Embed media for more information.
  - View Details – This allows you to see all metadata for the selected video.
  - Real-time Analytics – This opens the Real-time analytics dashboard for Kaltura Live entries. See our article Real-time Analytics dashboard for more information
  - Captions & Enrich - Order captions and/or enrichment services. See our article Using Subtitles and captions for more information.
  - Delete – Delete media. See our article Delete entries in KMC for more information.
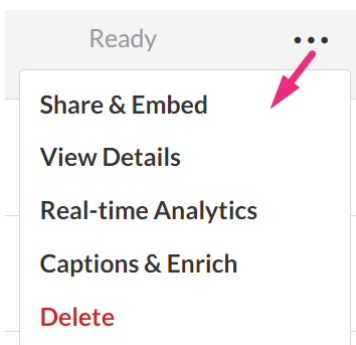
> ℹ️ The options that appear in the three dots menu depend on the entries you have, for example, if you don't have any live entries, you won't see a Real-time analytics option in the menu.

YouTube entries are visible in the entries list and are indicated with a white YouTube arrow on the media thumbnail.

| | | Sphinx - JAK | ... | 1_9pa2uq7g | | 12/19/2023 18:08 | 03:05 | 0 | Ready | ... |

Quiz entries are visible in the entries list and are indicated with the quiz icon (white cube).

| | | Hands in the ai... | 1_lqnlo8cr | | 12/10/2023 10:52 | 00:05 | 1 | Ready | ... |

✓ Columns that contain an arrow are sortable.

Entries report

You can export an entries report as a CSV file to your email address. Click **Export** to export the file.

⚠ Please notice that the CSV download link sent via email is available only for 24 hours.

| 🔍 Search Entries ⚙ | 🗂 Filter Categories ∨ | 🔽 Refine ∨ | **Export** | 🔄 |

The following fields are included in the entries report:

- Entry ID
- Name
- Media Type
- Created On
- Last Update - this includes metadata updates and publishing updates
- Duration
- Plays
- Status
- Owner

The entries report is created based on any filters you applied to the data. To learn more about filtering your media, see our article Search and filter.

Next up, refer to the Entry details page and More Actions menu to learn more.