View and manage your media entries in Rich Media CMS

Content updated: 11/12/2023

This article is designated for administrators.

About

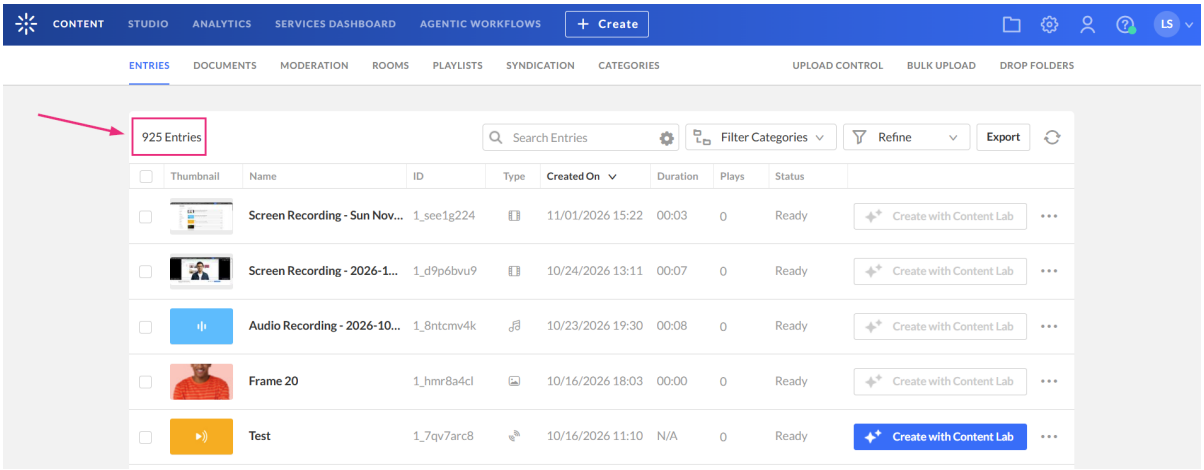
Each media item you upload to the Rich Media Content Management System is called an **entry**. An entry includes the media file, metadata, thumbnails, captions, flavors, scheduling settings, and other related components.

The **Entries** page lets you view, search, sort, and manage all entries in your account.

View your entries

Log in to your Rich Media CMS. The **Entries** page opens by default.

The **Entries** page lists the entries in your account, shows the total number at the top of the page, and lets you edit each entry's metadata and settings.

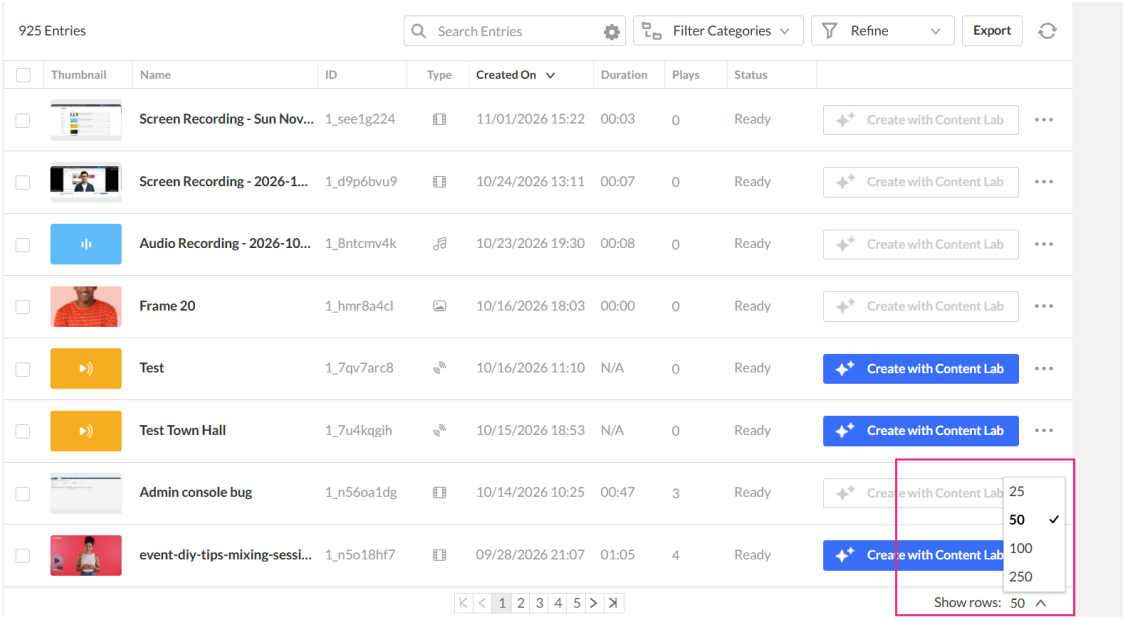


The total on the **Entries** page counts only parent media entries, such as videos and audio files. It doesn't include hidden child entries, documents, playlists, or rooms.

Pagination limit

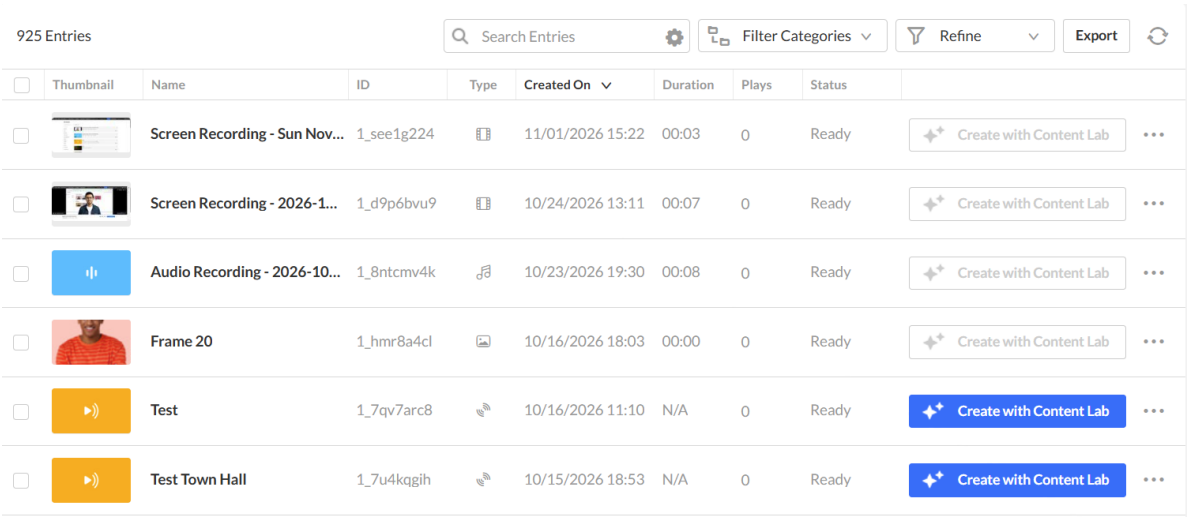
The **Entries** page shows up to 10,000 entries because of a pagination limit. The number of pages depends on the **Show rows** setting.

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To manage larger datasets, use the date filter to narrow the results to segments of 10,000 entries or fewer. To view more entries, change the filter to a different time range.

Entries table



The entries table includes the following columns:

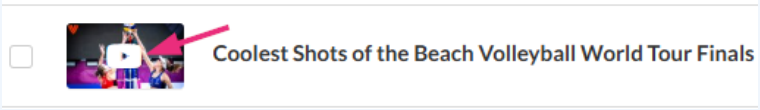
- **Checkbox**: select one or more entries to work with them in bulk
- **Thumbnail**: the preview image for the entry
- **Name**: the name the media item had, or was given, when it was uploaded
- **ID**: the Kaltura ID of the entry
- **Type**: the media type, such as video, image, live stream, or audio
- **Created on**: the creation date and time. To sort the table by creation date, select the column title. The arrow next to the title shows that the table is sorted by that

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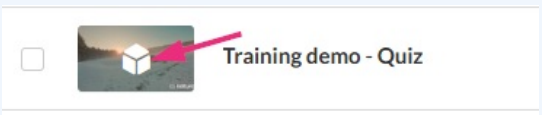
column.

- **Duration**: the length of the media
- **Plays**: the number of plays for the entry
- **Status**: the upload status of the entry, which is one of the following:
  - **Ready**: the media finished uploading and is ready to view.
  - **No media**: the entry is a draft, or a file wasn't ingested properly. For more information about drafts, see Create a draft entry.
  - **Pending**: the media is in the upload queue, waiting for ingestion.
  - **Uploading**: the media is uploading.
  - **Converting**: the media is converting for optimal playback, and can't be previewed or published yet.
  - **Error**: the media isn't in a valid format and can't be ingested.

YouTube entries appear in the entries list with a white YouTube arrow on the thumbnail.



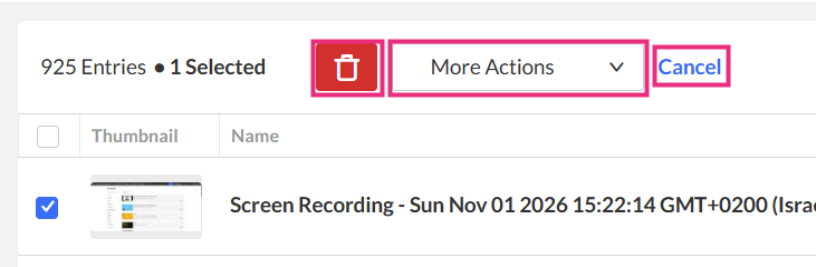
Quiz entries appear in the entries list with the quiz icon (a white cube).



Manage entries in bulk

When you select the checkbox next to one or more entries, the number of selected entries appears next to the total, and the **trash can** icon, the **More actions** dropdown, and **Cancel** appear at the top of the table.

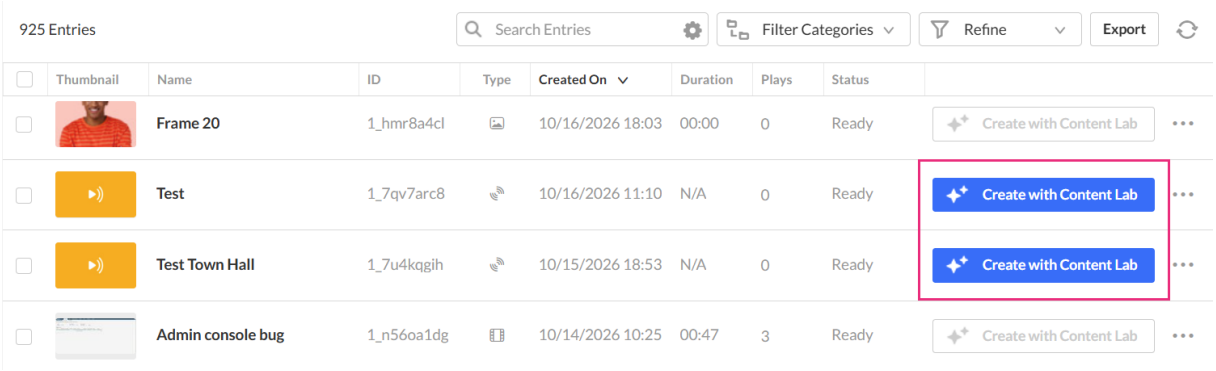
Select the **trash can** icon to delete the selected entries, or select **Cancel** to clear your selection. For more information about the **More actions** dropdown, see Use the More Actions menu in Rich Media CMS.



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Content Lab button

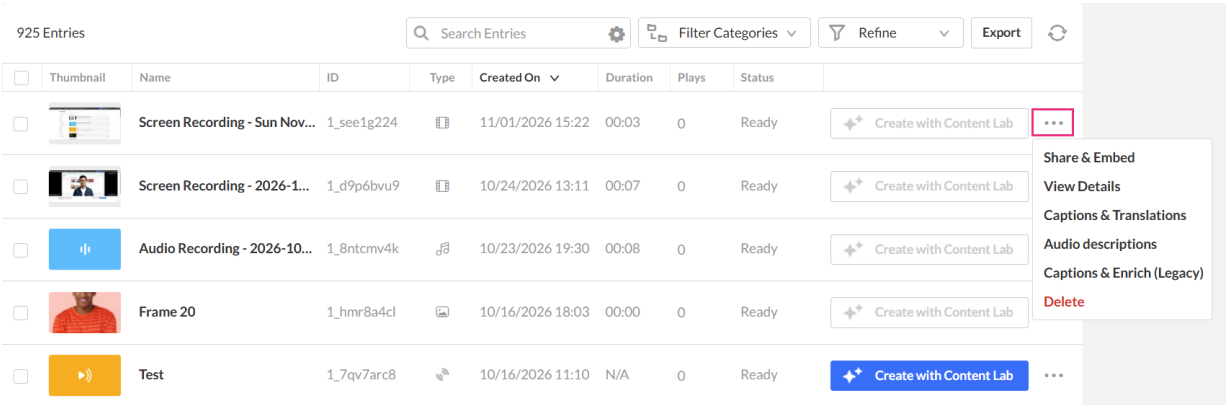
Select the **Create with Content Lab** button to open Content Lab, where you can generate highlight clips, summaries, quizzes, and more. The button is available only for supported entries.



For more information, see Create highlight clips with AI, Create quizzes with AI, Create a summary and chapters with AI, and Enrich metadata with AI.

Three-dot menu

Select the **three dots** at the end of a row to open the **three-dot menu**.



The menu includes the following options:

- **Share & embed**: share the entry or get its embed code. For more information, see Share and Embed media.
- **View details**: see all metadata for the selected entry.
- **Real-time analytics**: open the real-time analytics dashboard for Kaltura Live entries. For more information, see Real-time Analytics dashboard.
- **Webcast analytics**: open the analytics dashboard for the live entry, with engagement, quality of service, and viewer data.

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- **Captions & translations**: order captions or translations for the entry. For more information, see Order VOD captions in Rich Media CMS via Content Lab.
- **Audio descriptions**: order audio description (AD) or extended audio description (EAD) for the entry. For more information, see Order VOD audio description (AD) in Rich Media CMS via Content Lab.
- **Captions & enrich (legacy)**: order captions or enrichment services. For more information, see Order VOD captions (legacy) in Rich Media CMS.
- **Delete**: delete the entry. For more information, see Delete entries in Rich Media CMS.

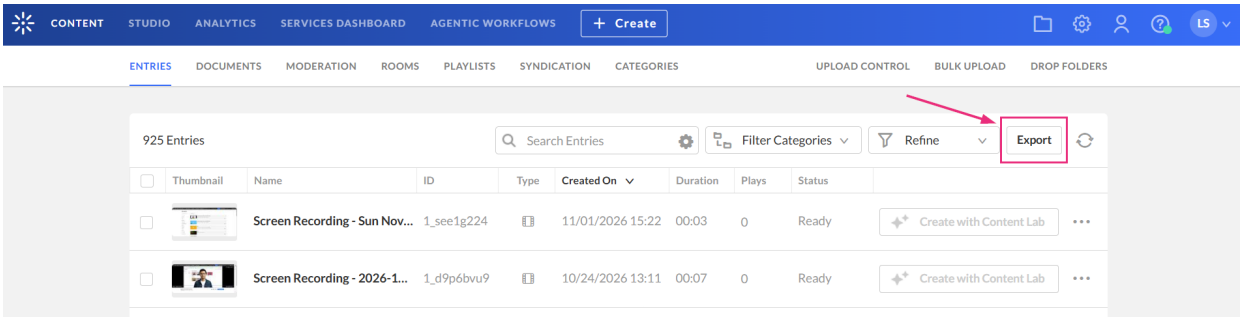
The options in the **three-dot menu** depend on the entry type. For example, image entries show only **Share & embed**, **View details**, and **Delete**, and the **Real-time analytics** and **Webcast analytics** options appear only for live entries.

Entries report

You can export an entries report as a CSV file to your email address.

The download link in the email expires after 24 hours.

At the top right of the page, select **Export**.



A message appears to confirm that the report will be sent to your email address.

The report includes the following fields:

- Entry ID
- Name
- Media Type
- Created On

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- Last Update Date: includes metadata updates and publishing updates
- Duration
- Plays
- Status
- Owner

The report includes only the entries that match the filters you applied. To filter your media, see Search and filter.

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