

Working with document files in Rich Media CMS

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 This article is designated for administrators.

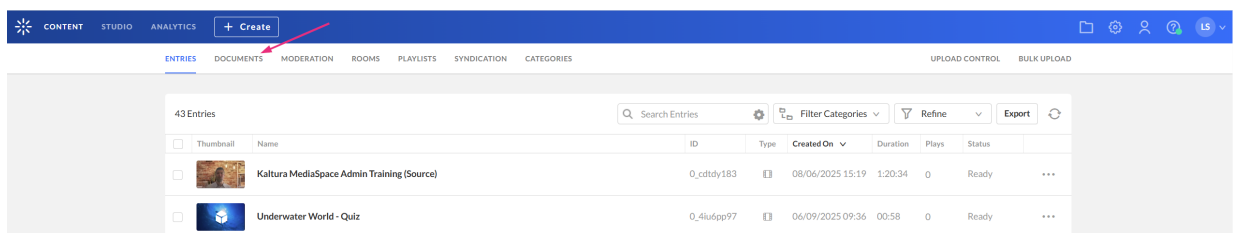
About

The document entry type accommodates file formats like PDF, PPT, DOC, and more. You can upload documents directly from the Rich Media Content Management System (Rich Media CMS) or through Kaltura's Video Portal.

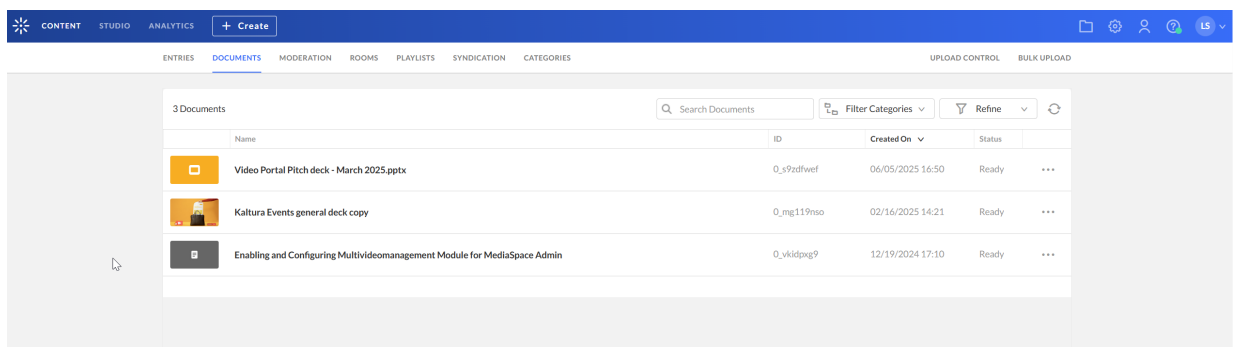
The uploaded documents are listed in the **Documents tab** in Rich Media CMS, where you can view, manage, and moderate them.

Access the Documents tab

1. To access the Documents page, log into your Rich Media Content Management System.
2. Under the **Content** menu, click the **Documents** tab.



The Documents page displays.



Features


At the top of the page, you can see the following:






- Number of documents

- Search and filter options - See our article [Search and filter entries](#) for more information about these functions.

The Documents table shows the following information for each entry:

- **Thumbnail** - This is the image that acts as the preview image for your video. If no thumbnail was added to the entry, a default thumbnail displays.
- **Name** - the name of the entry that the document had, or was given, when it was uploaded
- **ID** - the Kaltura identification given to the entry
- **Created On** - the creation date and time
- **Status** - the upload status for the entry which can be one of the following:
 - **Ready** - document has finished uploading and is ready to view
 - **Pending** - document is in the uploading queue and pending ingestion or waiting for moderation approval
 - **Uploading** - document is in the process of being uploaded
 - **Converting** - document is converting and can't be previewed or published yet
 - **Error** - document is not in a valid format and cannot be ingested
- **Three-dot menu** - This menu gives you the following options:
 - **View Details** - view all metadata for the selected document
 - **Download** - download the document to your device
 - **Delete** - delete document
 - **Approve / Reject** - If moderation is enabled, you can approve or reject documents. Approving makes the document available for use, while rejecting removes it from circulation.

8 Documents Filter Categories Refine 

	Name	ID	Created On	Status	
	User_report (1).pdf	0_s2fzzpeb	09/18/2025 11:10	Ready	...
	Writing Effective E-mails and Instant Messages.pdf	0_1zj5o0su	09/17/2025 13:35	Ready	...
	Writing Effective E-mails and Instant Messages.pdf	0_p8ijmfcv	09/17/2025 13:34	Pending	...
	AM-review-431-09_15_2025 10_35.csv	0_0gjj1gl7	09/17/2025 13:34		
	Writing Effective E-mails and Instant Messages.pdf	0_n62kgx0q	09/17/2025 13:25		

View Details
Download
Approve
Reject
Delete

When clicking on a document entry, you will be directed to its entry details page. Please see [Entry Editing](#) to learn more.