Document entries in Rich Media CMS

Last Modified on 08/05/2026 7:09 pm IDT

This article is designated for administrators.

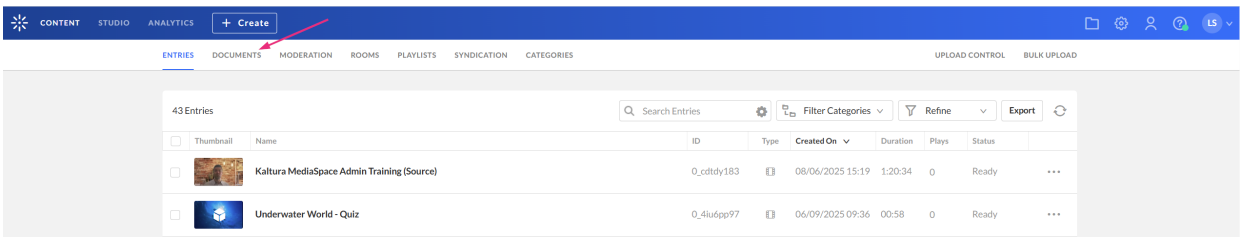
About

The document entry type accommodates file formats like PDF, PPT, DOC, and more. You can upload documents directly from the Rich Media CMS or through Content Hubs.

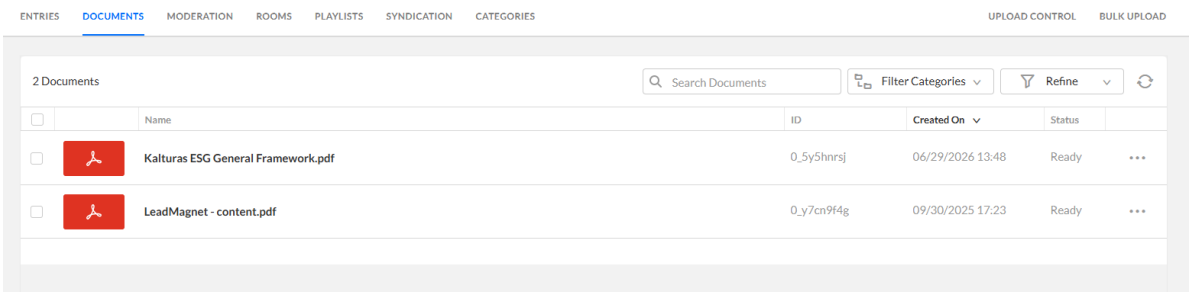
The uploaded documents are listed in the **Documents tab** in Rich Media CMS, where you can view, manage, moderate, and perform bulk actions on multiple document entries.

Access the Documents tab

In your Rich Media CMS, click the **Documents** tab.



The Documents page displays.



Features

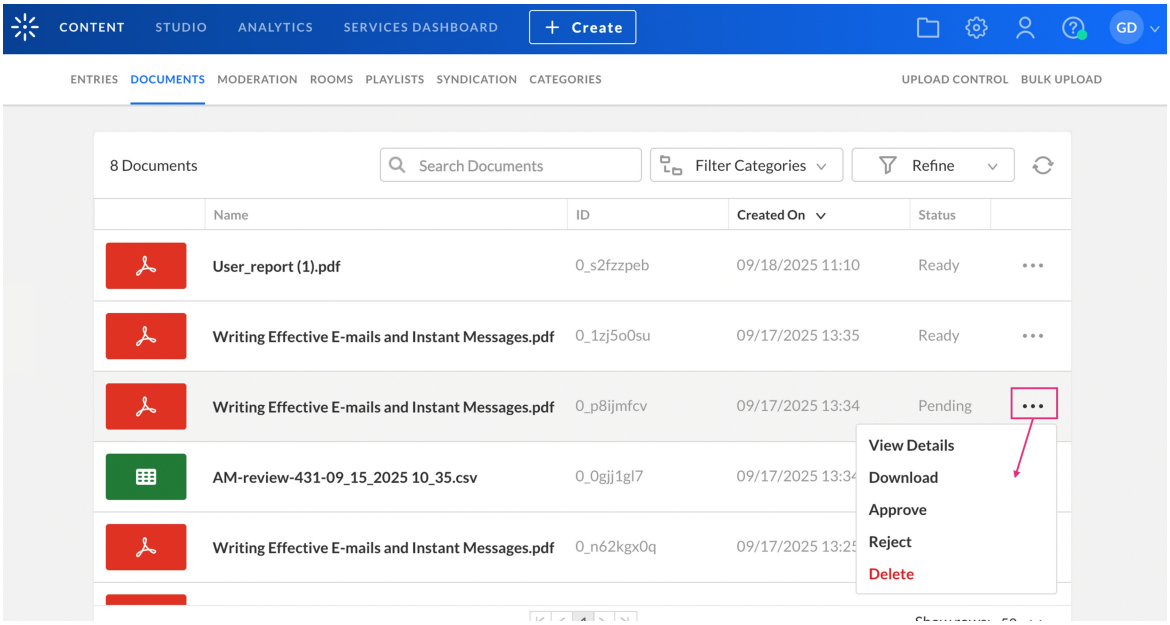
At the top of the page, you can see the following:

- Number of document entries
- Search and filter options - See our article Search and filter entries for more information.

The Documents page shows the following information for each entry:

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- **Thumbnail** - The preview image for the document. If no thumbnail was added to the entry, a default thumbnail displays.
- **Name** - The name assigned to the document entry.
- **ID** - The unique entry ID.
- **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
- **Entry type** – Displays the document entry type with a document icon.
- **Three-dot menu** – This menu gives you the following options:
  - **View Details** – View all metadata for the selected document entry.
  - **Download** - Download the document to your device.
  - **Delete** – Delete the document entry.
  - **Approve / Reject** – If moderation is enabled, approve or reject document entries. Approving makes a document available for use, while rejecting removes it from circulation.

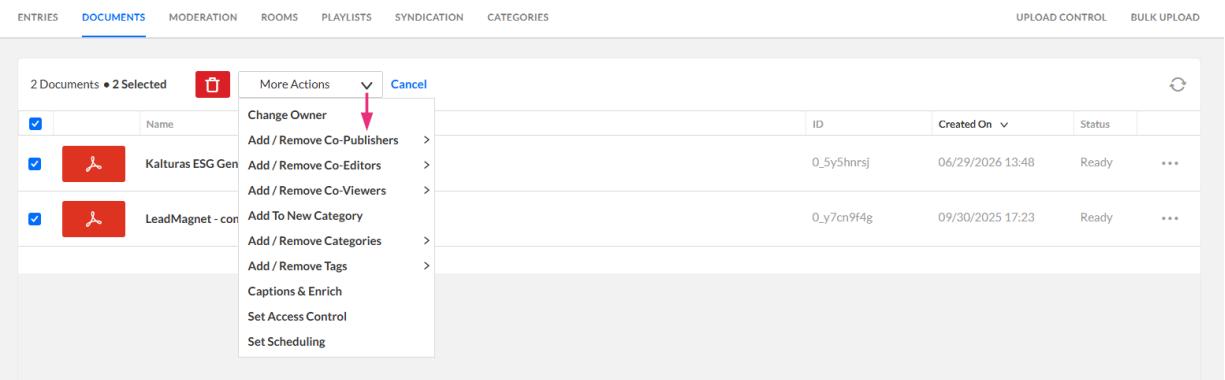


Click a document entry to open its entry details page. See The entry details page in Rich Media CMS for more information.

Bulk actions

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Select one or more document entries using the checkboxes next to the entries. When you select entries, the **More Actions** menu displays at the top of the page.



Open the menu to view the available actions and apply an action to all the selected entries at once.

For details about the available bulk actions, see Using the More Actions menu in Rich Media CMS.

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