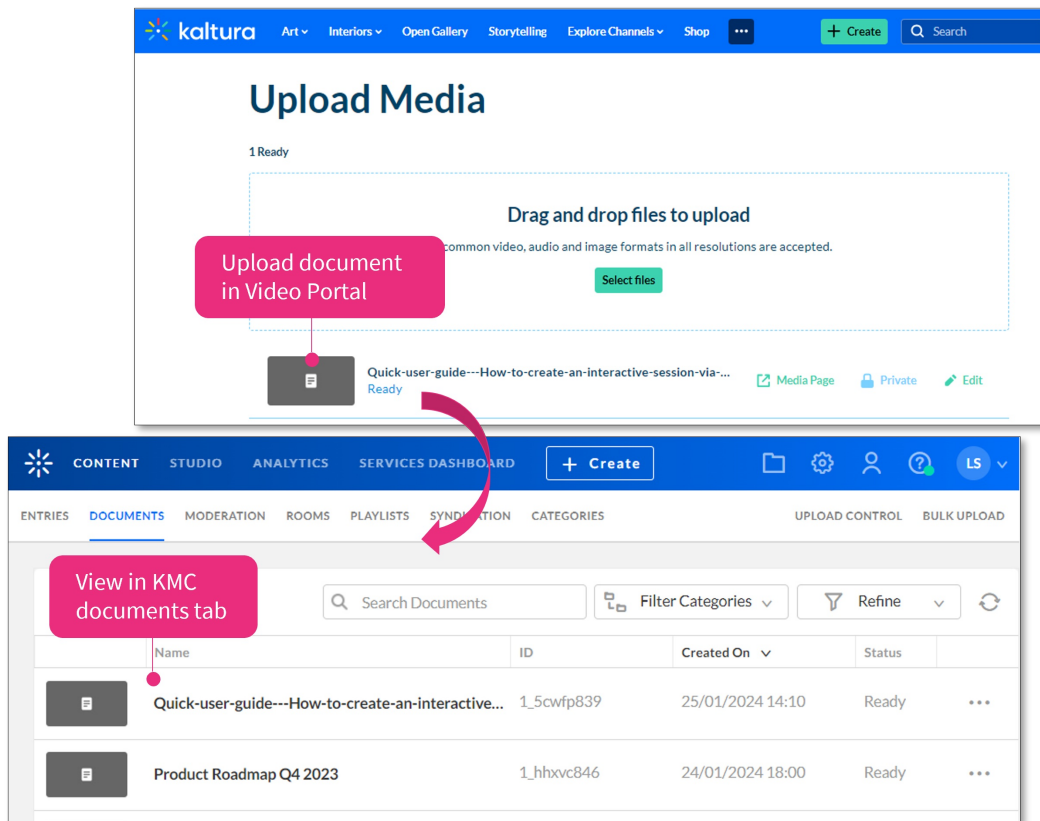


## Document entries

Last Modified on 05/23/2024 4:53 pm IDT

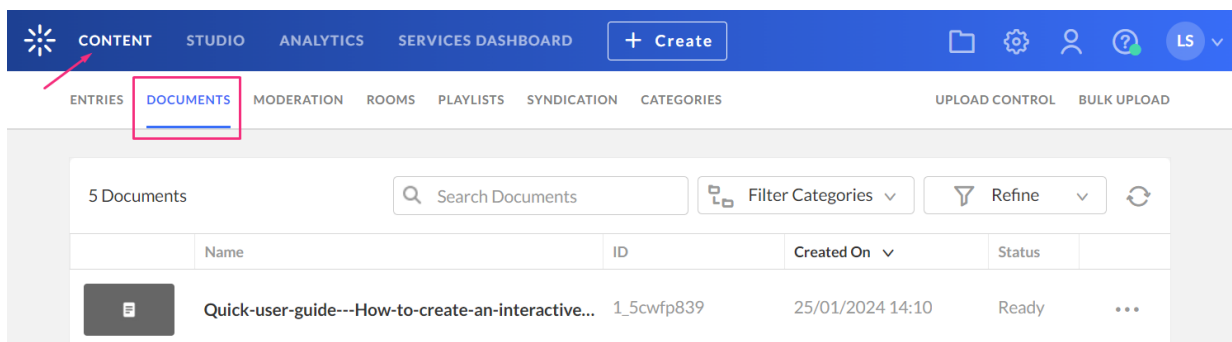
 This article is designated for administrators.

The document entry is a recently introduced entry type designed to accommodate file formats like PDF, PPT, DOC, and more. You can easily view the documents that have been uploaded through Kaltura's Video Portal in the KMC's Documents tab.

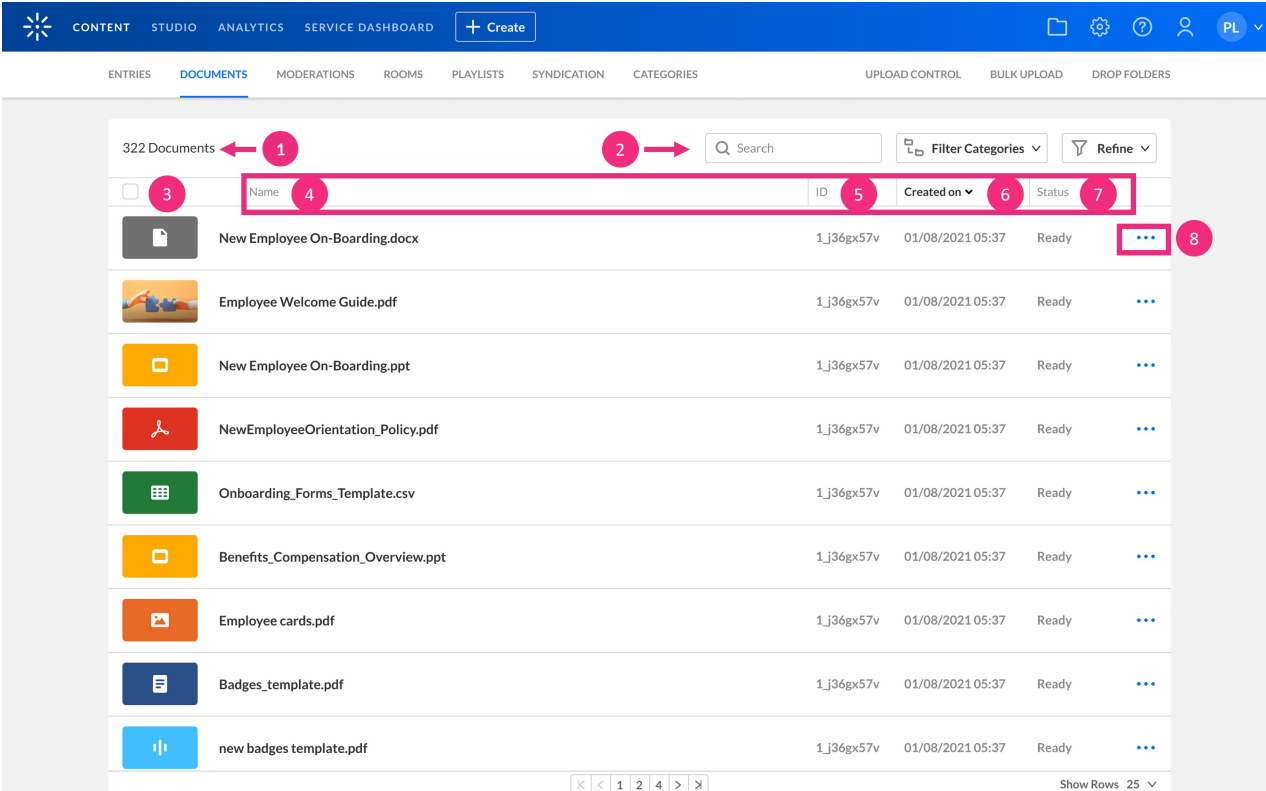


## Access the Documents page










1. To access the Documents page, simply log into your Kaltura Management Console.
2. Under the **Content** menu, click the **Documents** tab.



## Features



The screenshot shows the Kaltura Documents interface. At the top, there is a navigation bar with 'CONTENT', 'STUDIO', 'ANALYTICS', and 'SERVICE DASHBOARD'. Below this, a 'DOCUMENTS' tab is selected. The main area displays a table of documents. The table has columns for 'Name', 'ID', 'Created on', and 'Status'. The first row is highlighted, and a red box highlights the 'Action' menu (three dots) for the first document. The table contains the following data:

Thumbnail	Name	ID	Created on	Status	Action
	New Employee On-Boarding.docx	1_j36gx57v	01/08/2021 05:37	Ready	...
	Employee Welcome Guide.pdf	1_j36gx57v	01/08/2021 05:37	Ready	...
	New Employee On-Boarding.ppt	1_j36gx57v	01/08/2021 05:37	Ready	...
	NewEmployeeOrientation_Policy.pdf	1_j36gx57v	01/08/2021 05:37	Ready	...
	Onboarding_Forms_Template.csv	1_j36gx57v	01/08/2021 05:37	Ready	...
	Benefits_Compensation_Overview.ppt	1_j36gx57v	01/08/2021 05:37	Ready	...
	Employee cards.pdf	1_j36gx57v	01/08/2021 05:37	Ready	...
	Badges_template.pdf	1_j36gx57v	01/08/2021 05:37	Ready	...
	new badges template.pdf	1_j36gx57v	01/08/2021 05:37	Ready	...

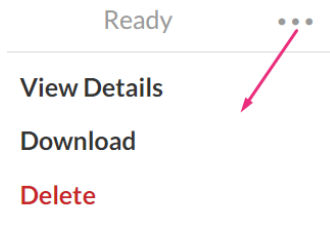
At the top of the page, you can see the following:

- Number of documents (1)
- Search and filter options (2) - See our article [Search and filter entries](#) for more information about these functions.

The Documents table shows the following information for each entry:

- **Thumbnail (3)** - 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 (4)** - the name of the entry that the document had, or was given, when it was uploaded
- **ID (5)** - the Kaltura identification given to the entry
- **Created On (6)** - the creation date and time
- **Status (7)** - 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
  - 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

- **3 dots menu (8)** – This menu gives you the following options:
  - View Details – allows you to see all metadata for the selected document
  - Download – download the document to your device
  - Delete – delete document



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

[template("cat-subscribe")]

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