

Upload content to a draft entry via Rich Media CMS

Last Modified on 05/06/2026 8:41 pm IDT

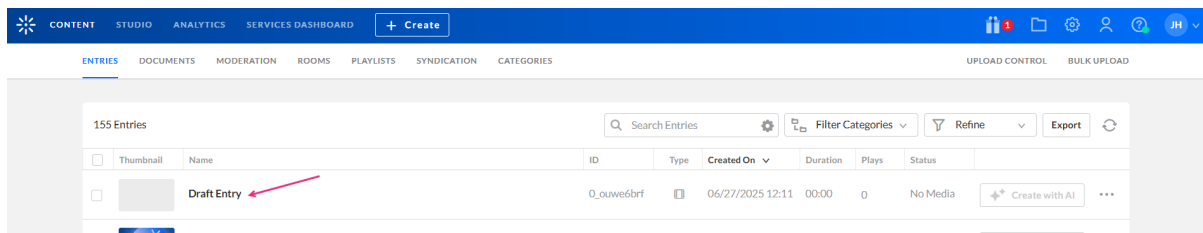
 This article is designated for administrators.

About

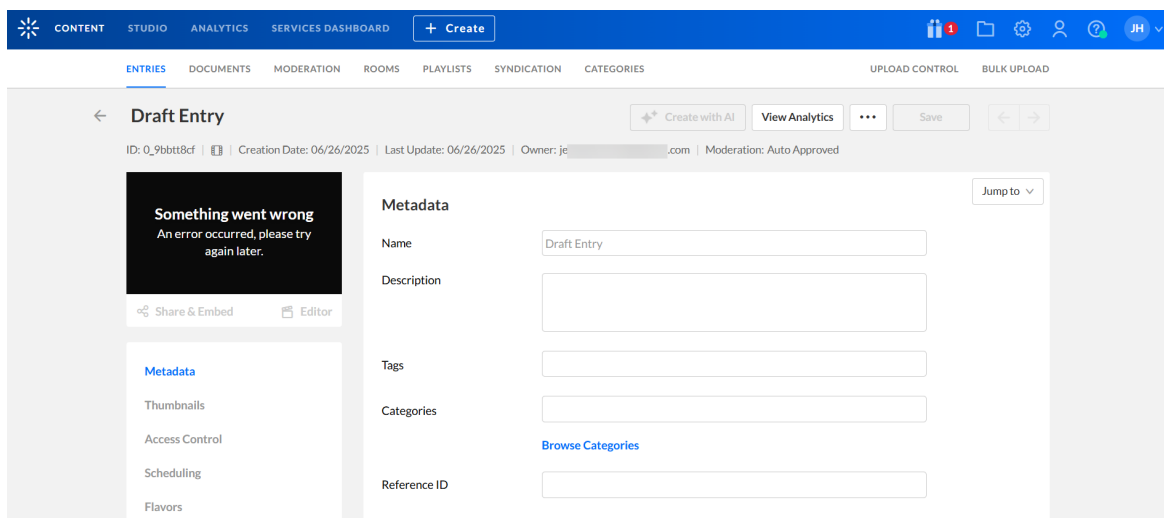
Draft entries allow you to create an entry without uploading content. Once the draft entry has been created, you can add content to it at a later time via the Flavors tab. To learn how to create a draft entry, see our article [Create a Draft Entry](#).

Access the Flavors tab

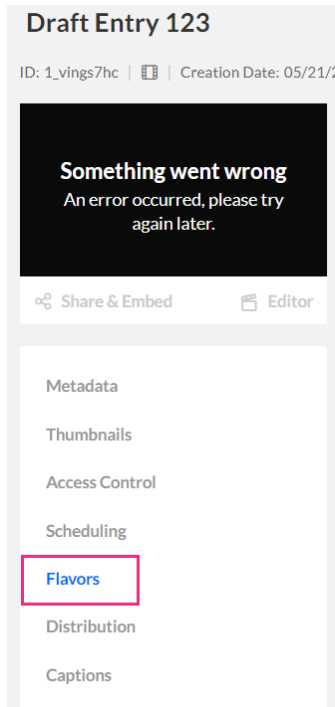
1. Log into the [Rich Media CMS](#).
2. On the **Entries** page, click on the desired draft entry.



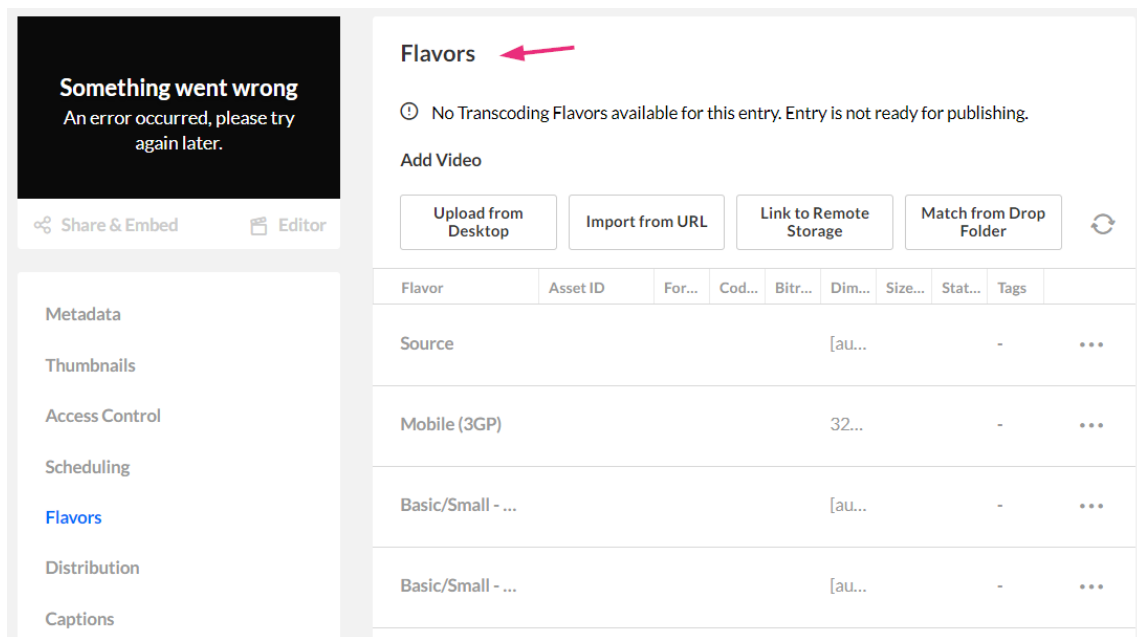
3. The entry details page displays.



4. Click **Flavors**.



5. The Flavors tab displays.



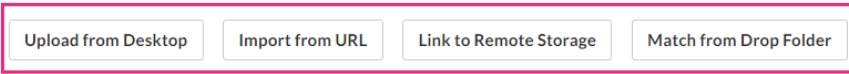
Upload

1. Select the upload method: **Upload from Desktop**, **Import from URL**, or **Match from Drop Folder** (to learn more about these methods, see [Upload Media via Rich Media CMS](#) and [Drop folders Service for Content Ingestion](#).)

Flavors

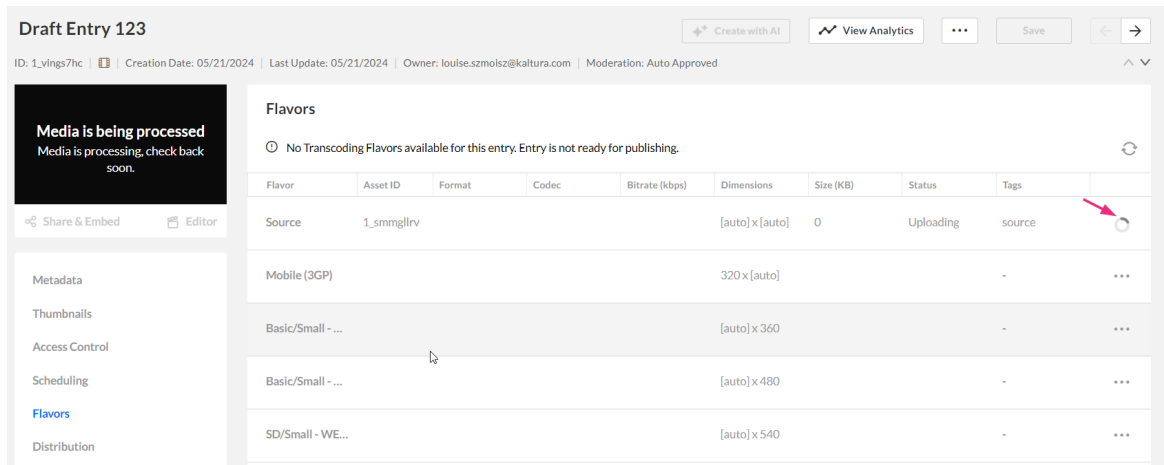
ⓘ No Transcoding Flavors available for this entry. Entry is not ready for publishing.

Add Video



2. Select the file to upload.

After you trigger the action, the Rich Media CMS immediately starts processing the file upload, and a message displays: *Media is being processed*.



Draft Entry 123 Creation Date: 05/21/2024 Last Update: 05/21/2024 Owner: louise.szmolsz@kaltura.com Moderation: Auto Approved

Media is being processed
Media is processing, check back soon.

Flavors
ⓘ No Transcoding Flavors available for this entry. Entry is not ready for publishing.

Flavor	Asset ID	Format	Codec	Bitrate (kbps)	Dimensions	Size (KB)	Status	Tags
Source	1_smmgllrv				[auto]x[auto]	0	Uploading	source
Mobile (3GP)					320 x [auto]			-
Basic/Small - ...					[auto] x 360			-
Basic/Small - ...					[auto] x 480			-
SD/Small - WE...					[auto] x 540			-




Feel free to navigate away from the Flavours tab anytime - no need to save.

3. Once the uploading process has finished, a message displays: *All required Transcoding Flavors are available. Entry is ready for publishing.*

← **Draft Entry 123** Create with AI View Analytics ... Save ← →

ID: 1_vings7hc | Creation Date: 05/21/2024 | Last Update: 05/21/2024 | Owner: louise.szmoisz@kaltura.com | Duration: 00:08



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- Metadata
- Thumbnails
- Access Control
- Scheduling
- Flavors**
- Distribution
- Captions

Flavors

All required Transcoding Flavors are available. Entry is ready for publishing.



Replace Video

Flavor	Asset ID	For...	Cod...	Bitr...	Dim...	Size...	Stat...	Tags	
Source	1_smmgllrv	mp4	avc1	2369	96...	2173	OK	sou...	...
Basic/Small - ...	1_iesdr4ov	mp4	avc1	526	65...	488	OK	mo...	...
Basic/Small - ...	1_ikewsz2w	mp4	avc1	724	87...	671	OK	mo...	...
SD/Small - WE...	1_vkwwye10	mp4	avc1	1021	96...	946	OK	mo...	...

4. The draft entry appears on the Entries page with the status 'Ready'.

ENTRIES DOCUMENTS MODERATION ROOMS PLAYLISTS SYNDICATION CATEGORIES UPLOAD CONTROL BULK UPLOAD

617 Entries

<input type="checkbox"/>	Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status
<input type="checkbox"/>		Draft Entry 123	1_vings7hc		05/21/2024 08:47	00:08	0	Ready