

Monitor & manage uploads

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 This article is designated for administrators.

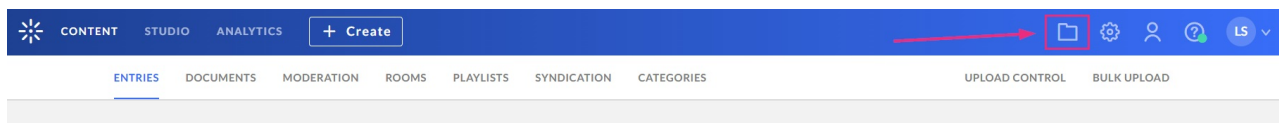
About

The **Upload Monitor** and **Upload Control** tools in the Rich Media Content Management System (Rich Media CMS) let you track the progress of uploads, view completed uploads, and manage any uploads in progress.

Use these tools to confirm that your files uploaded successfully, retry failed uploads, or cancel queued uploads.

Monitor uploads

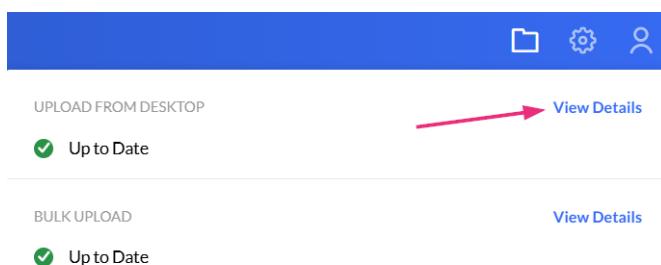
In your Rich Media CMS, click the **Upload Monitor** (folder icon) at the top-right of the navigation bar.



The Upload Monitor shows uploads initiated from the **+Create** menu, including:

- Uploads from your computer
- Bulk uploads (if enabled)
- Drop folder ingestions (if enabled)

To view more details about a specific upload, click **View details** in the Upload Monitor window.








View uploads in Upload Control

For a detailed overview of all uploads and their statuses, click the **Upload Control** tab under the **Content** menu.

ENTRIES DOCUMENTS MODERATION ROOMS PLAYLISTS SYNDICATION CATEGORIES UPLOAD CONTROL BULK UPLOAD DROP FOLDERS

5 Files

<input type="checkbox"/>	File Name	ID	File Size	Uploaded On	Status	Progress
<input type="checkbox"/>	 A fireside chat (Source).mp4	1_Ogggt1y7	30.32 MB	10/16/2025 1...	Complete	<div style="width: 100%; height: 10px; background-color: green;"></div>
<input type="checkbox"/>	 YTDown.com_YouTube_The-art-of-innovation-Guy-Kawasaki-TEDxB_Media_Mtjatz9r-Vc_001_1080p.mp4		128.72 MB	10/16/2025 1...	Uploading	<div style="width: 50%; height: 10px; background-color: blue;"></div>
<input type="checkbox"/>	 Why innovation is all about people rather than bright ideas_Alexandre Janssen_TEDxFryslän.mp4		68.32 MB	10/16/2025 1...	Uploading	<div style="width: 40%; height: 10px; background-color: blue;"></div>
<input type="checkbox"/>	 Lemon & Bull Sharks Jan 2023 - Jupiter FL.mp4		27.17 MB	10/16/2025 1...	Uploading	<div style="width: 30%; height: 10px; background-color: blue;"></div>
<input type="checkbox"/>	 Kaltura Genie (2).mp4		17.83 MB	10/16/2025 1...	Uploading	<div style="width: 20%; height: 10px; background-color: blue;"></div>

The Upload Control table shows the following information for each file:

- **Type** - the file type (video / audio / image / document) as an icon
- **File Name** - the file name is entered by the user in the 'Upload Settings' screen
- **Entry ID** - the id of the entry that was created for this file
- **File Size** - the file size
- **Uploaded on** - the date and time this file was selected for upload
- **Status** - the status of each upload task
- **Progress** - a progress bar showing the upload progress visually

Upload statuses

Tasks are sorted according to status:

- **Uploading** - file is currently uploading
- **Queued** - file is waiting in queue to start upload
- **Completed** - File upload was completed successfully and the progress bar color is green. Completed tasks are removed from the upload row automatically after five seconds.
- **Failed** - File upload failed. This could be a failure in the upload process itself or a failure in any of the related processes for this file such as creating the entry for it or updating the entry with the uploaded file resource.

Manage uploads

You can manage uploads from either the **Upload Monitor** or **Upload Control** screens:

- **Cancel a single upload** - Click the **trash can icon** next to the file.

6 Files

<input type="checkbox"/>	File Name	ID	File Size	Uploaded On	Status	Progress
<input type="checkbox"/>	YTDwn.com_YouTube_The-art-of-innovation-Guy-Kawasaki-TEDxB_Media_Mtjatz9r-Vc_001_1080p.mp4		128.72 MB	10/16/2025 2...	Uploading	<div style="width: 50%;"></div>
<input type="checkbox"/>	Why innovation is all about people rather than bright ideas _ Alexandre Janssen _ TEDxFryslân.mp4		68.32 MB	10/16/2025 2...	Uploading	<div style="width: 50%;"></div>
<input type="checkbox"/>	How to Be Happy Every Day _ It Will Change the World _ Jacqueline Way _ TEDxStanleyPark.mp4		52.69 MB	10/16/2025 2...	Uploading	<div style="width: 50%;"></div> Remove
<input type="checkbox"/>	A fireside chat (Source).mp4		30.32 MB	10/16/2025 2...	Uploading	<div style="width: 50%;"></div>

- **Cancel multiple uploads** - Select multiple files using the checkboxes, then click the red trash icon to remove them.

7 Files • 4 Selected Cancel

<input type="checkbox"/>	File Name	ID	File Size	Uploaded On	Status	Progress
<input checked="" type="checkbox"/>	YTDwn.com_YouTube_The-art-of-innovation-Guy-Kawasaki-TEDxB_Media_Mtjatz9r-Vc_001_1080p.mp4		128.72 MB	10/16/2025 2...	Uploading	<div style="width: 50%;"></div>
<input checked="" type="checkbox"/>	Why innovation is all about people rather than bright ideas _ Alexandre Janssen _ TEDxFryslân.mp4		68.32 MB	10/16/2025 2...	Uploading	<div style="width: 50%;"></div>
<input checked="" type="checkbox"/>	How to Be Happy Every Day _ It Will Change the World _ Jacqueline Way _ TEDxStanleyPark.mp4		52.69 MB	10/16/2025 2...	Uploading	<div style="width: 50%;"></div>
<input checked="" type="checkbox"/>	Training services (Source).mp4		12.69 MB	10/16/2025 2...	Uploading	<div style="width: 50%;"></div>
<input type="checkbox"/>	Enhancing Corporate Events with Kaltura (Source).mp4		13.51 MB			<div style="width: 0%;"></div>
<input type="checkbox"/>	Content_Lab_(HD_1080_-_WEB_(H264_4000)).mp4 (Source).mp4		9.10 MB			<div style="width: 0%;"></div>
<input type="checkbox"/>	A fireside chat (Source).mp4		30.32 MB			<div style="width: 0%;"></div>

- **Retry a failed upload** - If a file shows as 'Failed', click 'Retry' to restart the upload.



- You can continue working in Rich Media CMS while uploads are in progress.
- Uploads automatically resume if your network reconnects after interruption.

View bulk upload logs

Bulk uploads submitted through a CSV or XML file are tracked in the **Bulk Upload** page under the **Content** menu in Rich Media CMS.

File Name	Item Type	Uploaded By	Upload Date	Items	Status	
<input type="checkbox"/> kaltura_bulk_upload_end_user_entitlements.csv	End-User ...	louise.szmoisz@kaltura.c...	12/02/2024 11:11	6	Finished Successfully	...
<input type="checkbox"/> kaltura_bulk_upload_end_users.csv	End-Users	louise.szmoisz@kaltura.c...	12/02/2024 11:11	3	Finished Successfully	Download Log File Download Original File Delete
<input type="checkbox"/> kaltura_batch_upload_categories.csv	Categories	louise.szmoisz@kaltura.c...	12/02/2024 11:11	7	Finished Successfully	...
<input type="checkbox"/> kaltura_batch_upload.csv	Entries	louise.szmoisz@kaltura.c...	12/02/2024 11:10	4	Almost Done	...

The log lists every file uploaded through the bulk upload process and shows details about each job, including its current status. Each record includes:

- **File name** - the name of the uploaded CSV or XML file
- **Item type** - the type of entries uploaded
- **Uploaded by** - the user who initiated the upload
- **Upload date** - the date and time the upload was submitted
- **Number of items** - the total number of entries in the file
- **Status** - the current state of the upload (for example, Finished successfully, Finished with errors, or Failed)
- **Three-dot menu** - you can perform the following actions for each file:
 - **Download log file** - download the upload summary log
 - **Download original file** - download the original CSV/XML file
 - **Delete** - remove the upload record from the list

You can refine the list by using the filter options in the **Refine** menu.

File Name	Item Type	Uploaded By	Upload Date	Items	Status	
<input type="checkbox"/> export_4834032_27328817302.csv	End-Users	louise.szmoisz@kaltura.c...	12/02/2024 11:33	0	Failed	...
<input type="checkbox"/> kaltura_batch_upload.csv	Entries	louise.szmoisz@kaltura.c...	12/02/2024 11:18	0	Failed	...
<input type="checkbox"/> kaltura_bulk_upload_end_user_entitlements.csv	End-User ...	louise.szmoisz@kaltura.c...	12/02/2024 11:11	6	Finished Successfully	...
<input type="checkbox"/> kaltura_bulk_upload_end_users.csv	End-Users	louise.szmoisz@kaltura.c...	12/02/2024 11:11	3	Finished Successfully	...

You can filter by the following parameters:

- **Date** - enter the desired dates



- **Uploaded items** - entries, categories, end-user entitlements, end users
 - **Statuses** - *Finished successfully, Finished with errors, Failed, All other statuses*
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