

Create categories in bulk

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 This article is designated for administrators.

About

Bulk creation lets administrators create multiple categories in the Rich Media Content Management System (Rich Media CMS) at once.

You can use a CSV or XML file to import many categories and automatically apply metadata and relationships. This helps you organize your content efficiently, maintain consistent naming and structure across your media library, and save time compared to creating categories one by one.

You can create categories in bulk using either a CSV or XML file. CSV is best for quick, spreadsheet-style uploads. Use XML if you need more detailed metadata control or relationships.

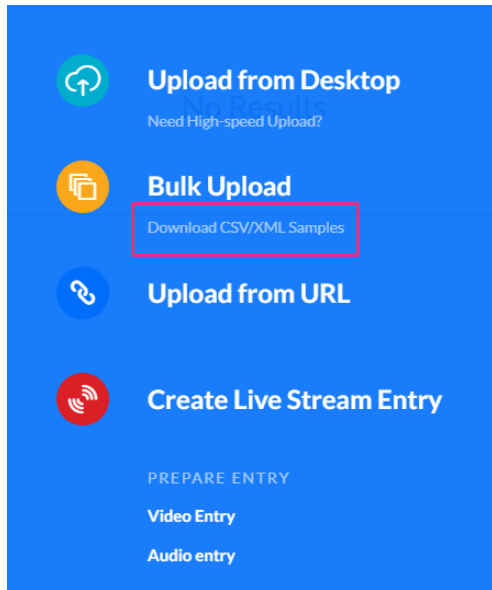


For bulk actions that will create more than 5,000 categories, please contact your Kaltura representative to coordinate the upload.

Prepare your file

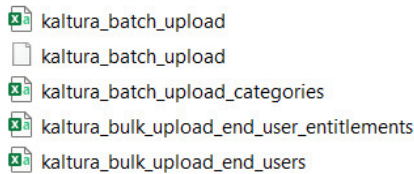
Before uploading, download Kaltura's sample templates and update them to include your category information.

1. Click **+Create** in the navigation bar.
The download page opens.
2. Click **Download CSV/XML Samples**.



3. Open the downloaded folder (**kaltura_batch_upload_sample**).

Each file includes a preformatted example with field descriptions and usage guidelines. Use the sample named **kaltura_batch_upload_categories** to prepare your upload.



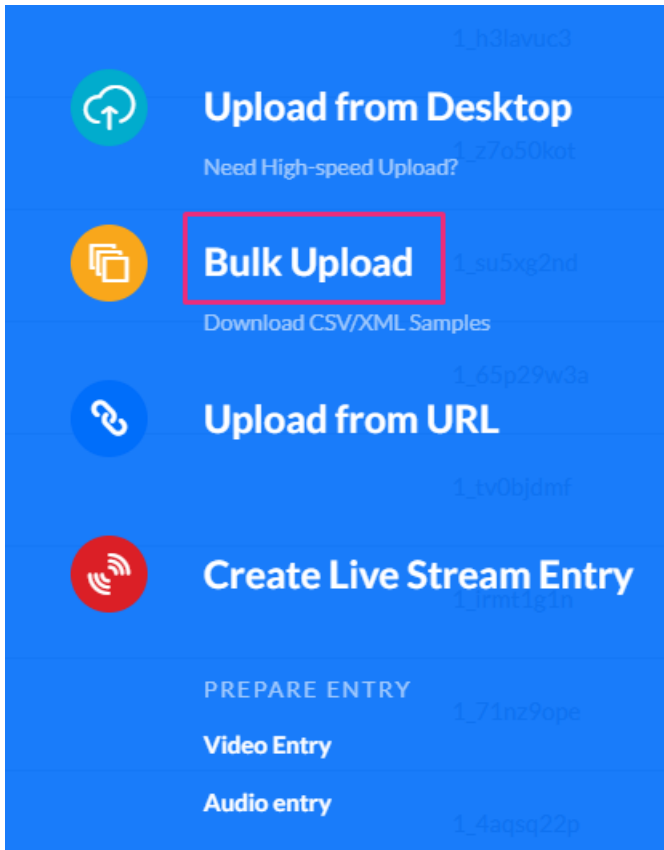
Each row in the file defines a category and its metadata, such as:

- Category name
- Description
- Parent category ID (to create nested structures)
- Optional metadata fields

For detailed field definitions and examples, see [Learn about CSV and XML files for bulk upload](#).

Upload your file

1. In the Rich Media CMS, click **+Create** in the navigation bar, then select **Bulk Upload** from the menu.



2. Choose **Categories** from the entity type list.

Bulk Upload

Select CSV/XML Type

Entries

Categories

End Users

End Users Entitlement

3. Browse your computer to locate the prepared CSV or XML file that lists your categories, then select it.

A confirmation message appears once the upload starts.

Your request has been submitted. Track the progress of your bulk job in the [Bulk Upload Log Page](#).

OK

You can continue working in Rich Media CMS while the upload is in progress.



After starting a bulk upload, you can track its progress and review completed uploads in Rich Media CMS. To view upload status, progress, and logs, see [Monitor & manage uploads](#).