

Add end-user entitlements in bulk

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 This article is designated for administrators.

About

Bulk upload lets administrators add or update multiple end-user entitlements in the Rich Media Content Management System (Rich Media CMS) at once.

You can use a CSV or XML file to import entitlement data, such as which users have access to specific entries, categories, or channels. This helps you manage permissions efficiently and maintain consistent access control across your content library.

You can add entitlements in bulk using either a CSV or XML file. CSV is best for quick, spreadsheet-style uploads. Use XML if you need to include detailed access relationships or metadata.

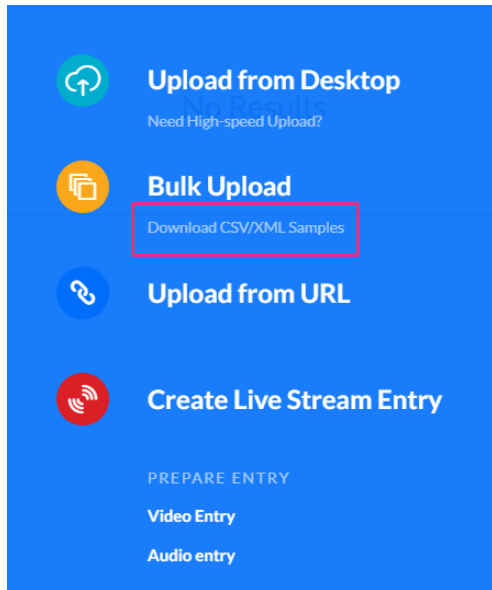


For bulk actions that will create more than 5,000 entitlements, please contact your Kaltura representative to coordinate the upload.

Prepare your file

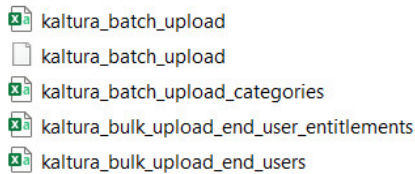
Before adding entitlements, download Kaltura's sample templates and update them to include your category information.

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_end_user_entitlements** to prepare your upload.



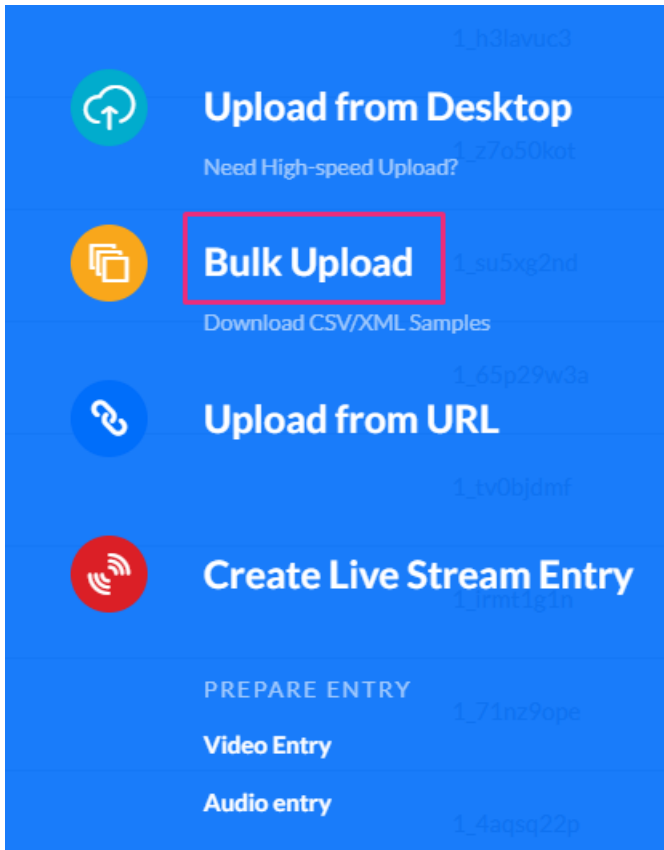
Each row in the file defines a category and its metadata, such as:

- User ID
- Target object ID (entry, category, or channel)
- Access type (view, edit, or manage)
- Additional metadata fields, if applicable

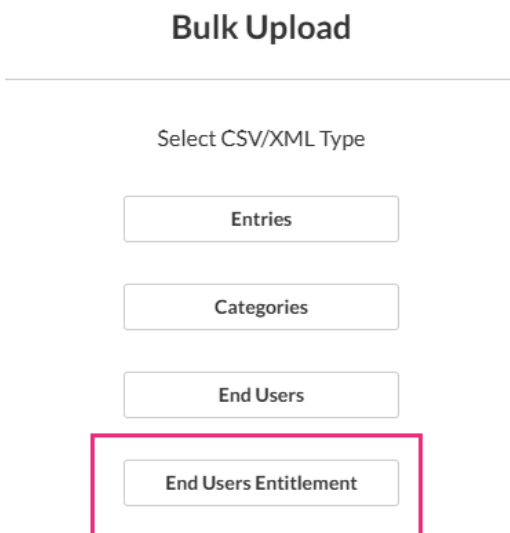
For detailed field definitions and examples, see [Learn about CSV and XML files for bulk upload](#).

Upload your file

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



2. Choose **End user entitlements** from the entity type list.



3. Browse your computer to locate the prepared CSV or XML file that lists your entitlements, 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](#).