

Document entry dashboard

Content updated: 06/17/2026

 This article is designated for administrators.

About

The Document entry dashboard provides administrators with a centralized view of engagement data for document entries uploaded to Kaltura, including PDFs, Word files, and presentations.

You can monitor key metrics such as:

- **Document impressions** - Total number of times the document was loaded/opened.
- **Unique viewers** - Number of distinct users who viewed the document.
- **Document downloads** - Total number of times the document was downloaded.

Use the customizable date range filter to focus on a specific period. You can also export the dashboard data for further analysis.

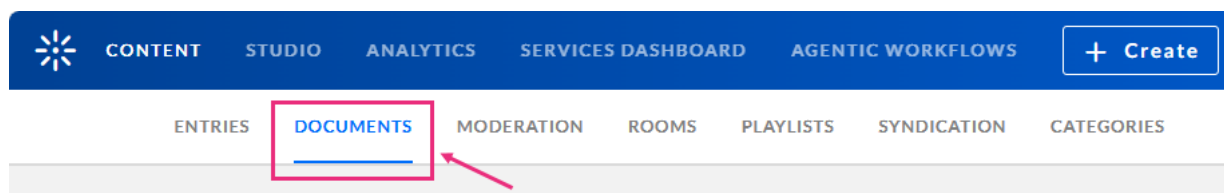
The dashboard helps you understand how users interact with your non-video content, supporting data-driven decisions about content strategy and organization. It follows the familiar layout and styling used across other Kaltura Analytics dashboards.

Access the dashboard in Rich Media CMS

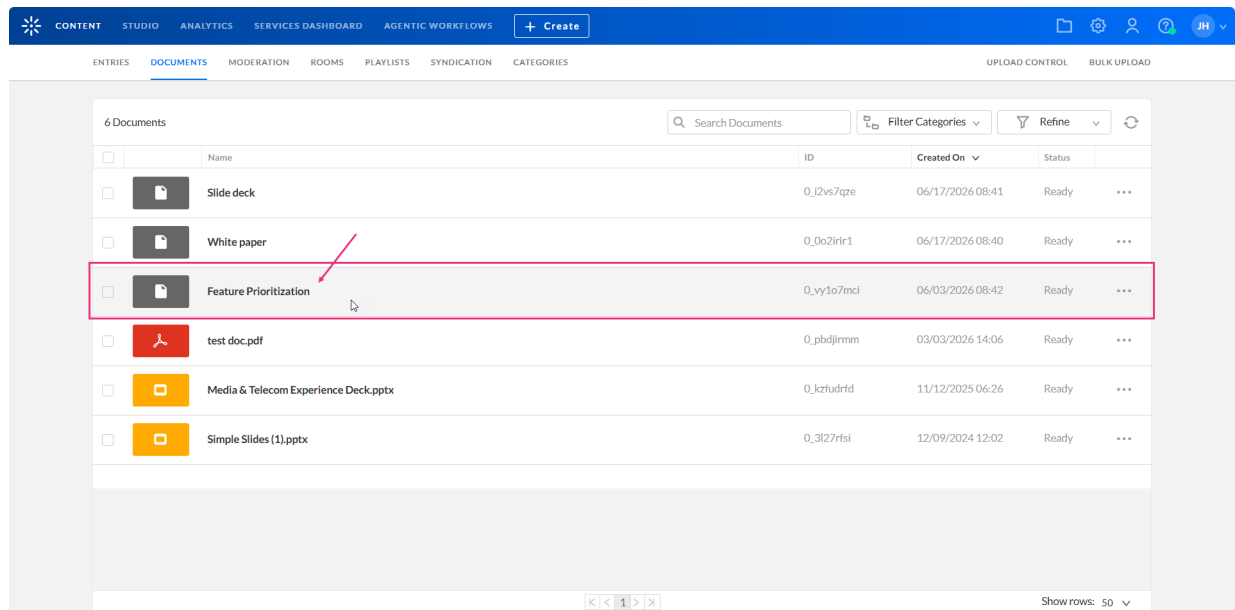
You can access the Document entry dashboard in two ways, depending on your workflow:

From the Document Entry page

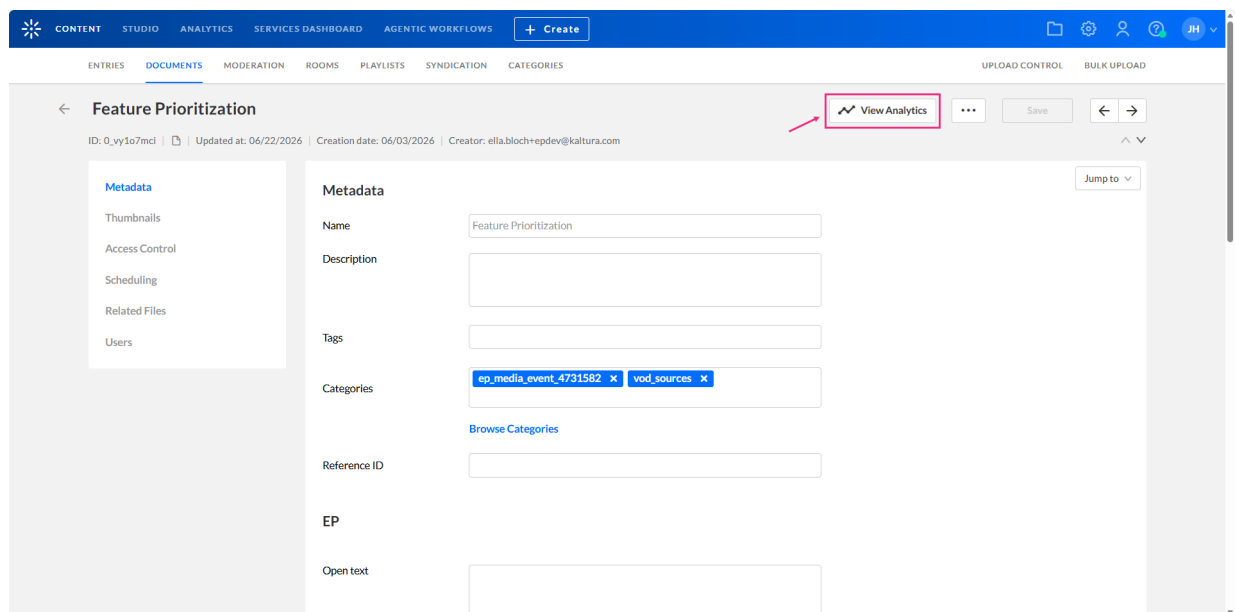
1. Log into Rich Media CMS and select **Documents** from the **Content** menu.



2. Click on a **document entry**.

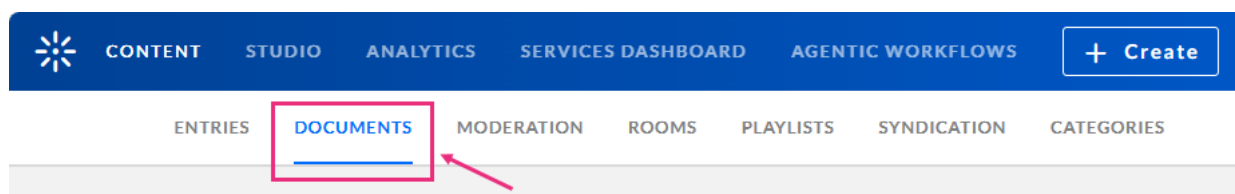


3. Click the **View Analytics** button at the top right of the Document Entry page.



From the Documents List

1. Log into Rich Media CMS and select **Documents** from the **Content** menu.



2. Click the three-dot actions menu next to any document entry and select **View Analytics**.

CONTENTSTUDIOANALYTICSSERVICES DASHBOARDAGENTIC WORKFLOWS

+ Create

ENTRIESDOCUMENTSMODERATIONROOMSPLAYLISTSYNDICATIONCATEGORIES

UPLOAD CONTROLBULK UPLOAD

6 Documents

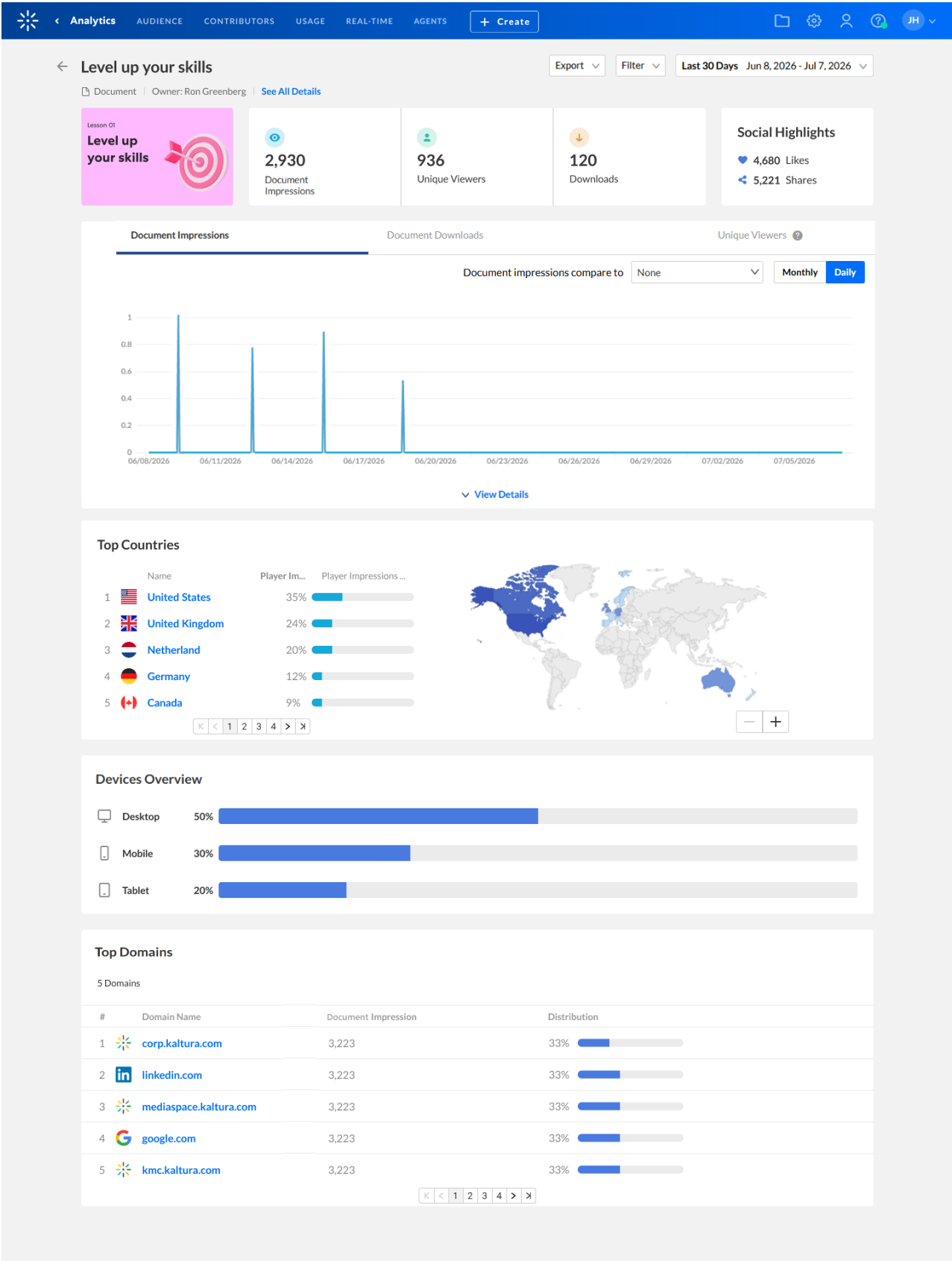
Search DocumentsFilter CategoriesRefine

	Name	ID	Created On	Status	
☐	 Slide deck	0_I2vs7qze	06/17/2026 08:41	Ready	View DetailsDownloadView analyticsDelete
☐	 White paper	0_0o2irir1	06/17/2026 08:41		
☐	 Feature Prioritization	0_vy1o7mcl	06/03/2026 08:41		
☐	 test doc.pdf	0_pbdjirrm	03/03/2026 14:06	Ready	...
☐	 Media & Telecom Experience Deck.pptx	0_kzfudrfd	11/12/2025 06:26	Ready	...
☐	 Simple Slides (1).pptx	0_3l27rfsl	12/09/2024 12:02	Ready	...

<1>

Show rows: 50

The Document Entry dashboard displays.



Overview

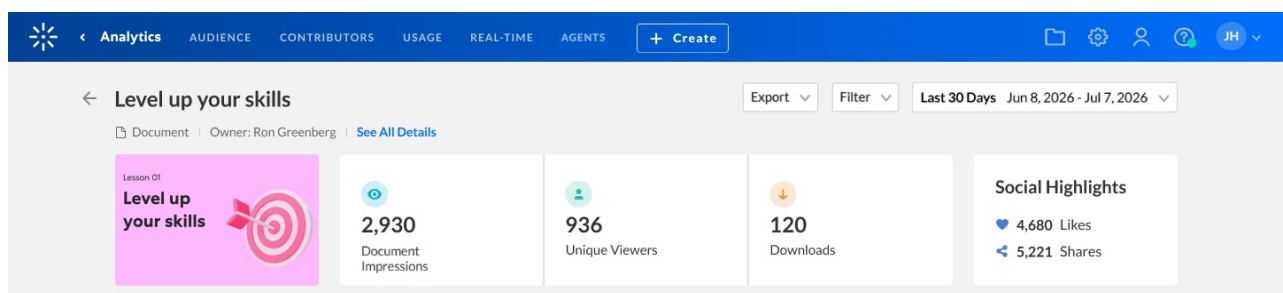
The top panel of the Document Entry dashboard provides details on the specific entry,

including document title and entry owner. Click the **See All Details** button to return to the Document entry page.

The top panel also displays a snapshot of the important metrics for the selected timeframe, including the following:

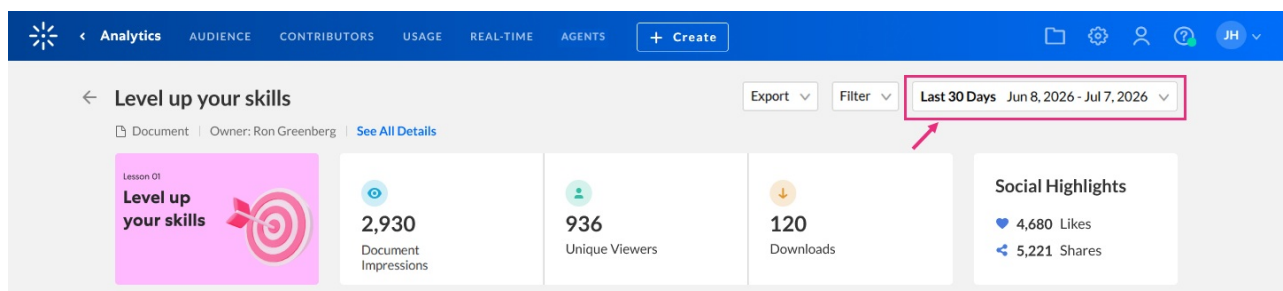
- **Document impressions** - Total number of times the document was loaded/opened.
- **Unique viewers** - Number of distinct users who viewed the document.
- **Downloads** - Total number of times the document was downloaded.

The top panel also provides social highlights, including the number of likes and shares.



Filtering and customizing the dashboard

The Document entry dashboard includes a date range filter that allows you to scope all displayed data to a specific time period.

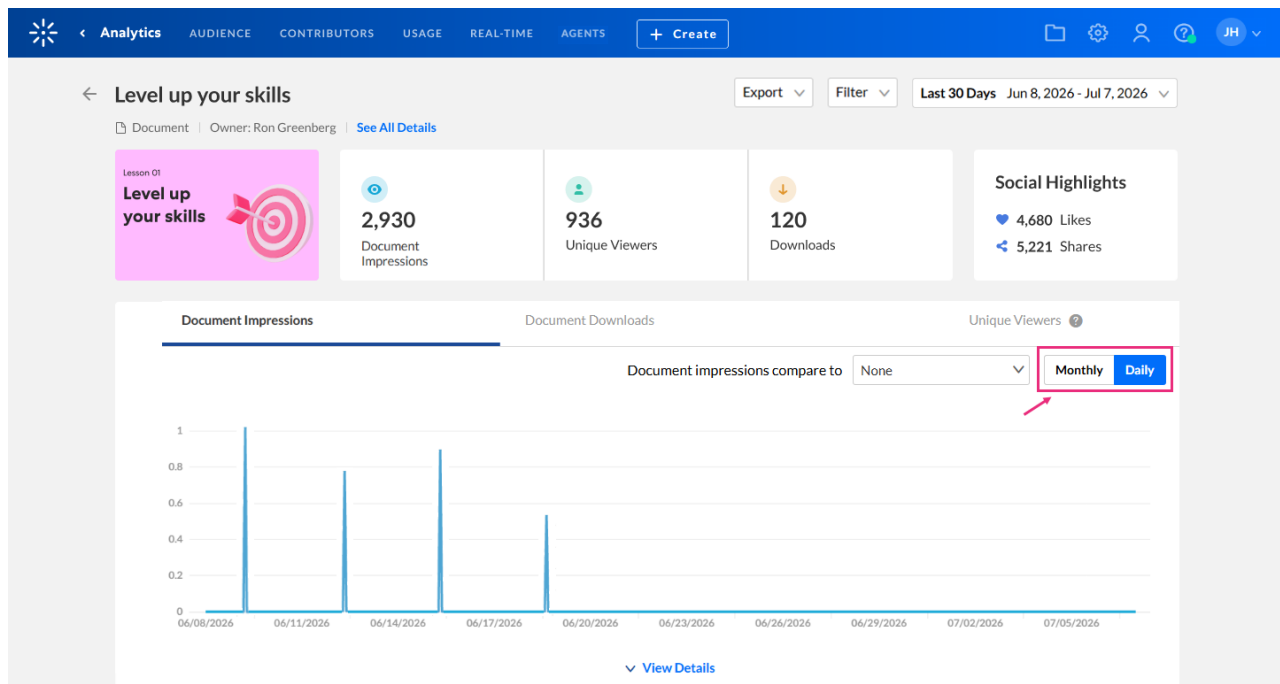


This filter is creation-based, meaning it reflects activity (document impressions, document downloads, unique viewers) that occurred within the selected date range. When you adjust the date range, all dashboard components update accordingly, including:

- **Highlight cubes** - Summary metrics at the top of the dashboard (impressions, unique users, and downloads).
- **Time-series chart** - Trend graph showing how metrics change over time.
- **Data tables** - Any tabular breakdowns displayed below the chart.

The time-series chart also includes a monthly/daily toggle, allowing you to switch

between a higher-level monthly view and a granular day-by-day view depending on the scope of your analysis.



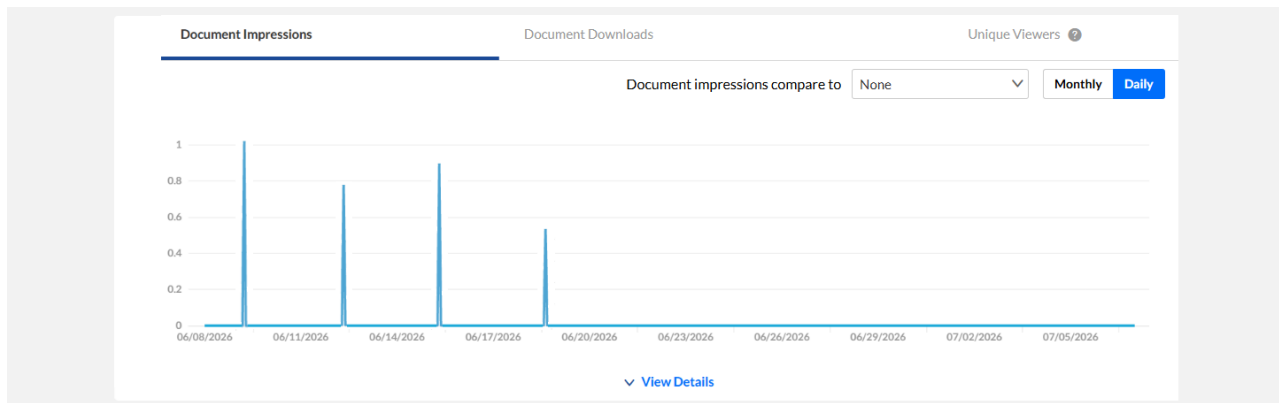
Time-series chart (Over time)

The time-series chart shows how your document is performing over time using a bar chart. It includes three tabs:

- **Document Impressions (default)** - Shows total impressions per time period.
- **Unique Viewers** - Shows unique viewer count per time period.
- **Downloads** - Shows download count per time period.

Using the chart

- **Switch tabs** - Click any tab to update the chart to display that metric.
- **Change granularity** - Use the Monthly/Daily toggle to switch the time granularity. Daily is the default.
- **Hover for details** - Hover over any bar to see a tooltip with the exact date (or month) and metric count.
- The **X-axis adjusts** based on your active date range filter, and the **Y-axis** auto-scales to fit your data.



Below the Time-series chart, two data tables provide granular breakdowns. Simply click **View Details** and choose your desired filter - Users or Dates.

Users Report table

- **User name** - Name of the viewer
- **Document impressions** - Number of times that user viewed the document

Dates table

- **Date** - The specific date or time period
- **Document impressions** - Number of impressions for that period
- **Unique users** - Number of unique viewers for that period

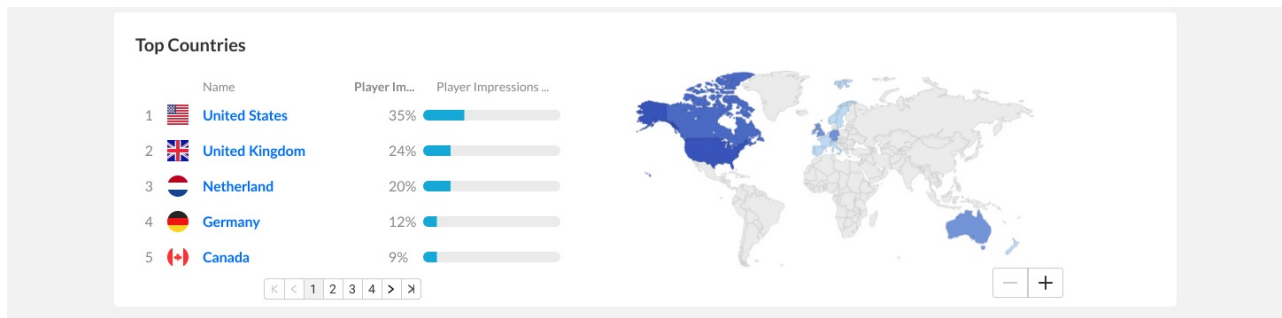
Top Countries

This section shows geographic distribution of document engagement, sorted by impressions (highest first).

Each row displays:

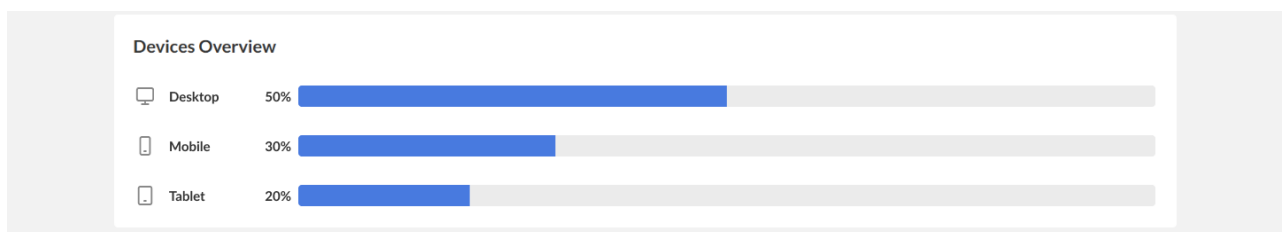
- Rank number
- Country flag and name
- Impression count
- Distribution bar (proportional to share of total impressions)

Click a country row to see a breakdown by region and click a region to drill down further to cities. Use the back navigation to return to the previous level.



Devices Overview

This section shows the split between desktop, mobile, and tablet viewers. Percentages are calculated as (device count + total views) x 100



Top Domains

This section identifies which websites or domains are driving document views, sorted by impressions (highest first).

Each row displays:

- Rank number
- Domain name
- Impression count
- Distribution bar

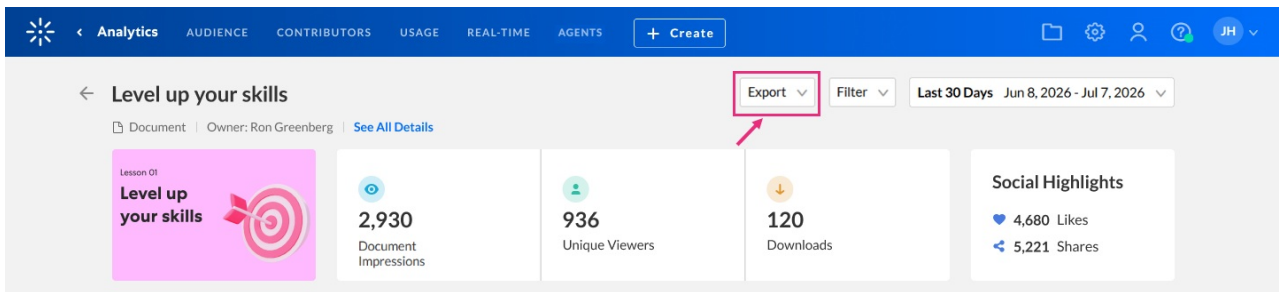
The total number of unique domains is shown above the table.

Click a domain to see specific URL paths under that domain where the document was viewed. Use the back navigation to return to the domain-level view.

Top Domains			
5 Domains			
#	Domain Name	Document Impression	Distribution
1	 corp.kaltura.com	3,223	33%
2	 linkedin.com	3,223	33%
3	 mediaspace.kaltura.com	3,223	33%
4	 google.com	3,223	33%
5	 kmc.kaltura.com	3,223	33%

Export data

To export dashboard data, click the **Export** button located at the top right of the page. This allows you to download the displayed data for offline analysis or reporting.



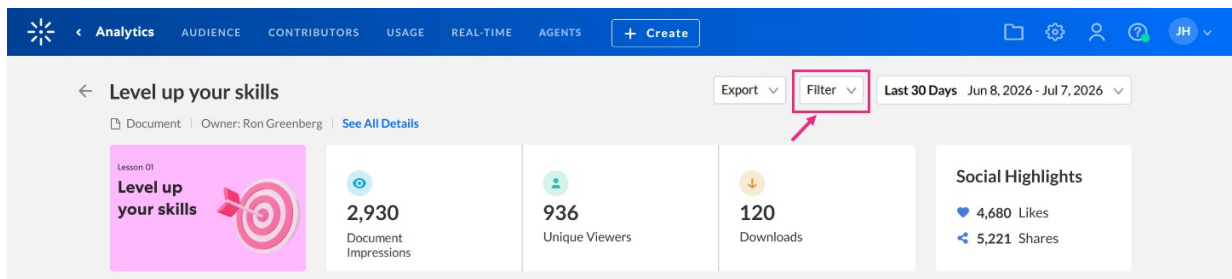
The screenshot shows the Kaltura Analytics dashboard. At the top, there's a navigation bar with 'Analytics' selected. Below it, the document title 'Level up your skills' is shown. On the right, there are buttons for 'Export' (highlighted with a red box and an arrow), 'Filter', and a date range selector 'Last 30 Days Jun 8, 2026 - Jul 7, 2026'. The main content area displays four metrics: Document Impressions (2,930), Unique Viewers (936), Downloads (120), and Social Highlights (4,680 Likes, 5,221 Shares).

Filter data

You can filter the data in the dashboard based on additional parameters such as the countries, users, domains and more.

To filter the dashboard -

1. Click on the **Filter** option.



This screenshot is similar to the previous one, but the 'Filter' button is highlighted with a red box and an arrow, indicating the next step in the process.

The Filters pane expands.

Filter Countries ▼**Users****Domains** ▼**Document Context**[Select Document Context](#)**Page URLs** ▼**Apply**

2. Fill in the relevant filters you would like to use.
 3. Click **Apply** to show the filtered data in the dashboard.
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