

Manage media during upload

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 This article is designated for all users.

About

After an upload starts, you can monitor its progress, edit metadata, publish entries, and manage multiple uploads from the **Upload Media page**.

To learn how to upload media, see [Upload media](#).



This feature requires the [Uploadmedia module](#) to be enabled.

Upload statuses

The following statuses show the progress of each upload and indicate what actions, if any, are available.

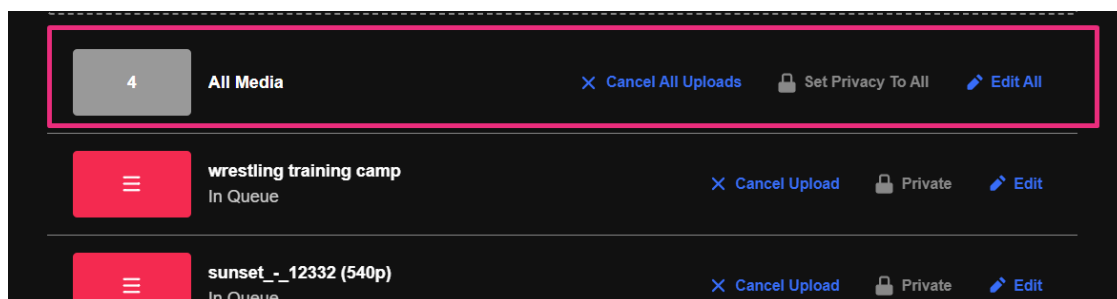
Status	Description
In Queue	Waiting to upload. You can cancel these files before the upload starts.
Uploading	Displays upload progress. You can still cancel the upload.
Processing	The file is being converted. It can no longer be cancelled.
Ready	Processing is complete. A thumbnail and Media Page link are available.
Failed	The upload was unsuccessful. The entry can't be edited or cancelled.
Cancelled	The upload was cancelled. You can remove it from the list.

If multiple files are uploaded, the first file begins uploading immediately and the remaining files are added to the queue. Files with a status of **Cancelled** or **Failed** are skipped.

Manage multiple uploads

The toolbar at the top of the upload list lets you manage several uploads at once.

- **Cancel All Uploads** – Cancels all uploads that are in progress or waiting in the queue. Files that are already **Processing** or **Ready** aren't affected.
- **Set Privacy to All** – Changes the publishing status for multiple entries.
- **Edit All** – Applies tags and custom metadata to multiple entries.

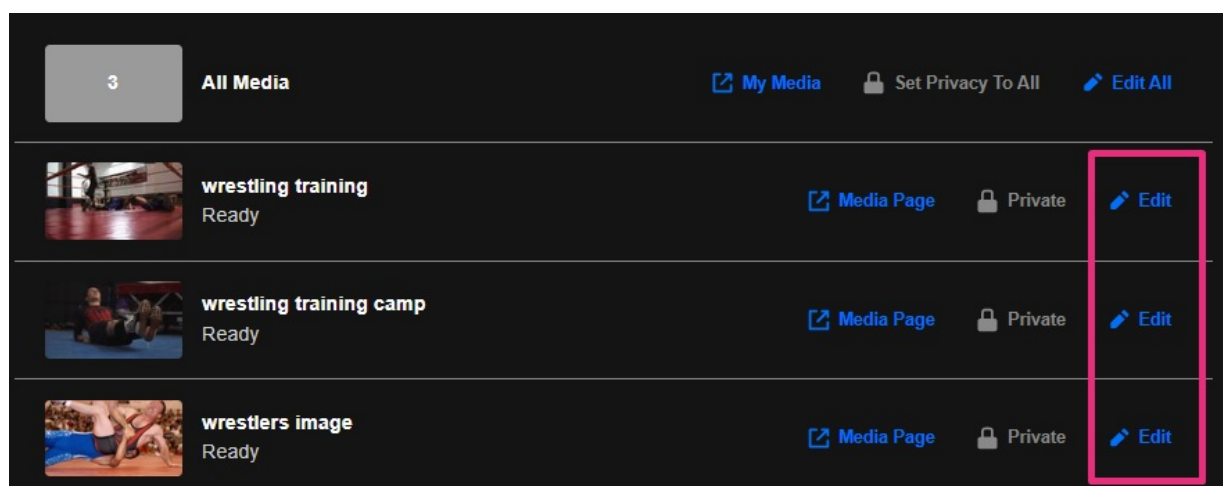


Edit uploaded media

The Upload Media page lets you edit metadata for individual media items or multiple items at once.

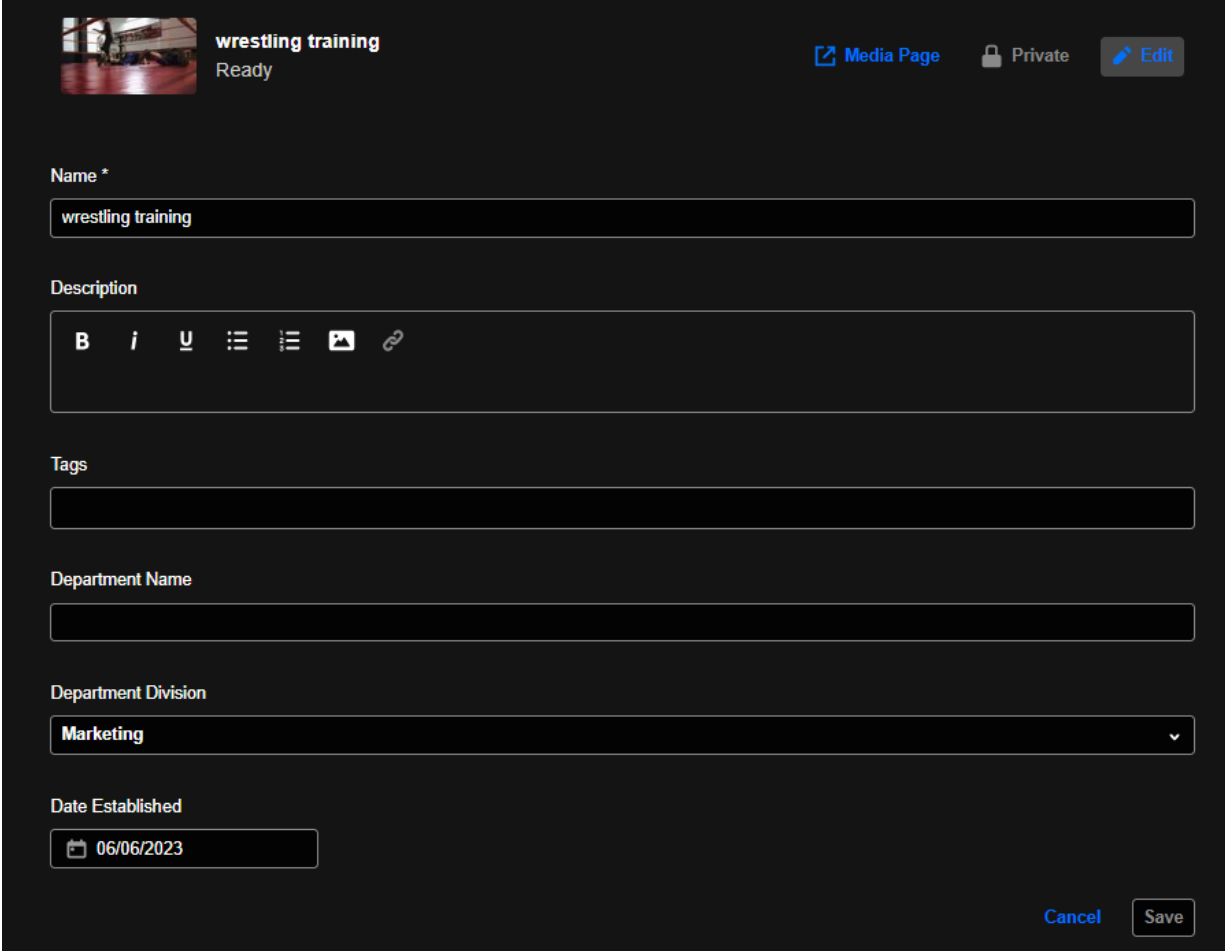
Edit one media item

1. Click **Edit** for the media entry.



The edit page displays.

2. Update the title, description, tags, and custom metadata.



wrestling training
Ready

[Media Page](#) [Private](#) [Edit](#)

Name *

wrestling training

Description

B *i* u    

Tags

Department Name

Department Division

Marketing

Date Established

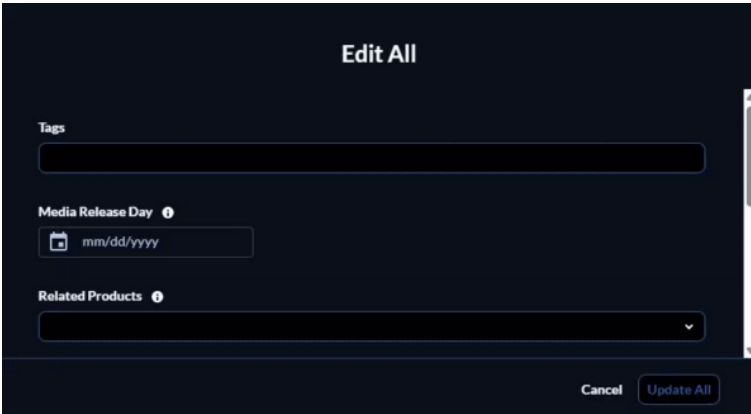
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[Cancel](#) [Save](#)

3. Save your changes.

Edit multiple media items

1. Click **Edit All** at the top right.
2. Update the tags. If custom metadata has been added, update those fields as needed. Scroll down to view all available fields.



Edit All

Tags

Media Release Day ⓘ

mm/dd/yyyy

Related Products ⓘ

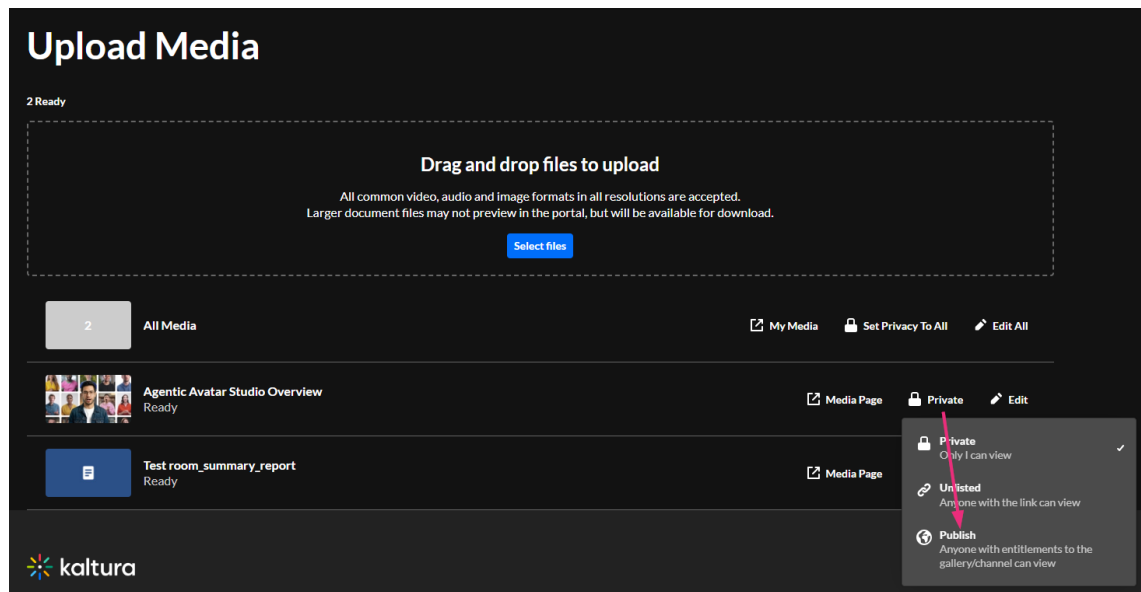
[Cancel](#) [Update All](#)

3. Save your changes.

Publish uploaded media

Publish one media item

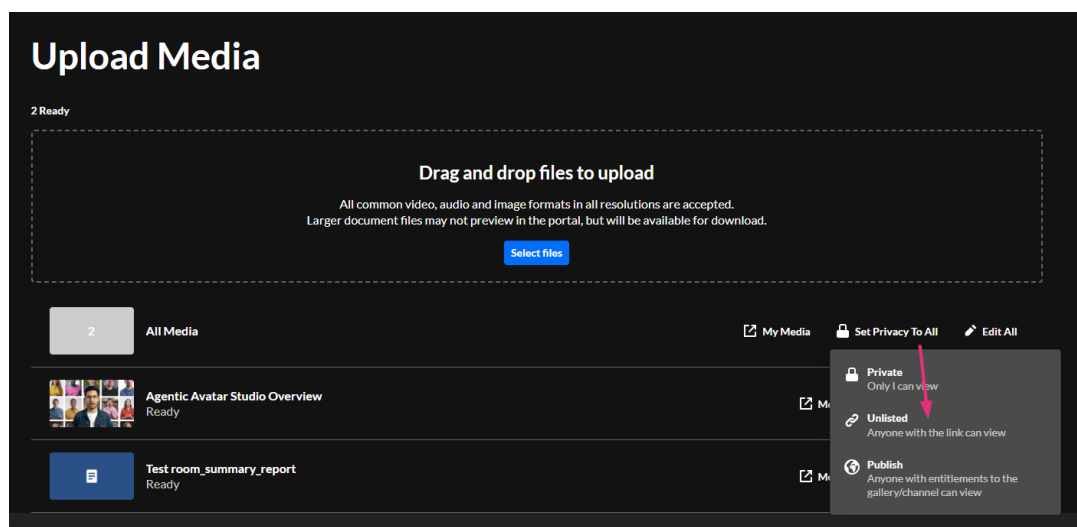
1. Click the current publishing status (for example, **Private**).
2. Select the required publishing status.



For more information, see [Publish media](#).

Publish multiple media items

1. Click **Set Privacy to All**.
2. Select the required publishing status.





For more information, see [Publish media](#).
