

# Upload Media and Template to Catalog

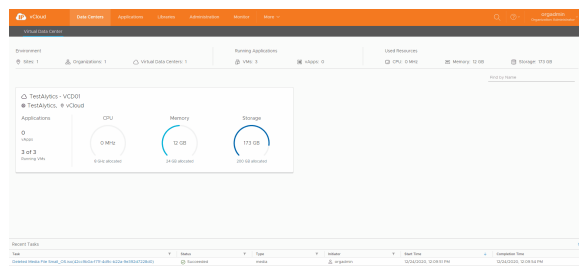
You can upload ISO and OVF / OVA to catalogs to use with virtual machine creation.

## Prerequisites

This operation requires the rights included in the predefined **Catalog Author** or an equivalent set of rights.

## Upload Media (ISO) Procedure

1. On the **Virtual Datacenters** dashboard screen, click the card of the virtual data center you want to explore.
2. From the main menu select **Libraries** and select **Media & Other** from the left panel.
3. Click **Add**.
4. Select a catalog
5. The **Name** field will auto populate based on the ISO file name.
  - a. The **Name** must contain the file extension otherwise it will not be recognized as an ISO.
6. Click the **Upload** icon and select the ISO to upload
7. Click **OK** to begin the transfer.
8. You can monitor the progress in the **Recent Tasks**.
9. You can then delete the ISO if needed by selecting it and clicking **Delete**.



## Upload OVF / OVA Procedure

If uploading an OVA fails we highly recommend converting into an OVF as shown [here](#).

1. On the **Virtual Datacenters** dashboard screen, click the card of the virtual data center you want to explore.
2. From the main menu select **Libraries** and select **vApp Templates** from the left panel.
3. Click **Add** to upload an OVA/OVF.
4. Click the **Browse** icon to select an OVA/OVF and all related files to upload.
  - a. For an OVF, select all associated files. Typically consisting of an .mf descriptor file, .vmdk virtual disk file, and .ovf file.
  - b. For an OVA, select the single OVA file.
5. Click **Next**.
6. Review the details and click **Next**.
7. Provide a name for the vApp Template and select a catalog if needed and click **Next**.
  - a. The EvolveIP provided catalogs are unable to be written to.
8. Review the **Ready to Complete** page and click **Finish**.

**Note:** Uploading an OVA/OVF may take a long time depending on upload speeds. During the upload the progress will sit at 1%. Once the progress moves past 1% the upload is complete and the system is importing the OVA/OVF from the staging directory into the Catalog.

