

# Create a manual playlist in Rich Media CMS

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 This article is designated for administrators.

## About

A playlist is a collection of media (videos, audio, images, or documents) that can be played in sequence in your Kaltura applications.

You can use playlists to organize and present content, such as most viewed or recently added media.

Each playlist is assigned a unique ID number, which is used when adding it to the legacy Video Portal.

Once created, playlists can be assigned to a player, providing further customization and control over media presentation. See [Introduction to the Player Studio](#) for more information.



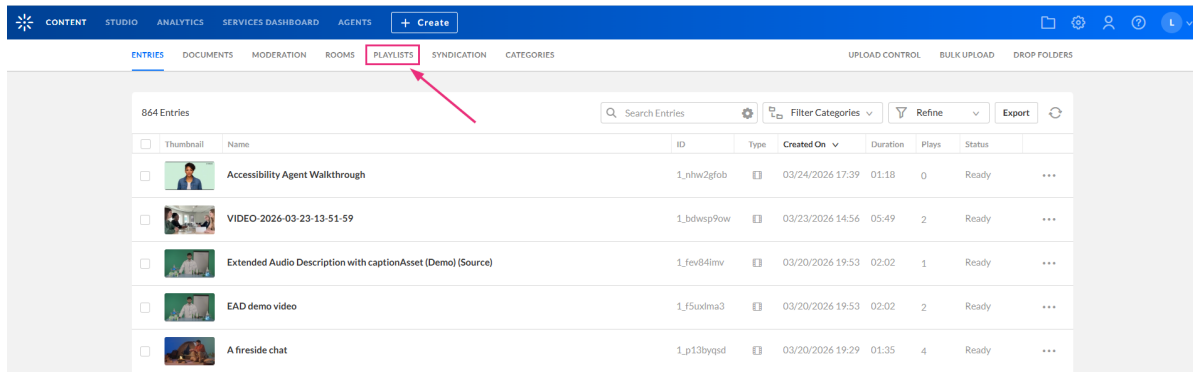
Playlists can serve as the basis for RSS feeds, content feeds to over-the-top devices, or integrations such as Roku. See [Manage content syndication](#) for more information.

## Playlist types

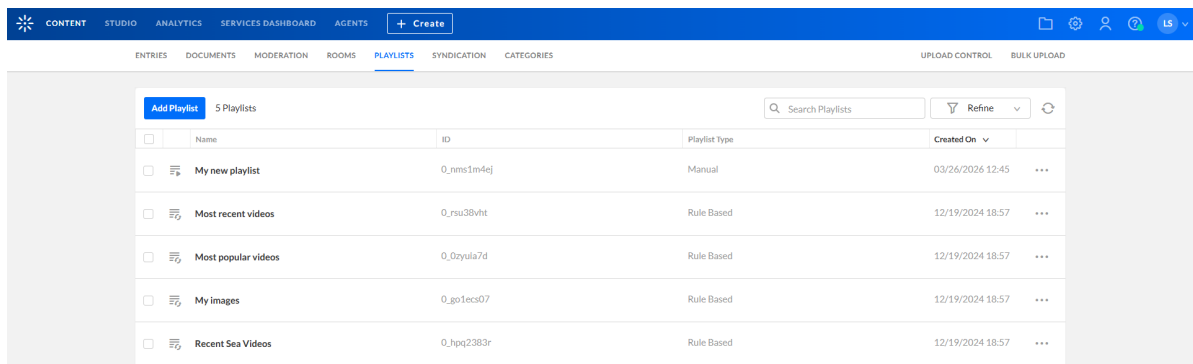
- **Manual playlist** - You choose the entries and order. The entries remain static, with a maximum limit of 200 entries.
- **Rule-based playlist** - A dynamic collection of media that updates automatically based on defined criteria. To create and manage rule-based playlists, see [Create a rule-based playlist](#).

## Create a manual playlist

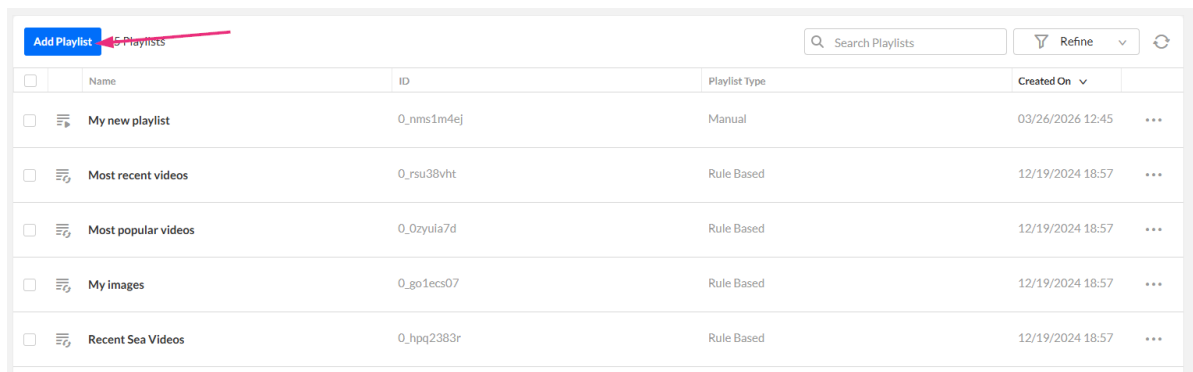
1. Log into your Rich Media CMS.
2. Click the **Playlists** tab at the top of the page.



The 'Playlists' page displays.



### 3. Click **Add Playlist**.



The 'Add New Playlist' window opens with **Manual Playlist** selected by default.

## Add New Playlist

Select Playlist Type

Manual Playlist  Rule-Based Playlist

Playlist Name

Description

Next

4. Enter a name for your playlist, and a brief description (optional).
5. Click **Next**.

## Add New Playlist

Select Playlist Type

Manual Playlist  Rule-Based Playlist

New playlist

Description

Next

The new playlist page displays.

**New playlist** View Analytics Save ← →

Type: Manual | ID: new | Creator: @kaltura.com | Creation date: | Updated at: | Moderation:

Metadata

[Content](#)

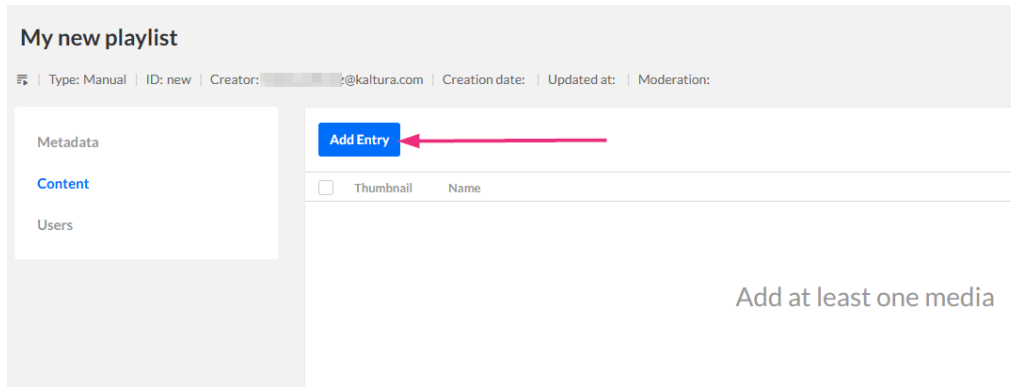
Users

Add Entry

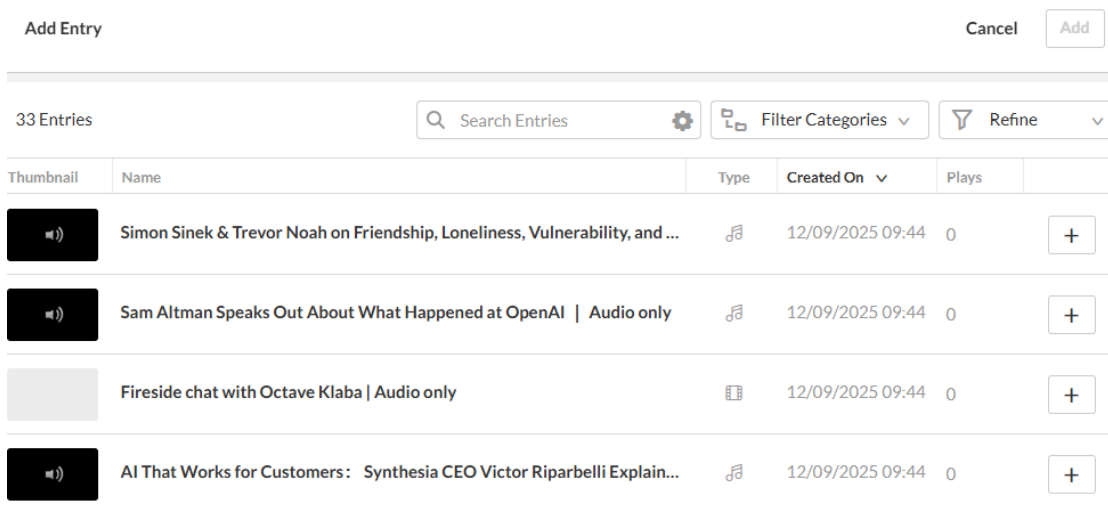
<input type="checkbox"/>	Thumbnail	Name	Type	Created On	Duration
Add at least one media					

## Add entries to your playlist

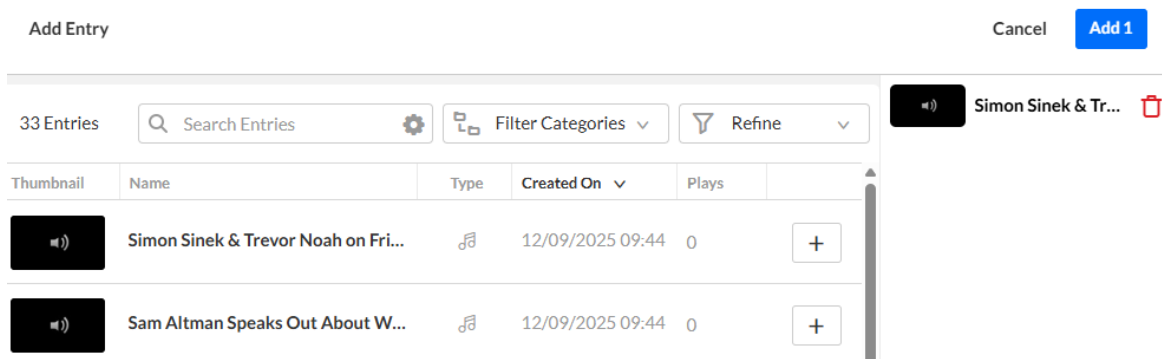
1. Click **Add Entry**.



The 'Add entry' window opens.



2. Click the **+** icon next to the desired entry(ies). You can use the Search and Filter functions at the top of the page to search for entries you want to include. The entry(ies) appear in the pane on the right.



To remove an entry that you selected, click the **trash can icon** next to the desired entry.

3. When you have finished selecting all your entries, click **Add** at the top right.

Add Entry

33 Entries

Thumbnail	Name	Type	Created On	Plays	
	Simon Sinek & Trevor Noah on Fri...	🎵	12/09/2025 09:44	0	+
	Sam Altman Speaks Out About W...	🎵	12/09/2025 09:44	0	+
	Fireside chat with Octave Klaba   ...	📺	12/09/2025 09:44	0	+

Cancel **Add 2**

Simon Sinek & Tr...

Sam Altman Spea...

Your new playlist displays with its list of the entries.

My new playlist

Type: Manual | ID: new | Creator: @kaltura.com | Creation date: | Updated at: | Moderation:

Metadata  2 Entries Duration: 1:38:57

Thumbnail	Name	Type	Created On	Duration	
	Simon Sinek & Trevor Noah on Friendship, Loneliness, Vulnerability, and More   Audio only	🎵	12/09/2025 09:44	24:00	...
	Sam Altman Speaks Out About What Happened at OpenAI   Audio only	🎵	12/09/2025 09:44	1:14:57	...







Content

Users

After creating a playlist, you can assign it to categories to control where it appears. See [Assign a playlist to a category](#).

## Reorder entries

- To change the order of the entries, click the **three dots** next to the entry and select one of the options:
  - Move Up
  - Move down
  - Move to top
  - Move to bottom

<a href="#">Add Entry</a>		3 Entries		Duration: 1:38:57		
<input type="checkbox"/>	Thumbnail	Name	Type	Created On	Duration	
<input type="checkbox"/>		Simon Sinek & Trevor Noah on Friendship, Loneliness, Vulnerability, and More   Audio only		12/09/2025 09:44	24:00	...
<input type="checkbox"/>		Sam Altman Speaks Out About What Happened at OpenAI   Audio only		12/09/2025 09:44	1:14:57	...
<input type="checkbox"/>		YouTube Draft Entry		07/15/2025 16:33	00:00	<ul style="list-style-type: none"> <li>Remove from Playlist</li> <li>Move Up</li> <li>Move Down</li> <li>Duplicate</li> <li>Move to Top</li> <li>Move to Bottom</li> </ul>

- Click **Save**.

## Playlist table actions

The following actions are available for each playlist:

- **Share and Embed** - To learn more, visit [Share and embed playlists in Rich Media CMS](#)
- **View Details** - To learn more, visit [Edit a manual playlist in Rich Media CMS](#)
- **Delete** - Click to permanently delete the playlist.