

# Create categories in the Rich Media CMS

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 This article is designated for administrators.

## About

Categories are used to organize content in a tree-like hierarchy, where each category can include multiple sub-categories.

In the front end, categories appear in the Content Hub navigation bar as **galleries**. In the Rich Media CMS, they are managed as **categories**. These terms refer to the same structure, but the label users see depends on where they are working.

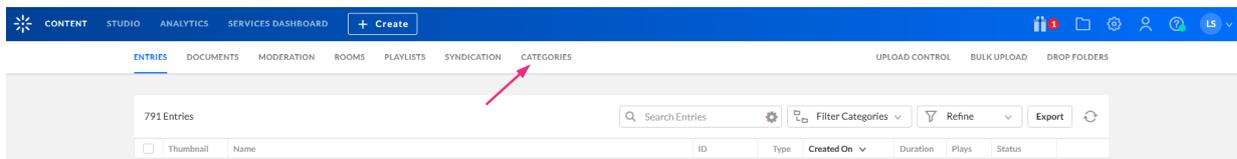
Categories provide a framework in the Rich Media Content Management System for managing content across front-end applications such as Video Portal, Events, and LMS video sites.

We recommend keeping the number of top-level categories to a minimum, as too many can make navigation more complex.

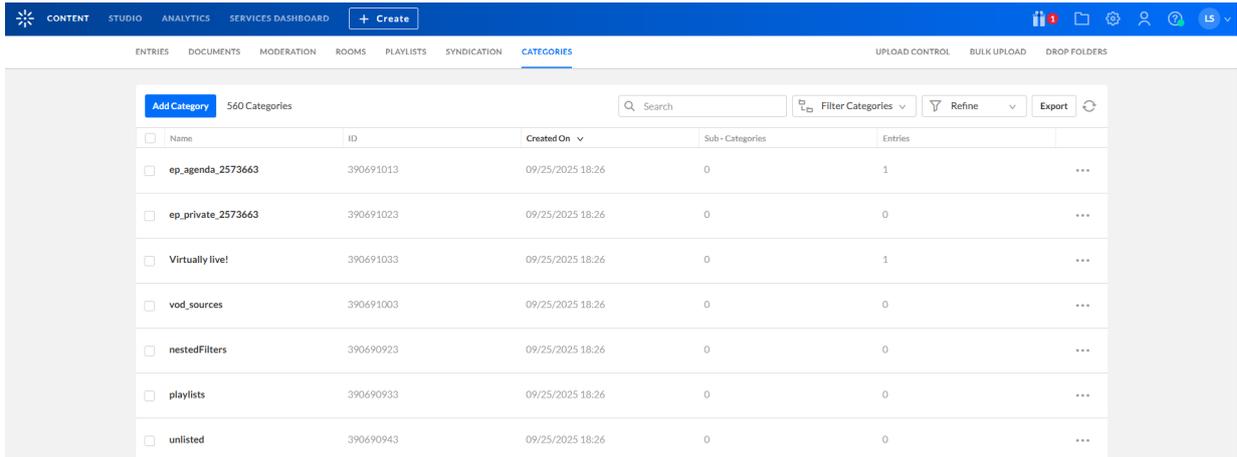
Categories appear by default in the application navigation bar. To hide categories from navigation, see [Navigation module](#).

## Access the categories page

1. Log into the Rich Media CMS.
2. Under the **Content** menu, click the **Categories** tab.

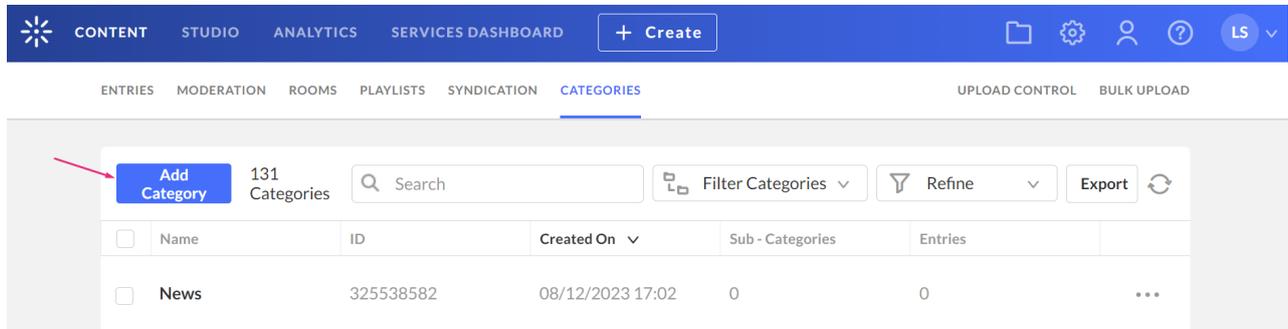


The Categories page displays.



## Create a category

1. Click **Add Category** at the top of the **Categories** page.



The **New Category** window displays.

### New Category

Name \*

Select the parent category under which the new category will appear.

No Parent

Search Categories

- 1198422EP2c399b2 4
- 1198652EPa8becaed 4
- 1198662EPc858cc2 4
- 1198752EP522565f 4
- 1200652EP7b0a724 4
- 1214832EPb05c38b 4

Selected: No Parent

2. Enter a name for your new category.



The following characters are invalid in a category name: '>','<',';',''

3. Select **No Parent** to create the category at the top level, or select a parent category to organize the new category within the existing category structure.

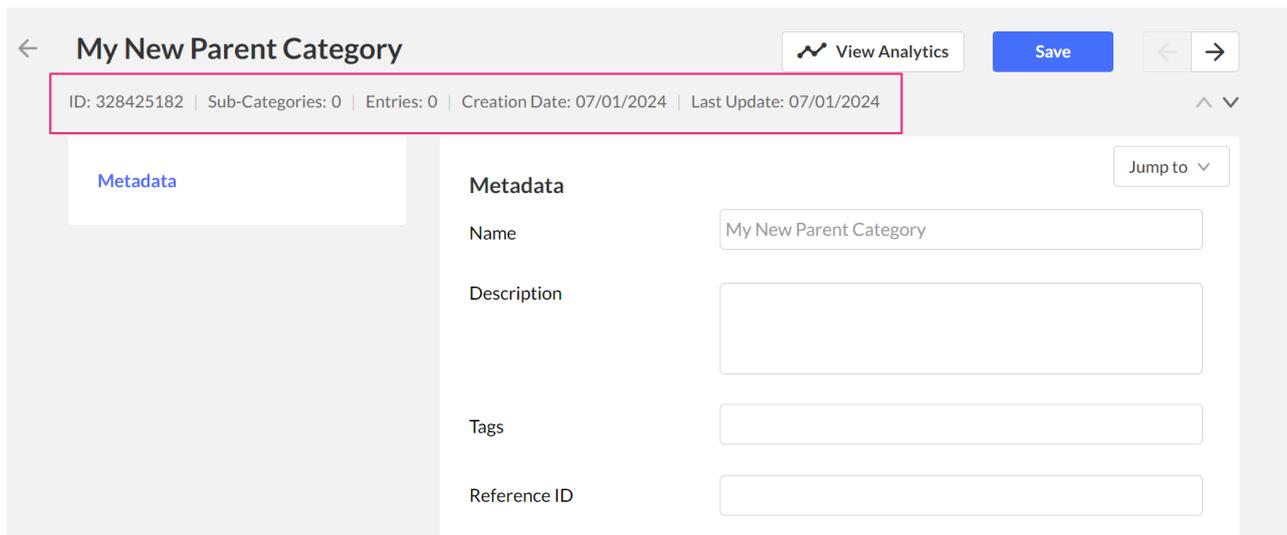
Categories created under a parent can still appear as separate galleries in the Content Hub navigation bar, depending on your configuration.

4. Click **Apply**.



Duplicate names aren't supported. Each category in the same location must have a different name.

The **Metadata** tab for that category displays with the categories details.



← **My New Parent Category** View Analytics Save ← →

ID: 328425182 | Sub-Categories: 0 | Entries: 0 | Creation Date: 07/01/2024 | Last Update: 07/01/2024 ^ v

**Metadata** Jump to v

Name

Description

Tags

Reference ID



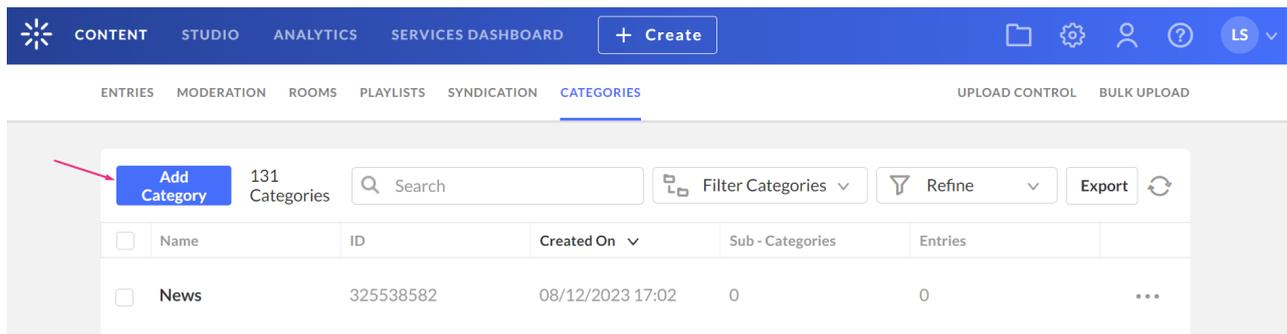
We recommend that you minimize categories at the top level as it can complicate navigation.



Categories are displayed by default on the navigation bar of the application (Video Portal, etc). To hide categories, see the [Navigation](#) module.

## Create a sub-category

1. Click **Add Category** at the top of the **Categories** page.



The **New Category** window displays.

### New Category

Name \*

Select the parent category under which the new category will appear.

No Parent

Search Categories

- ▶  1198422EP2c399b2 4
- ▶  1198652EPa8becaed 4
- ▶  1198662EPc858cc2 4
- ▶  1198752EP522565f 4
- ▶  1200652EP7b0a724 4
- ▶  1214832EPb05c38b 4

Selected: No Parent

2. Type a name for your new sub-category.

3. Choose the parent category under which the new sub-category will appear.

### New Category

Name \*

Select the parent category under which the new category will appear.

No Parent

Search Categories

- kme\_media\_root 1
- MediaSpace 7
- My new parent category ←
- Samples 3
- Stage background images
- The Sports School 5

Selected: My new parent category

**Apply** Cancel

#### 4. Click **Apply**.

When you return to the categories page, you will see your new categories and sub-categories.

<input type="checkbox"/>	Name	ID	Created On ▾	Sub - Categories	Entries	
<input type="checkbox"/>	My new sub-category	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	1	0	...
<input type="checkbox"/>	News	325538582	08/12/2023 17:02	0	0	...
<input type="checkbox"/>	kme_media_root	325064492	02/12/2023 18:01	1	0	...