

Categories

 This article is designated for administrators.

What are categories?

Categories are built in a tree-like hierarchy where each category can include multiple sub-categories. Think of them as folders within folders, offering a deeper level of organization for your content. Categories serve as a framework within the KMC for managing content across front-end applications like MediaSpace Video Portal, Events and LMS sites.

Adding content to categories and sub-categories provides a simple way to arrange your content in a logical structure and greatly streamlines content management tasks. Here's how categories can work for you:

Organization: Categories streamline tasks like uploading, publishing, and creating playlists. They are your go-to for maintaining order in your front-end application.

Flexibility: You can create as many categories and sub-categories as necessary, constructing a logical hierarchy that aligns with your organization's content management needs.

Bulk Actions: Save time by using bulk actions to manage large quantities of content. You can add or remove tags, move or delete multiple categories, and set content entitlements to end-users in various applications. Perfect for managing a large amount of content quickly.

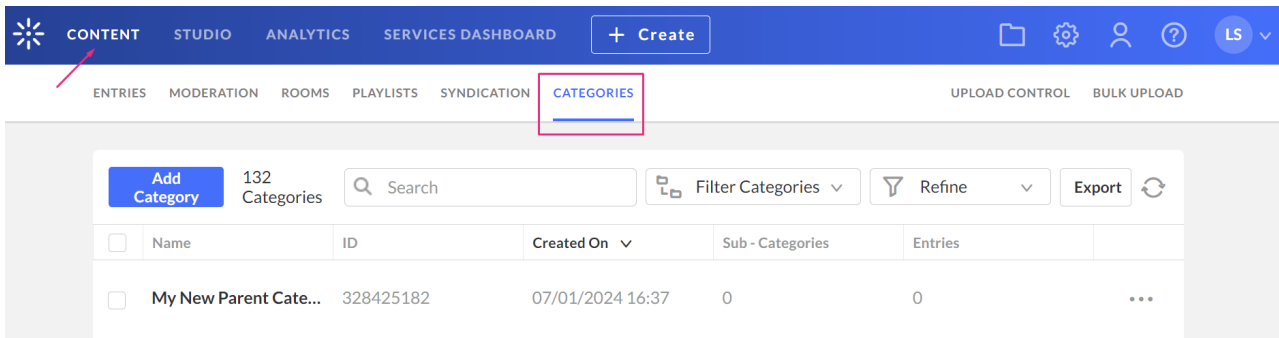
The following video demonstrates how to use the Categories tab.

Access the categories page

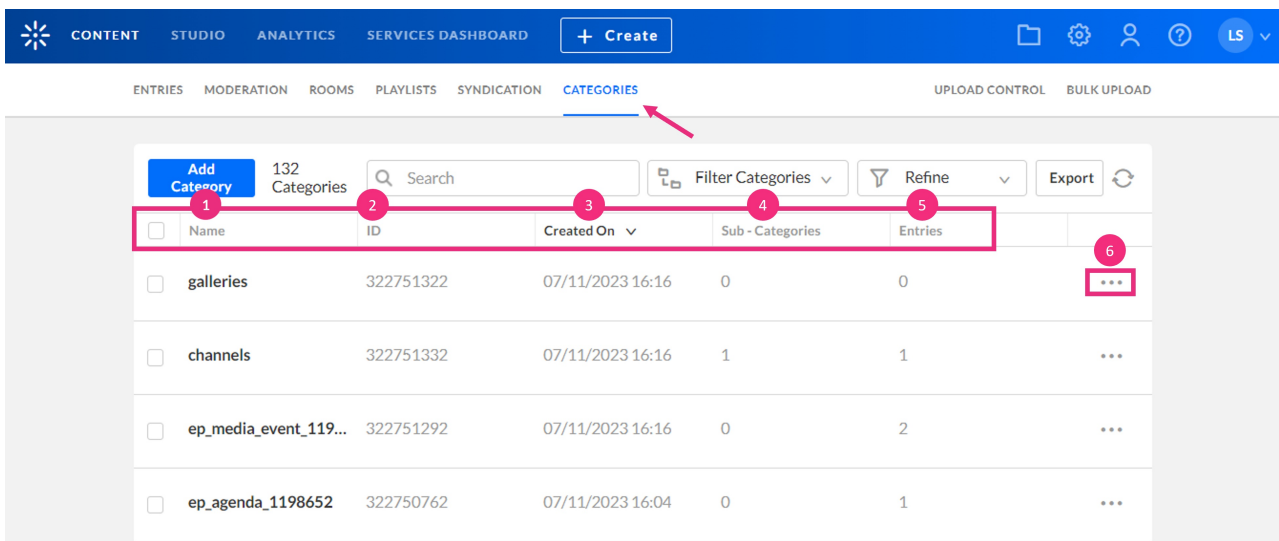
1. Log into your Kaltura Management Console.
2. Under the **Content** menu, click the **Categories** tab.

The Categories page displays.

At the top of the page, you can see the number of categories that you have in your entire account.



You can use the categories page to create new categories or to apply different settings to categories according to your site integration needs.

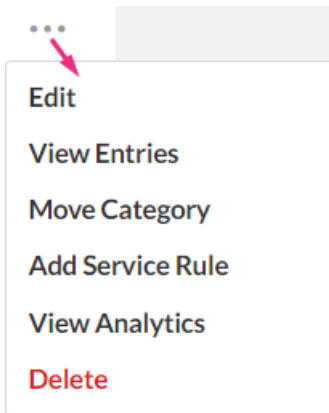


The categories page shows the following information for each category:

- **Name (1)** - the name you gave the category
- **ID (2)** - the Kaltura identification given to the category
- **Created On (3)** - the creation date and time
- **Sub-categories(4)** - the number of sub-categories in the category
- **Entries (5)** - number of entries in the category (for more information about entries, see our article [Entries](#))
- **3 dots menu (6)** - This menu gives you the following options:
 - Edit - see [Edit Metadata](#)
 - View Entries - This navigates you to the Entries view filtered by the selected category.
 - Move Category - see [Move a category](#).
 - Add Service Rule - You can create service rules for the category and view existing rules. (See [Requesting and ordering captions and enrichment services through the KMC](#) for more information.)
 - View Analytics - This opens the analytics dashboard. See our article [Kaltura](#)

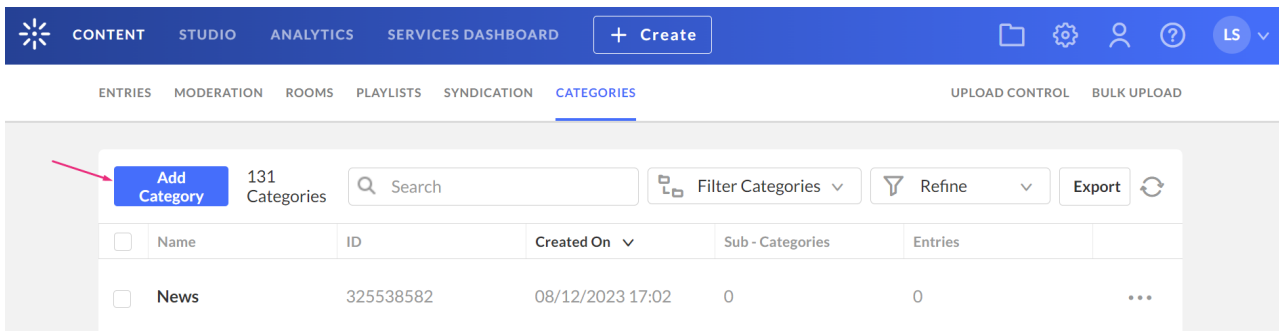
[Analytics](#) for more information.

- **Delete** - This deletes the category without deleting the entries associated with the category.



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

- 1198422EP2c399b2 4
- 1198652EPa8Becaed 4
- 1198662EPc858cc2 4
- 1198752EP522565f 4
- 1200652EP7b0a724 4
- 1214832EPb05c38b 4


Selected: No Parent

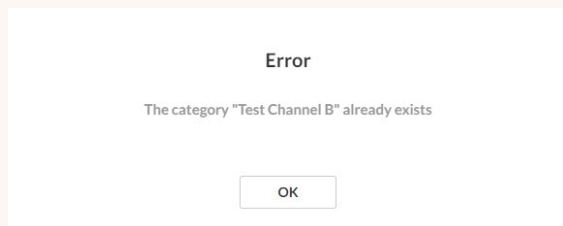
2. Enter a name for your new category.

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

3. Select **No Parent**.

4. Click **Apply**.

 Duplicate category names are not allowed. When updating a category or creating a new category, if you attempt to use the same name as an existing category in the same location, an error displays.



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

Metadata

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 (MediaSpace 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.

CONTENT STUDIO ANALYTICS SERVICES DASHBOARD + Create 📁 ⚙️ 👤 ? LS v

ENTRIES MODERATION ROOMS PLAYLISTS SYNDICATION **CATEGORIES** UPLOAD CONTROL BULK UPLOAD

Add Category 131 Categories Filter Categories v Refine v Export ↻

<input type="checkbox"/>	Name	ID	Created On v	Sub - Categories	Entries	
<input type="checkbox"/>	News	325538582	08/12/2023 17:02	0	0	...

The **New Category** window displays.

New Category

Name *

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

No Parent

- 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

- kme_media_root 1
- MediaSpace 7
- My new parent category ←
- Samples 3
- Stage background images
- The Sports School 5

Selected: My new parent category

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	...

Edit metadata

1. Click the **3 dots menu** next to the desired category and click **Edit**.

<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	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	
<input type="checkbox"/>	1_8cjcgeI8	325064502	02/12/2023 18:01	0	0	

- Edit
- View Entries
- Move Category
- Add Service Rule
- View Analytics
- Delete

The Metadata page displays.

My new parent category

View Analytics
Save
← →

Parent: [272936632](#) | ID: 328436122 | Sub-Categories: 2 | Entries: 0 | Creation Date: 07/01/2024 | Last Update: 08/01/2024

Metadata

Entitlements

Sub Categories

Metadata

Name

Description

Tags new parent category

Reference ID

Here you can edit the following metadata details.:


- Name
- Description (optional)
- Tags (optional)
- Reference ID (optional)

2. Click **Save**.

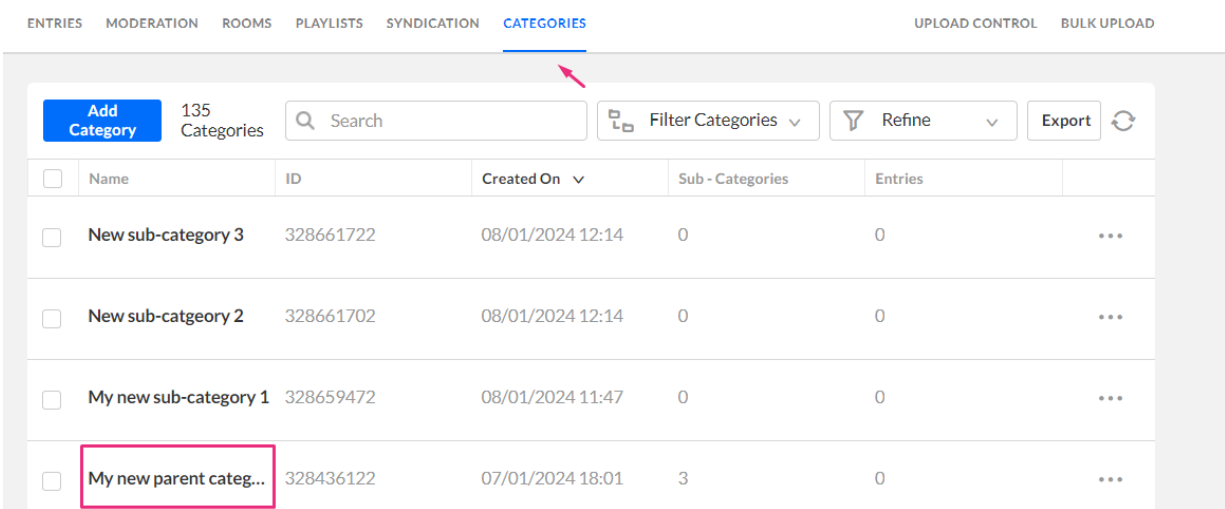
To learn about creating custom metadata, see our article [Custom Data](#).

Change order of sub-categories

Subcategories are displayed in front-end applications, such as Video Portal galleries, in the same sequence as arranged in the KMC. You can modify this order by using the sub-categories tab. (Note: The sub-categories tab becomes accessible for editing when a category has up to 50 subcategories.)

 For other applications: the ordering set through the Sub Categories tab can be used through the Kaltura API while [ordering category lists](#) based on the partnerSortValue category attribute.

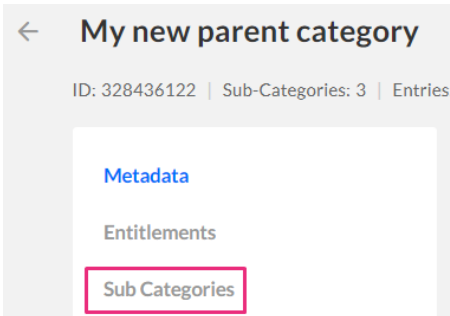
1. On the **Categories** page, click on a category name.



<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	3	0	...

The Metadata page displays.

2. Select the **Sub-categories** tab.



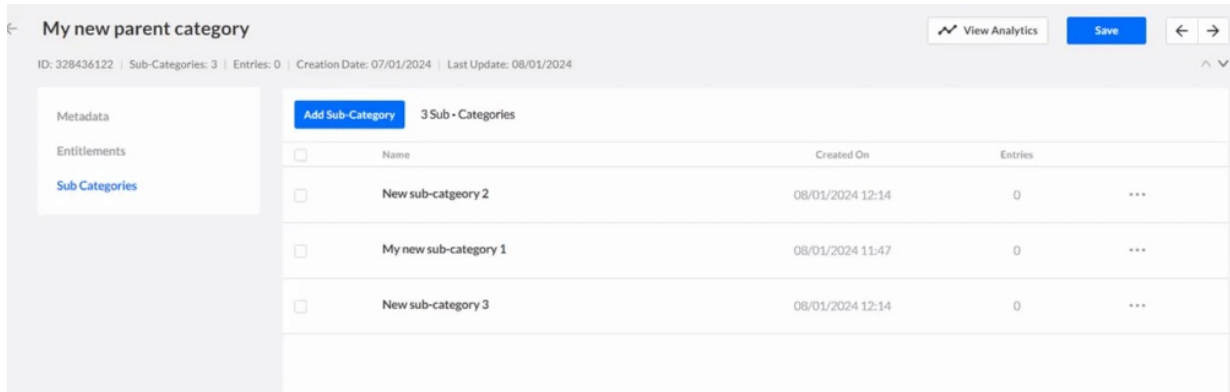
← **My new parent category**

ID: 328436122 | Sub-Categories: 3 | Entries:

- Metadata
- Entitlements
- Sub Categories**

The sub-categories page displays.

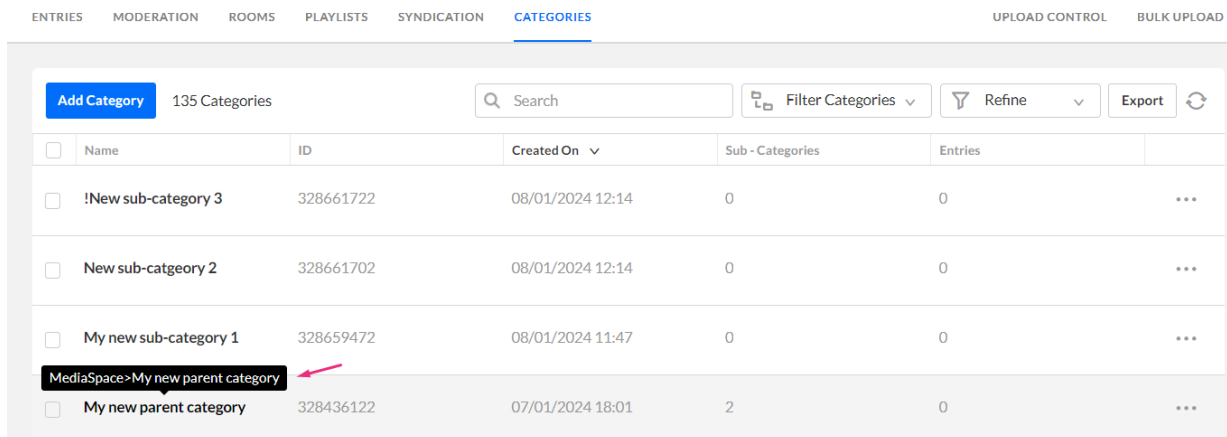
3. Click the **3 dots menu** next to the sub-category you want to move, and select **Move Up** or **Move Down** to the change position.



4. Click **Save**.

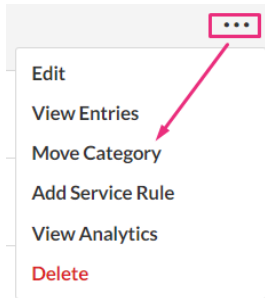
Move a category

You can move categories from one level to another. Hovering over a category name displays the location of that category.



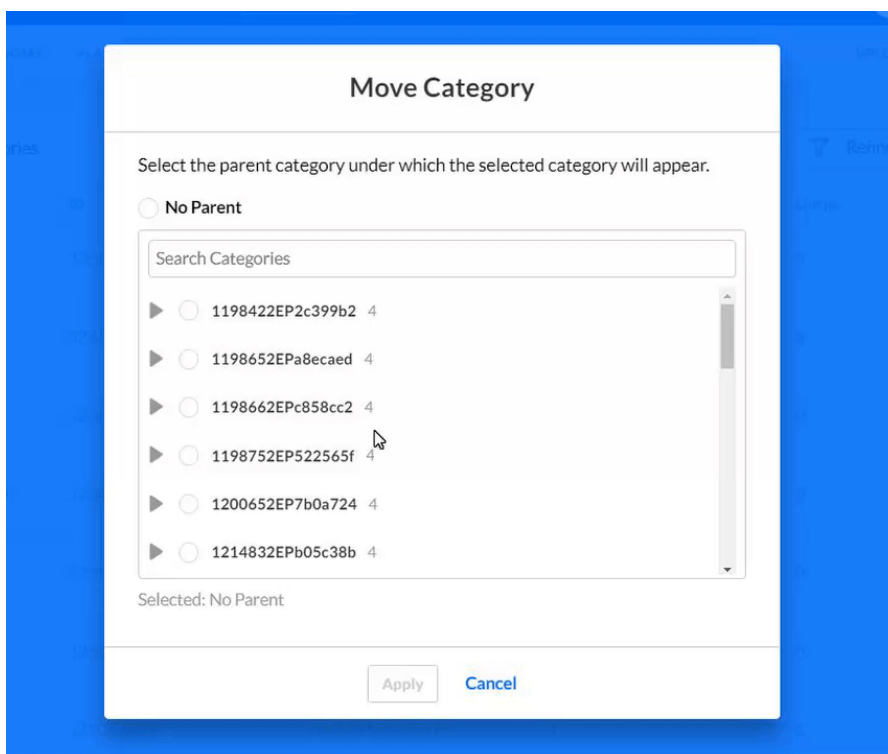
You can change the category location as follows:

1. On the **Categories page**, locate the category you want to move.
2. Click the **3 dots menu** to the right of the category and choose **Move Category**.



The **Move Category** window displays.

3. Select the desired new category or parent category to which you want to move the current category.



A confirmation message displays: *The category tree will be updated in an asynchronous process. This operation may take a few minutes. Category editing options will be released when the update is complete.*

4. Click **Yes**.

Following a Move Categories action, the category tree is updated on the Kaltura backend. When more than a few categories are affected, this operation may take a few minutes. Until the completion of this process, the editing options in the Categories page are disabled and are automatically released when the update process is completed.



To learn how to assign entries to a category, visit our article [Assign an entry to a category](#).

