

Create categories in the Rich Media CMS

Last Modified on 06/08/2026 7:06 pm IDT


 This article is designated for administrators.

About

Categories organize content in a hierarchical structure. Each category can contain subcategories.

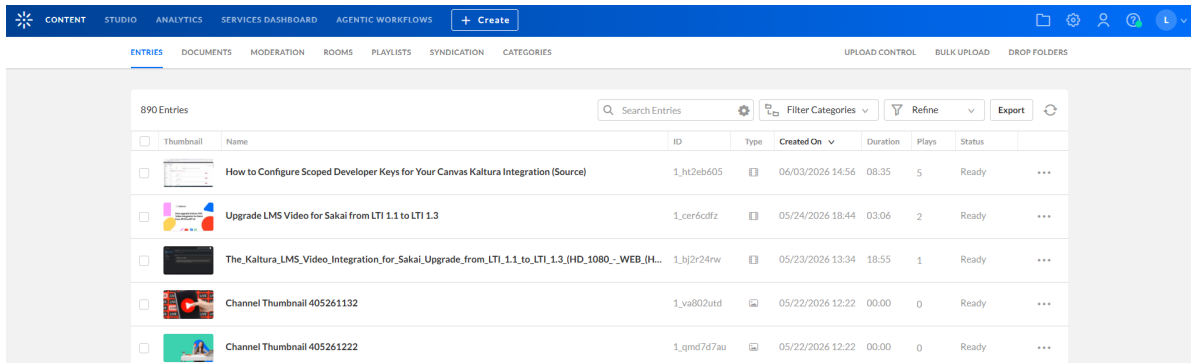
In Content Hubs and legacy Video Portal, categories are displayed as [galleries](#). In the Rich Media Content Management System, they are managed as categories.

For the best user experience, keep the number of top-level categories to a minimum.

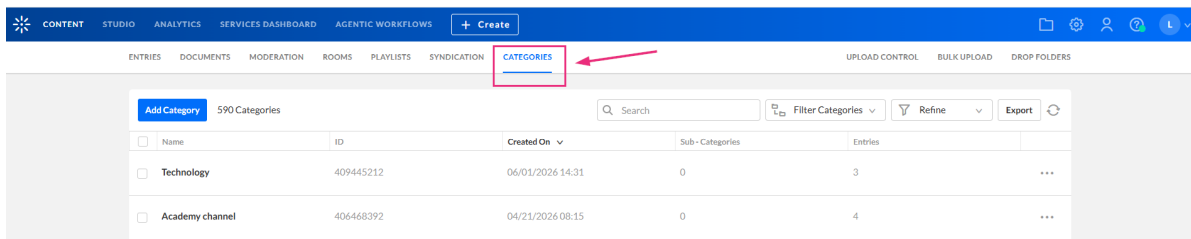
 Categories appear by default in the application navigation bar. To hide categories from navigation, see [Navigation module](#).

Access the categories page

1. Log into your Rich Media CMS.

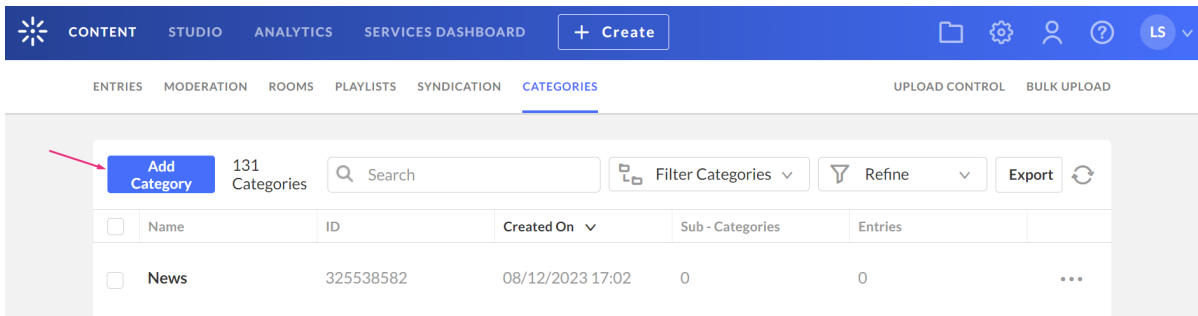


2. Click the **Categories** tab to open the Categories page.



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
- 1198652EPa8eceaed 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.

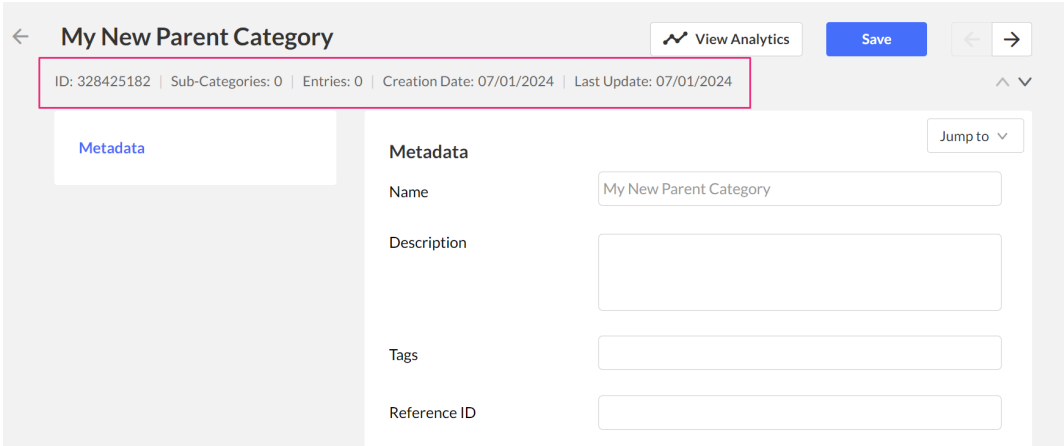
4. Click **Apply**.



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

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

View Analytics Save

Jump to

Metadata

Name: My New Parent Category

Description:

Tags:

Reference ID:



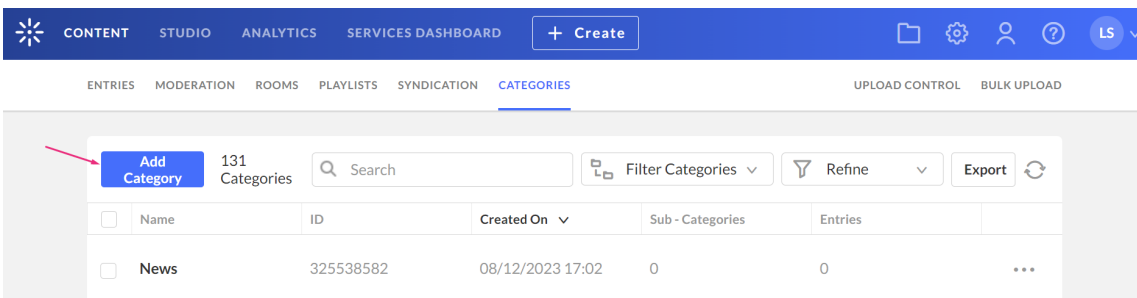
We recommend that you minimize categories at the top level as it can complicate navigation.



Categories are displayed by default on the navigation bar of the application (legacy 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.



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131 Categories

Add Category Search Filter Categories Refine Export

<input type="checkbox"/>	Name	ID	Created On	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
- 1198652EPa8ecaed 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	...