

Create categories in KMC

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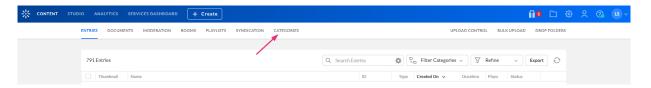
This article is designated for administrators.

About

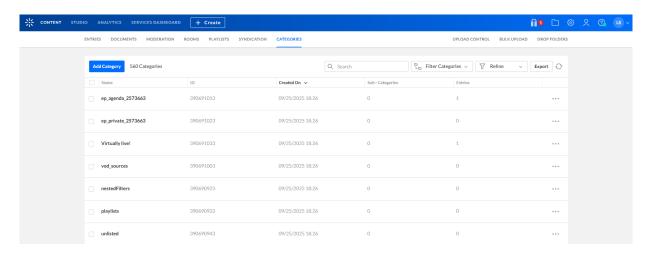
Categories are built in a tree-like hierarchy where each category can include multiple sub-categories. Think of them as folders within folders, offering a deeper level of organization for your content. Categories serve as a framework within the KMC for managing content across front-end applications like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

Access the categories page

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



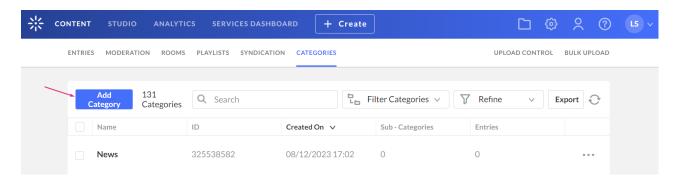
The Categories page displays.



Create a category

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





The **New Category** window displays.

Name * Select the parent category under which the new category will appear. No Parent Search Categories 1198422EP2c399b2 4 1198652EPa8ecaed 4 1198652EPa8ecaed 4 1198752EP522565f 4 1200652EP7b0a724 4 1214832EPb05c38b 4 Selected: No Parent

2. Enter a name for your new category.

Apply



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

- 3. Select No Parent.
- 4. Click Apply.

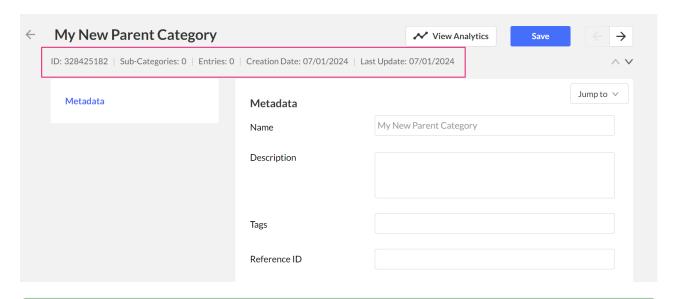


Duplicate category names are not allowed. When updating a category or creating a new category, if you attempt to use the same name as an existing category in the same location, an error displays.





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



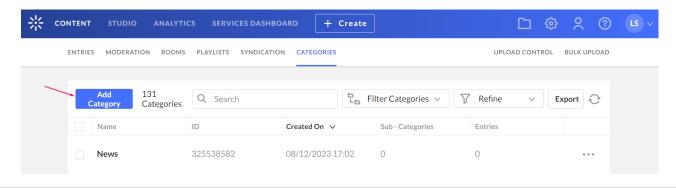
We recommend that you minimize categories at the top level as it can complicate navigation.



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.





Selected: No Parent

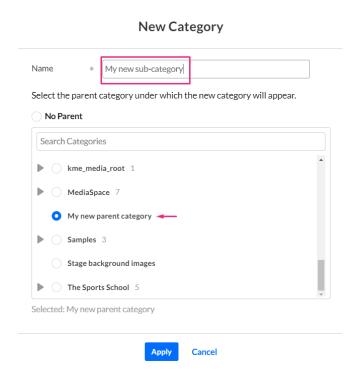
The **New Category** window displays.

Name * Select the parent category under which the new category will appear. No Parent Search Categories 1198452EP2c399b2 4 1198652EPa8ecaed 4 1198652EPa8ecaed 4 1198752EP522565f 4 1200652EP7b0a724 4 1214832EPb05c38b 4

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

Cancel

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



4. Click Apply.

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



