

# Edit Playlist Details

Last Modified on 07/09/2020 9:06 pm IDT

This article describes how to edit playlists in KMS and KAF. After you have created a playlist, you can modify the playlist's details, content, and order from the Edit Playlist Details page.

## To access the Edit Playlist Details Page

**NOTE:** If you cannot access the Edit Playlist Details page, ask your MediaSpace administrator or KAF administrator to give you the required permission.

### From My Playlists page in KMS

1. Access the [My Playlists page](#).
2. Choose one of the following methods:
  - a. Click the pencil icon under the desired playlist thumbnail.



#### Leadership Succession Program

Private • Updated 2 days ago

[Playlist Details](#)



- b. Click Playlist Details under the desired playlist, then click the **Edit** button.



#### Leadership Succession Program

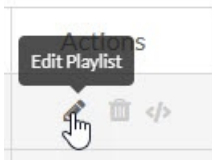
Private • Updated 2 days ago

[Playlist Details](#)

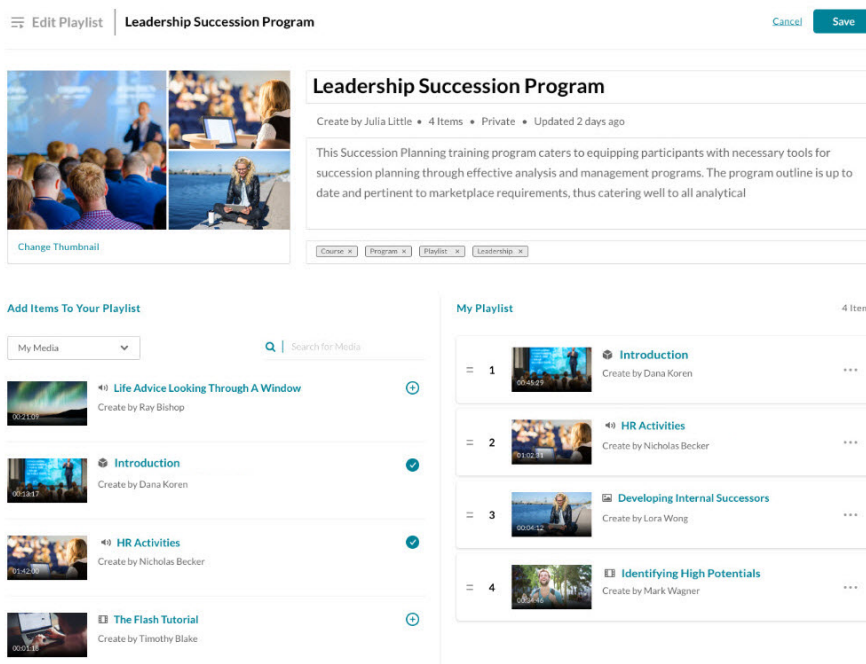


### From My Channels Page in KMS or Media Gallery in KAF

1. Access the [My Channels/Media Gallery](#).
2. For Channels, click the Edit (pencil) icon on the channel thumbnail or click on thumbnail and choose Edit from the ACTIONS drop down menu. For Media Galleries, choose Edit from the ACTIONS drop down menu.
3. Select the Playlists tab and click the pencil icon next to the playlist you want to modify.



The Edit Playlist Details page displays.



The screenshot shows the 'Edit Playlist' interface for a playlist titled 'Leadership Succession Program'. At the top, there are 'Cancel' and 'Save' buttons. Below the title, it shows 'Create by Julia Little', '4 Items', 'Private', and 'Updated 2 days ago'. A description follows: 'This Succession Planning training program caters to equipping participants with necessary tools for succession planning through effective analysis and management programs. The program outline is up to date and pertinent to marketplace requirements, thus catering well to all analytical'. Below the description are tags: 'Course', 'Program', 'Playlist', and 'Leadership'. The main area is split into two columns. The left column, 'Add Items To Your Playlist', shows a search bar and a list of media items: 'Life Advice Looking Through A Window' (00:21:02), 'Introduction' (00:58:17), 'HR Activities' (01:42:00), and 'The Flash Tutorial' (00:21:18). The right column, 'My Playlist', shows a list of 4 items: 1. 'Introduction' (00:45:27) by Dana Koren; 2. 'HR Activities' (01:02:39) by Nicholas Becker; 3. 'Developing Internal Successors' (00:04:12) by Lora Wong; 4. 'Identifying High Potentials' (00:04:16) by Mark Wagner.

The Edit Playlist Details Page includes the following information:

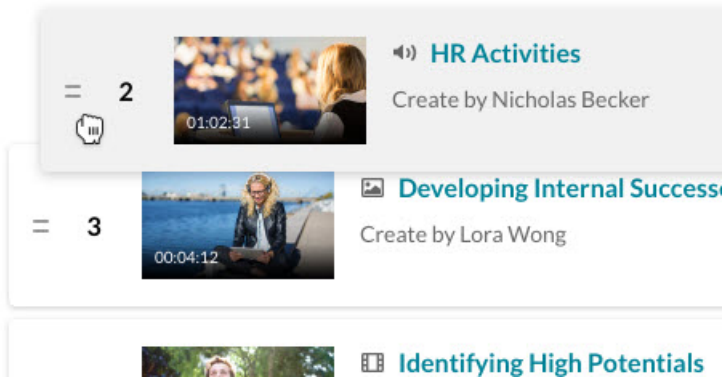
- Thumbnail and Playlist Name
- Creator, number of items in the playlist, status, and when it was last updated
- Description and tags
- A list of all items in the playlist, including a thumbnail, name, and creator.

### ☰ To modify the playlist's details

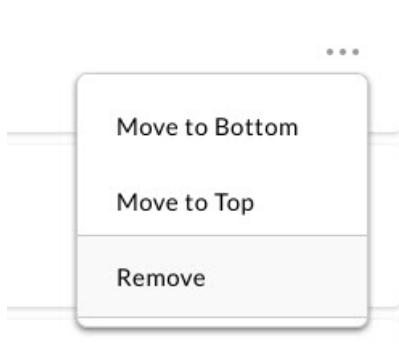
- Edit the text in the relevant fields (name, description, and/or tags).
- To delete a tag, click on the x to the right of the tag name.

### ☰ To modify the playlist's content and/or order

- To manually reorder media in the playlist, grab the two lines to the left of the media and drag to the desired spot in the playlist.

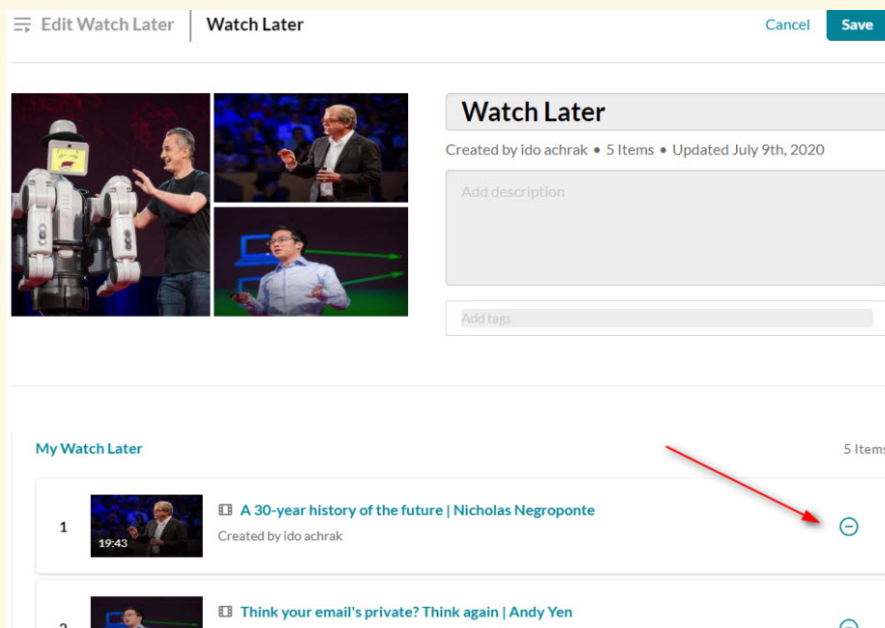


- To move the entry to the bottom or to the top of the list of entries, click the three dots to the right of the media and choose Move to Bottom or Move to Top.
- To remove media from the playlist, click the three dots to the right of the media you would like to remove and choose Remove.



- To add media to the playlist, see [here](#).

**NOTE:** If working in the Edit Watch Later page, you may not modify the order of the playlist, but you can remove media from the playlist by clicking the Remove (minus) button to the right of the media.





After you are finished editing the playlist, click **Save**.

---