

Playlist details page in Video Portal

Last Modified on 08/13/2025 3:20 pm IDT

 This article is designated for all users.

About

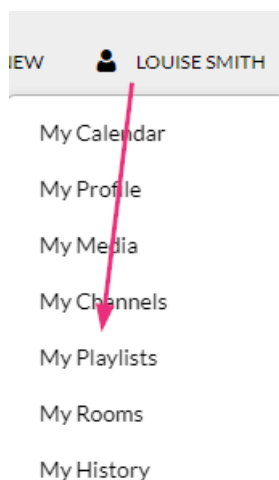
The **Playlist details page** provides you with a detailed view of your playlist, including media information, descriptions, tags, and more. From here, you can manage and edit your playlist, share it, or simply review its content.

Access the Playlist details page



If you can't access the playlist details page, ask your administrator to give you the required permission.

1. From the user menu, select [My Playlists](#).



The **My Playlists** page displays.

My Playlists

Q Search My Playlists



Filters >

Sort By: Update Date - Descending ▾



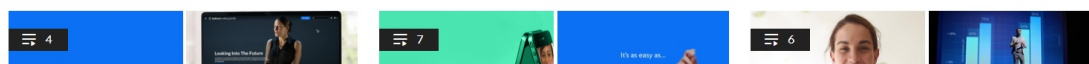
+ Create Playlist



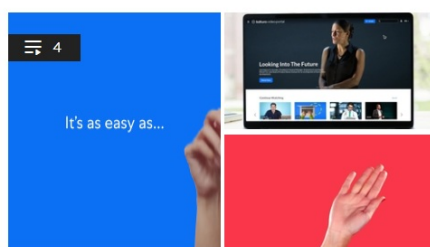
Watch List

Updated September 29, 2024

[Playlist Details](#)



2. Locate the desired playlist and click **Playlist Details** under the playlist.



My new playlist

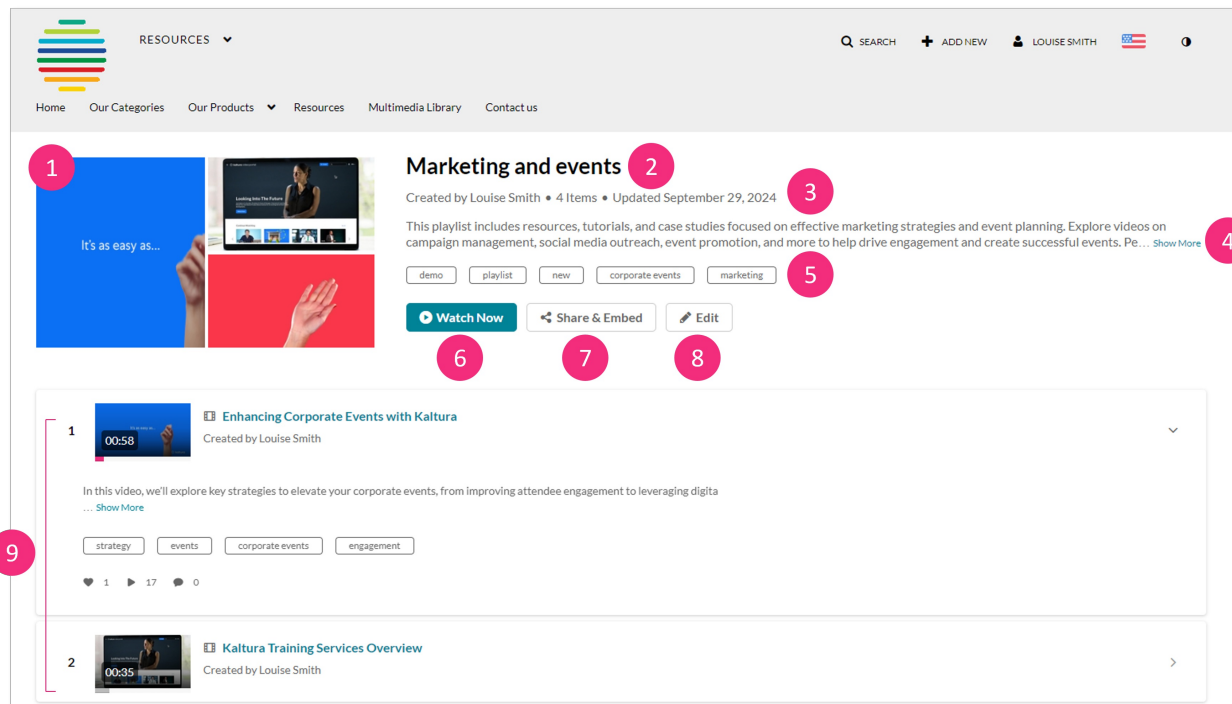
Updated September 27, 2024

[Playlist Details](#)



The playlist details page displays.

Key features



The playlist details page includes the following information:

- Media thumbnails (1) - You can click a thumbnail to start playing the playlist, starting with the selected media.
- Playlist name (2)
- Creator, number of items in the playlist, and when it was last updated (3)
- Description (4) - Click **Show More** to expand the description of the playlist. Click **Show Less** to collapse the description.
- Tags (5)
- 'Watch Now' button (6) - Click to be redirected to the playlist playback page.
- Share & embed button (7) - Click to be redirected to the share & embed page.
- Edit button (8) - Click to be redirected to the edit playlist details page.
- List of all items in the playlist (9) - The list includes a thumbnail, name, creator, description, tags, number of likes, number of plays, and number of comments. Click the arrow to the right of the desired media to expand the description of that media. Click the arrow again to collapse the description.