

# Actions menu in legacy Video Portal

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 This article is designated for all users.

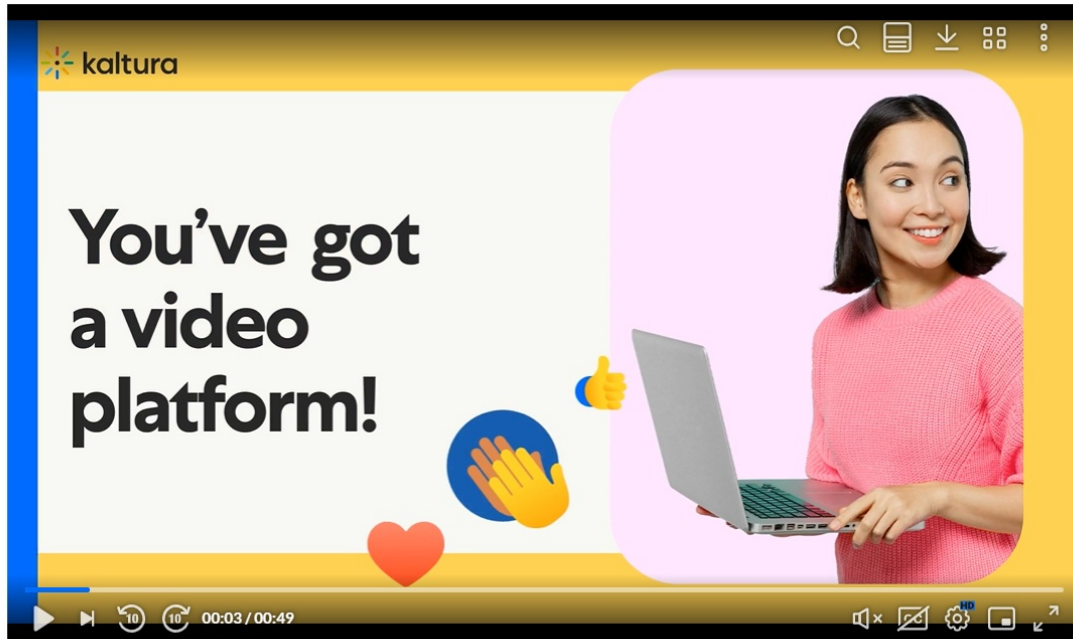
## About

The Actions menu is a drop-down menu of options that you can choose from in order to quickly access the actions you need.

These instructions apply to the **legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the [Content Hubs category](#).

## Access the menu

1. Navigate to the desired entry (for example, in your [playlist page](#), channel page or [media page](#)).
2. Click on the media's thumbnail or title.  
The media page displays.
3. Click **Actions** below the player.



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## Menu options

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The options displayed in the Actions menu depend on your admin's configuration.

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- ✎ Edit
- 📄 Publish
- ➕ Add to playlist
- 📊 Analytics
- 🕒 Add to Watch List
- +
- ➕ Caption & Enrich
- 🎬 Launch Editor
- 🗑 Delete

The Actions menu can contain the following options or more:

- **Edit** - See [Edit media](#) for more information.
  - **Publish** - See [Publish media](#) for more information.
  - **Add to Playlist** - See [Add media to a playlist](#).
  - **Add to / remove from watch list** - See [Access your watch list](#).
  - **Analytics** - See [Category analytics](#) or [Playlist analytics dashboard](#).
  - **Reach captions & enrich** - See [Introduction to REACH](#).
  - **Launch Editor** - See [Kaltura Video Editing Tools](#).
  - **Delete** - This will delete the entry and move it to the recycle bin. For more information about the recycle bin, visit our articles [Recycle bin](#) and [Restore deleted items from the recycle bin](#).
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