

Actions menu in Video Portal

Last Modified on 04/10/2026 2:10 pm IDT

 This article is designated for all users.

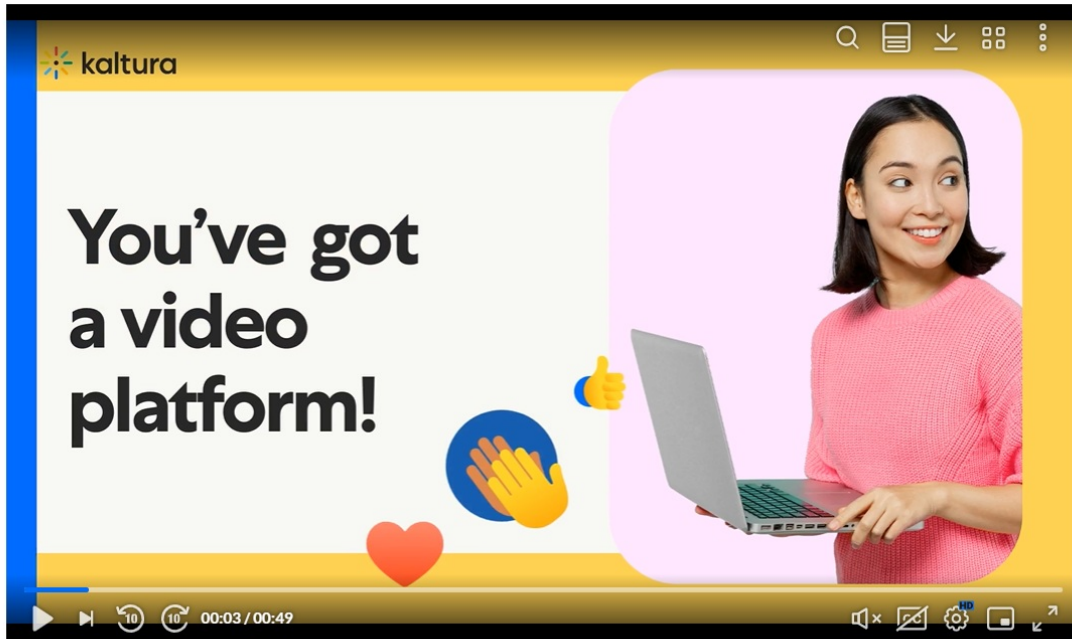
About

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 new Video Portal with Theming, see 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

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

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





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learning train growth

Choose department... Product

Appears in Training channel

-  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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