

Actions menu in Video Portal

Last Modified on 08/05/2025 10:54 am IDT

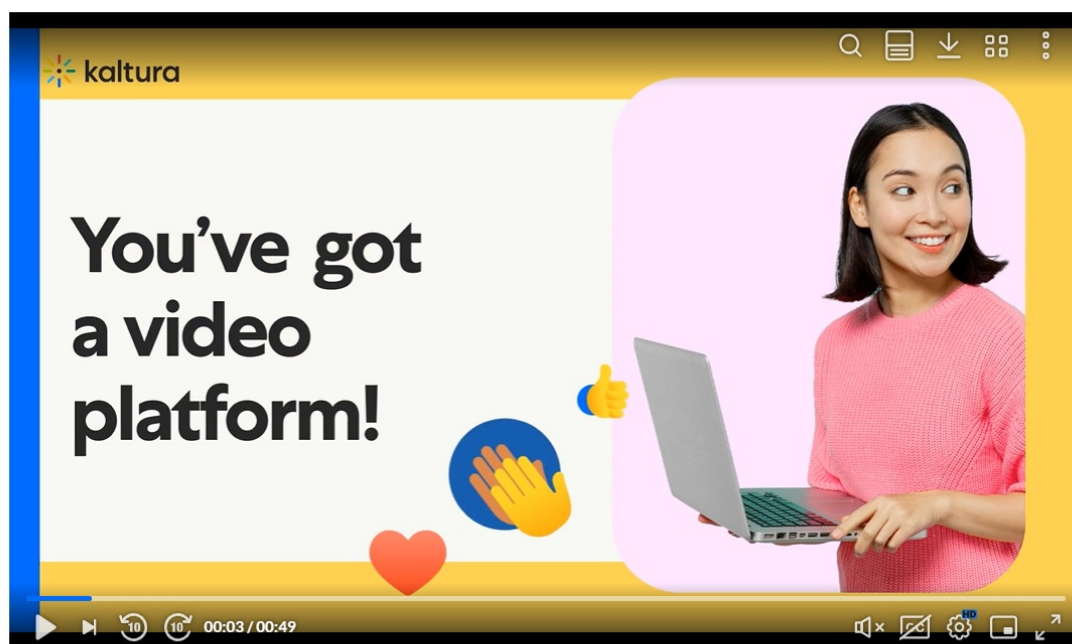
 This article is designated for all users.

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.

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



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

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





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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](#).