

Actions menu

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 This article is designated for all users.

About

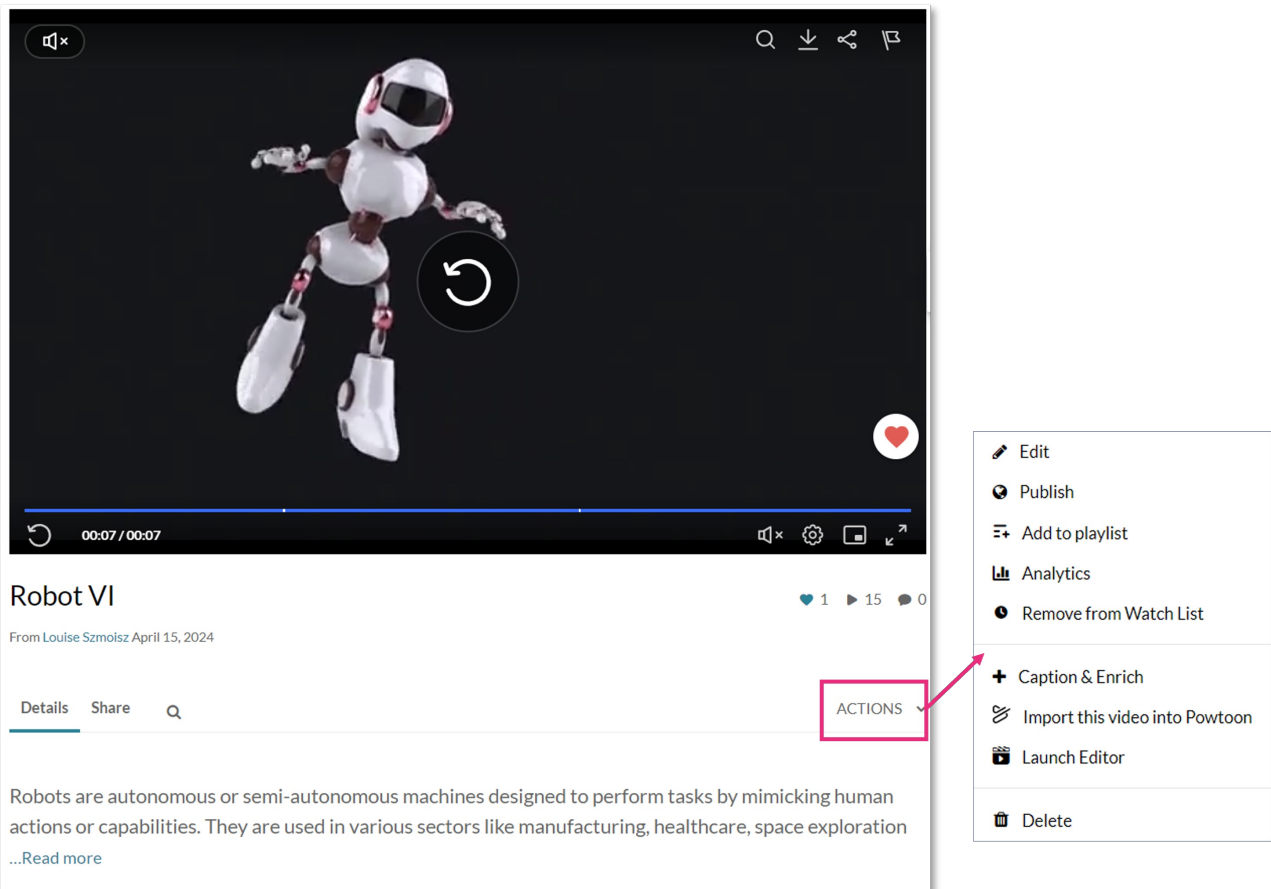
The Actions menu is a drop-down menu of options that you can choose from in order to quickly access the actions you need.

Access the menu


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

Non-Theming users

- Click **Actions** on the media page.

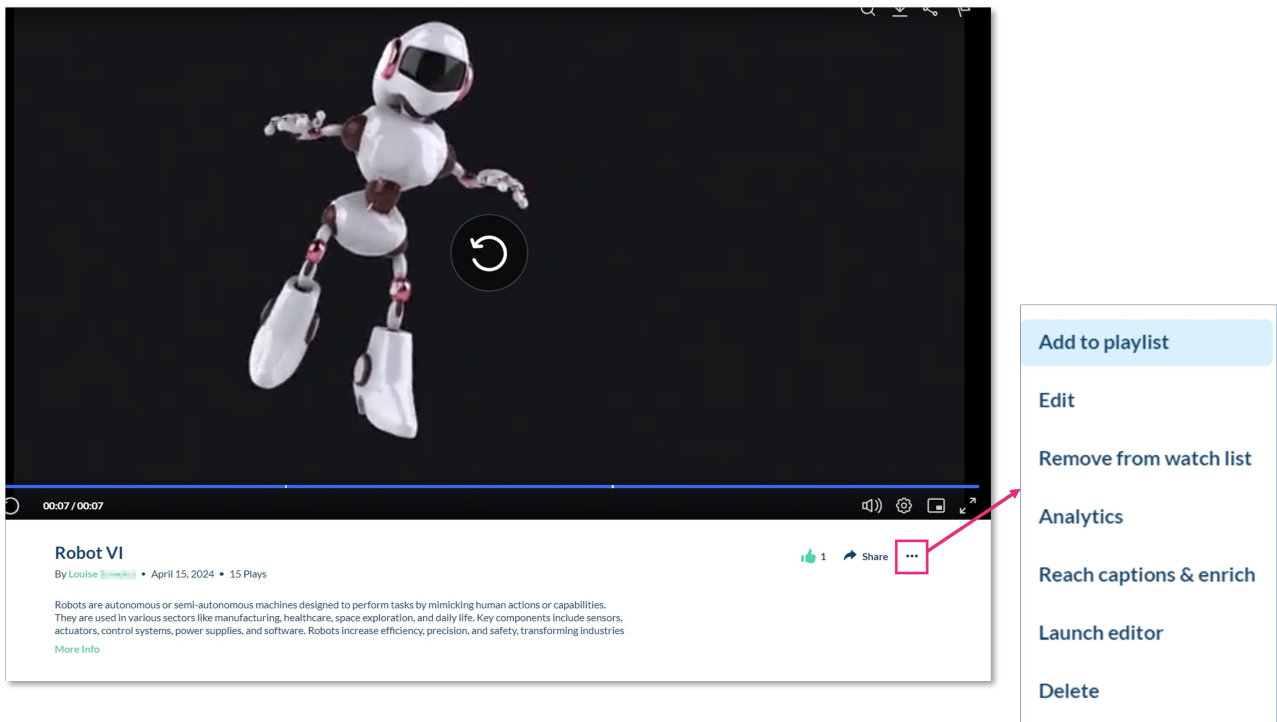


The screenshot shows a video player for a video titled "Robot VI". The video content is a 3D rendered robot. The player interface includes a progress bar at the bottom of the video frame, showing a duration of 00:07 / 00:07. Below the video frame, the title "Robot VI" is displayed, along with engagement metrics: 1 heart, 15 views, and 0 comments. The video is attributed to "Louise Szmolsz" and dated "April 15, 2024". Below the title, there are tabs for "Details" and "Share". A search icon is also present. The "ACTIONS" button is highlighted with a pink box. A red arrow points from this button to a dropdown menu that is open, listing the following options: Edit, Publish, Add to playlist, Analytics, Remove from Watch List, Caption & Enrich, Import this video into Powtoon, Launch Editor, and Delete.


 See our articles [Theming](#) for more information about the Theming feature set, and [Media page](#) for information about the new media page.

Theming users

- If your video portal has the [Theming module](#) and media page feature enabled, click the **three dots** on the media page.



What's on the menu?

 The options displayed in the Actions menu depend on your video portal configuration.

The **Actions menu** can contain the following options or more:

Edit - See [Edit Media](#) for more information.

Publish - See [Publish Media](#) for more information. (The Publish option is not yet available in the Theming menu, but will be soon.)

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](#).
