

Edit Playlist Details

Last Modified on 04/12/2022 5:55 pm IDT

28 This article is designated for all users.

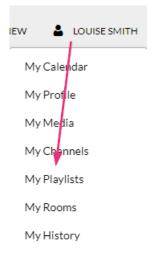
About

This article describes how to edit playlists in the video portal. After you have created a playlist, you can modify the playlist's details, content, and order from the edit playlist page.

Access the edit playlist page

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

1. From the user menu, select My Playlists.

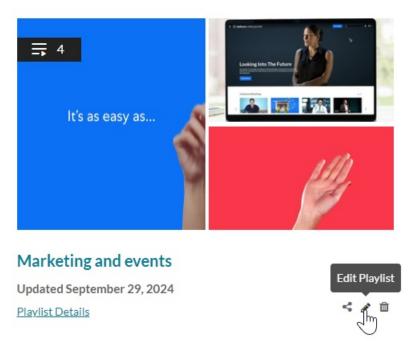


The My Playlists page displays.



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|---|--------------------|-----------------------|
| My Playlists | | |
| Q Search My Playlists ♥ Filters > Sort By: Update Date - Descending ♥ | | 🗰 📰 🕇 Create Playlist |
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| Watch List | | |
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2. Locate the desired playlist and click the **pencil icon** on the bottom right.



The Edit Playlist page displays.

🔆 kaltura

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| ☴ Edit Playlist Marketing and events | | | | Cancel Save | |
| | Marketing and even | ts | | | |
| | Created by Louise Smith • 4 Items • I | Jpdated September 29, 2024 | | | |
| It's as easy as | This playlist includes resources, tutorials, and case studies focused on effective marketing strategies and event planning. Explore videos on campaign management, social media outreach, event promotion, and more to help drive engagement and create successful events. Perfect for anyone looking to boost their marketing skills or organize standout events! | | | | |
| | demo x playlist x new x co | rporate events x marketing x Add tag | | | |
| | | | | | |
| Add Items To Your Playlist | | My Playlist | | 4 Items | |
| Add Items To Your Playlist My Media | Q Search for Media | | | | |
| | Q Search for Media O | = 1 | Enhancing Corporate Events | | |

Features of the edit playlist page

| ➡ Edit Playlist Marketing and events | | | Cancel Save |
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| | Marketing and even | nts 2 | |
| | Created by Louise Smith • 4 Items • 1 | Updated September 29, 2024 | |
| It's as easy as | on campaign management, social m | orials, and case studies focused on effective marketing strategies and event planning. Ex edia outreach, event promotion, and more to help drive engagement and create success their marketing skills or organize standout events! | |
| | (demo x) [playlist x] [new x] [cc | orporate events x) (marketing x) 5 | |
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| dd Items To Your Playlist | | My Playlist 7 | 4 Iter |
| dd Items To Your Playlist 6 My Media | Q Search for Media O | My Playlist 7 = 1 Image: Comparison of the second | 4 lte |
| | | = 1 Enhancing Corporate Events with Kaltura Created by Louise Smith | |
| My Media Video of parrot | | = 1 Created by Louise Smith | 4 iter |

The edit playlist page includes the following information:

- Media thumbnails (1)
- Playlist name (2) Click in the field to edit the name.
- \circ Creator, number of items in the playlist, and when it was last updated (3)
- Description (4) Click in the description field to edit the text. Use the scroll bar on the right if there's a lot of text.
- Tags (5) Click on the 'x' to the right of the tag name to delete it. Click in the tag



field to type in new tags.

- 'Add items to your playlist' column (6) Add media to your playlist. See Create a playlist for further information.
- 'My Playlist' column (7) -This section displays all items currently in the playlist.
 You can remove items or change their order as needed. For more details, see Create a playlist.

After you have finished editing the playlist, click **Save** at the top right.