Use the More Actions menu in Rich Media CMS

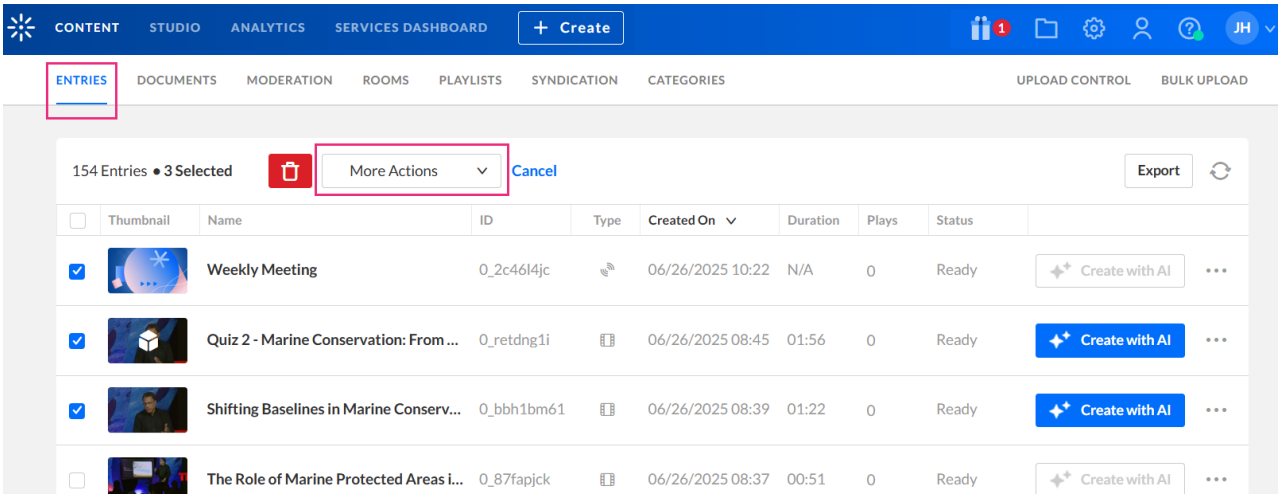
Last Modified on 08/05/2026 7:23 pm IDT

This article is designated for administrators.

About

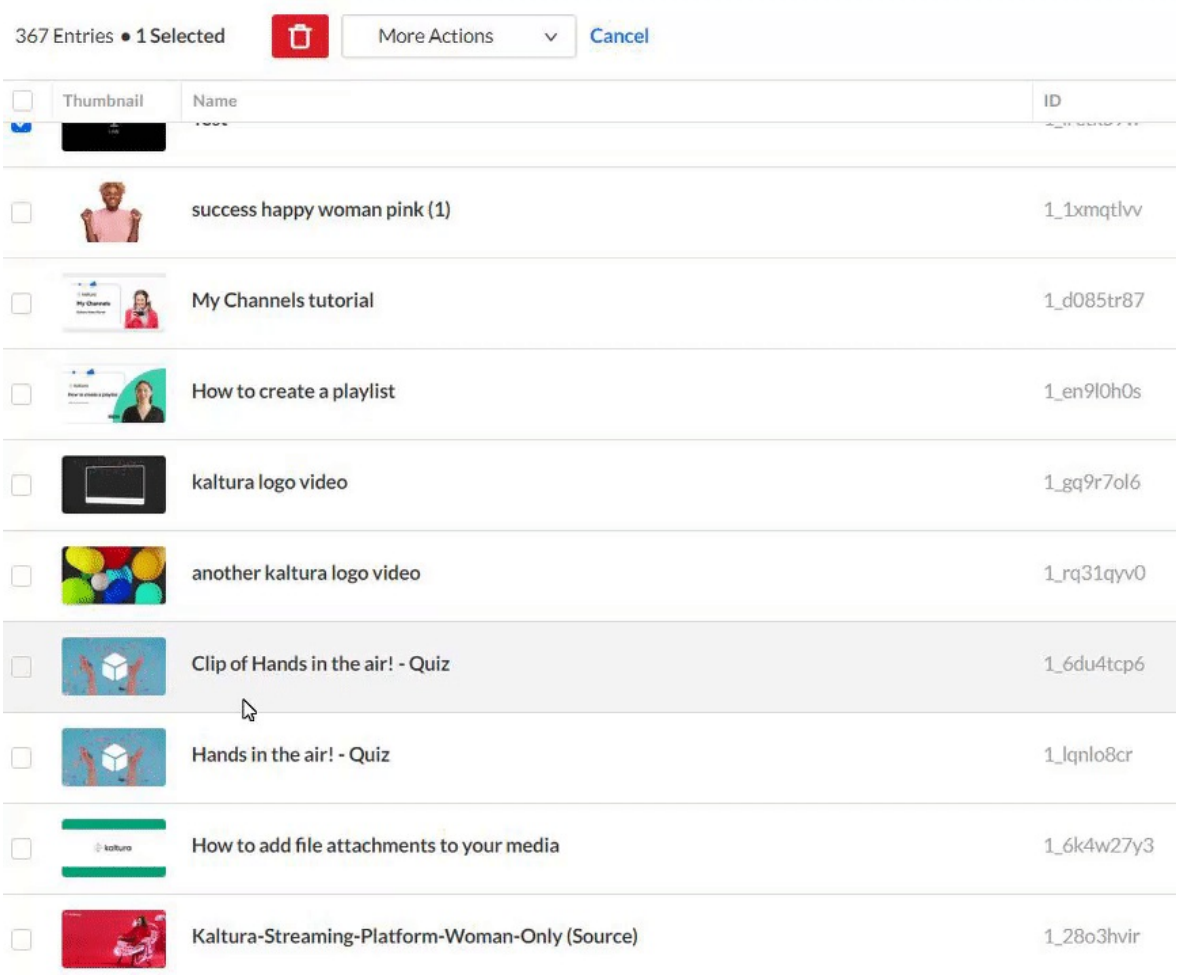
The **More Actions** menu in Rich Media CMS is used for carrying out single or bulk actions on supported entries. It is available on the Entries page and for document entries on the Documents page.

The **More Actions** menu stays hidden until you select at least one entry.



The **More Actions** menu offers a variety of options for performing a single or bulk action.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



Menu options

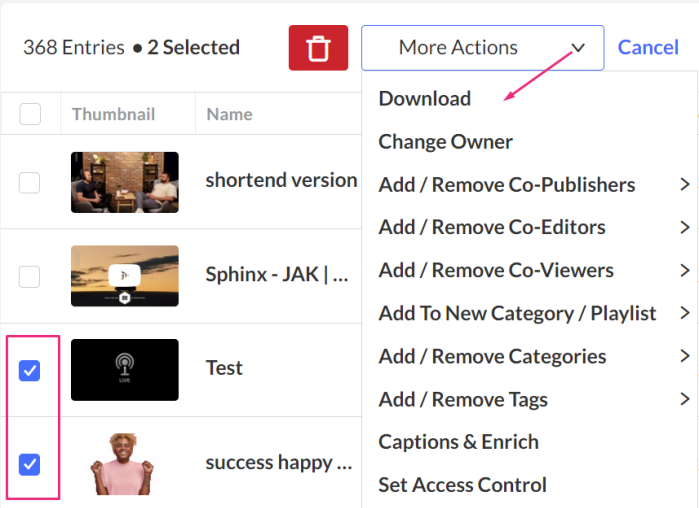
- Download – Select to download the selected asset(s).
- Change Owner – Use to change the owner of one or more entries.
- Add/Remove Co-Publishers – Use to add or remove Co-Publishers.
- Add/Remove Co-Editors - Use to add or remove Co-Editors.
- Add/Remove Co-Viewers - Use to add or remove Co-Viewers.
- Add to New Category/Playlist - Use to add or remove one or more categories to a playlist.
- Add/Remove Categories – Use to add or remove one or more entries to a new category.
- Add/Remove Tags – Select to add all remove tags from the selected assets.
- Captions and Enrich - Select to order captions and/or enrichment services.
- Set Access Control – Use to set a different Access Control Profile.
- Set Scheduling – Select to edit the scheduling for the selected assets.

Download

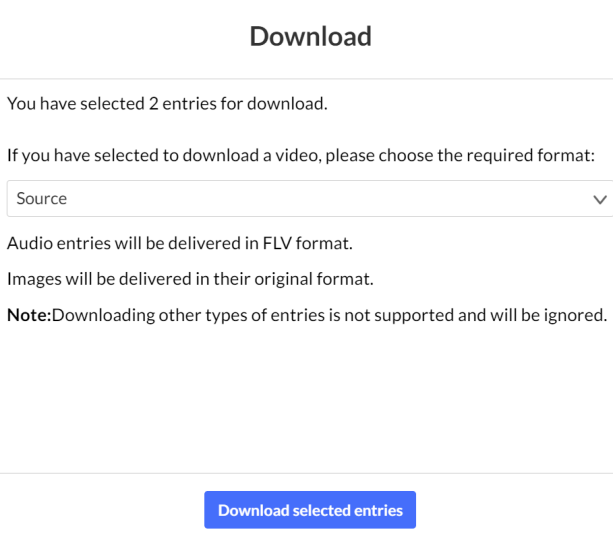
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

This option isn't available for document entries.

1. Click the checkbox(es) next to the entry(ies) you want to download.
2. From the **More Actions** menu, select **Download**.

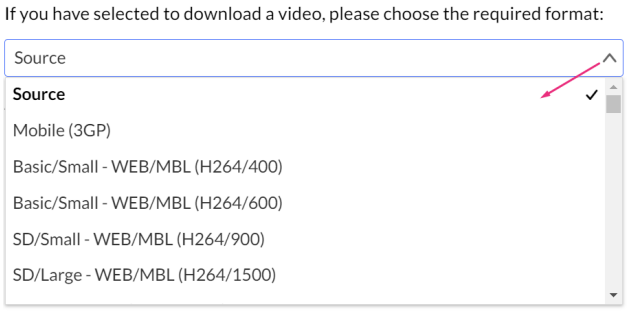


The **Download** screen displays.



3. Choose the format, also known as the flavor, from the drop-down list.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



4. Click **Download selected entries**.

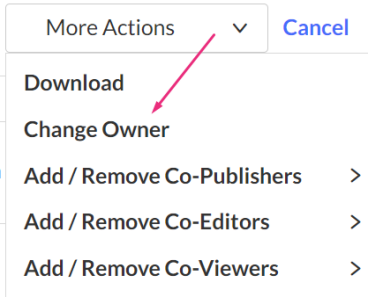
   A confirmation message displays.

   The download link will be sent out to your email address after processing has been completed.

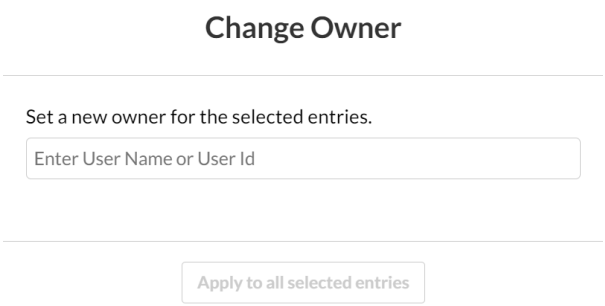
The download link will expire after 24 hours.

Change Owner

1. Click the checkbox(es) next to the entry(ies) you want to change the owner of.
2. From the **More Actions** menu, select **Change Owner**.



   The **Change Owner** screen displays.



3. Enter the new owner's user name or user ID. You can add users that are available on the site and you can use the auto-complete function.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

The **Users** tab lists all users for the Rich Media CMS account, their roles, and account ownership. For more information about user IDs, see our article Manage Rich Media CMS users.

4. Click **Apply to all selected entries**.

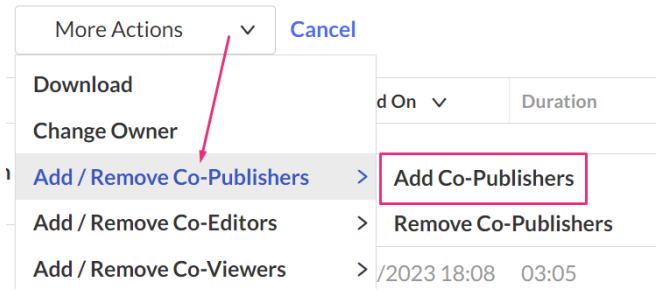
Add / Remove Co-Publishers

Add Co-publishers

Co-publishers have the permission to publish media anywhere that the user has the rights to publish.

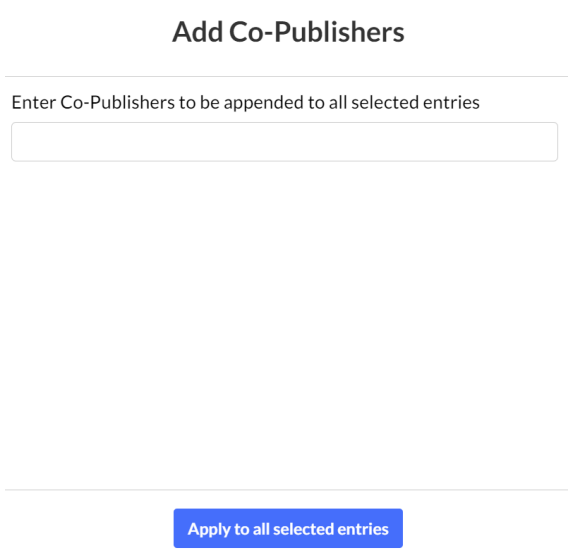
To learn more about roles and permissions, visit our article Manage Rich Media CMS users.

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Add Co-publishers**.



The **Add Co- Publishers** screen displays.

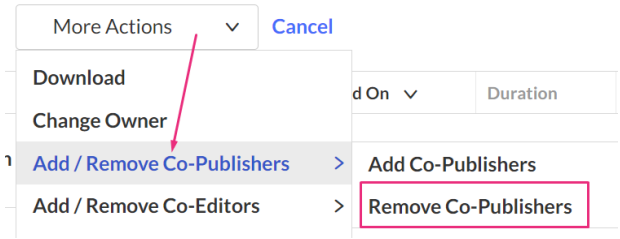
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



3. Enter the co-publishers' names. You can add users that are available on the site and you can use the auto-complete function.
4. Click **Apply to all selected entries**.

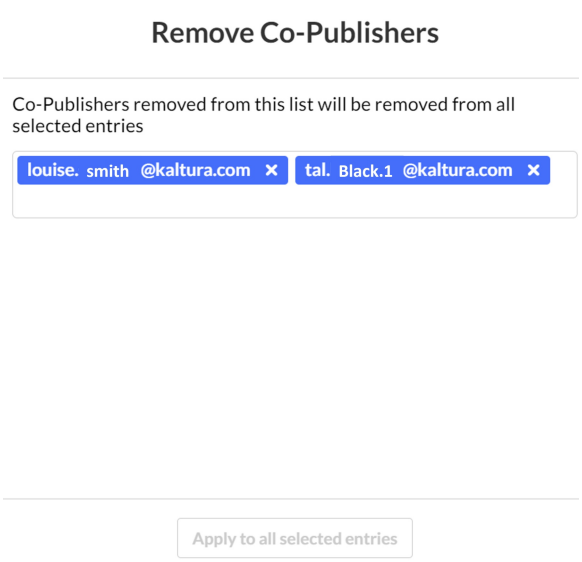
Remove Co-Publishers

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Remove Co-publishers.**



The **Remove Co-Publishers** screen displays.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



3. Click on the co-publishers you want to remove.
   If there are no co-publishers for these entries the screen displays: *No Co-Publishers to remove*.
4. Click **Apply to all selected entries**

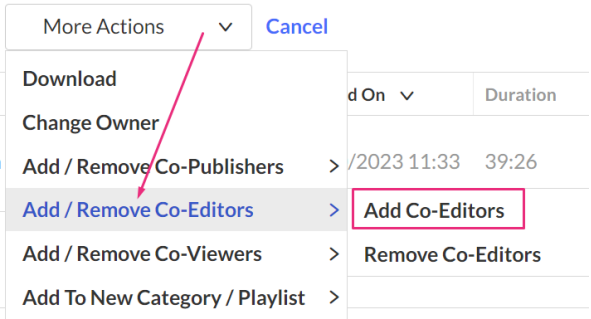
Add / Remove Co-Editors

Add Co-Editors

Co-editors have permission to edit the metadata associated with the selected media, for example, customize the look and feel of an entry page.

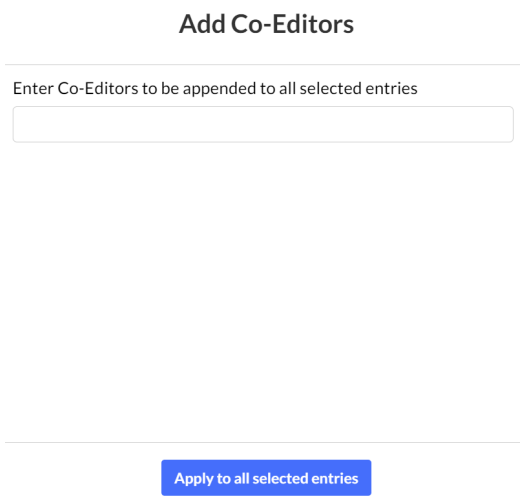
To learn more about roles and permissions, visit our article Manage Rich Media CMS users.

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Add Co-Editors**.



The **Add Co-Editors** screen displays.

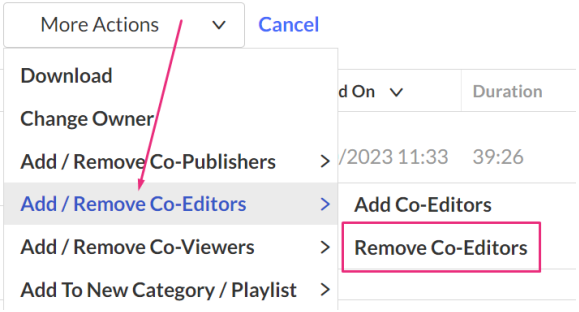
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



3. Enter the co-Editors' names. You can add users that are available on the site and you can use the auto-complete function.
4. Click **Apply to all selected entries**.

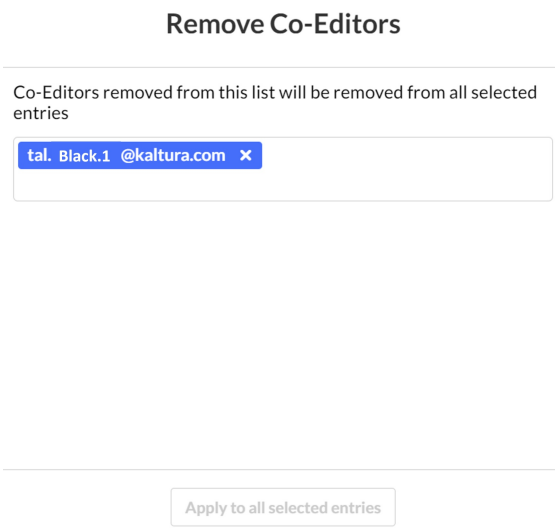
Remove Co-Editors

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Remove Co-Editors**.



The **Remove Co-Editors** screen displays.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



3. Click on the co-editors you want to remove.
   If there are no co-editors for these entries, the screen displays: *No Co-Editors to remove.*
4. Click **Apply to all selected entries**.

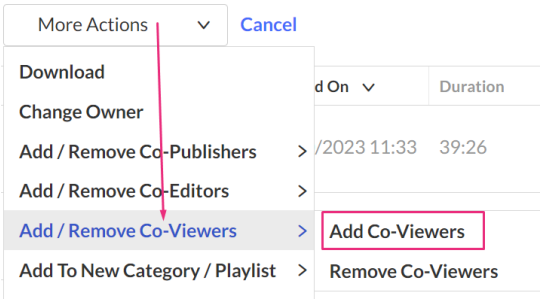
Add / Remove Co-Viewers

Add Co-Viewers

Co-viewers have permissions to view the metadata associated with the selected media.

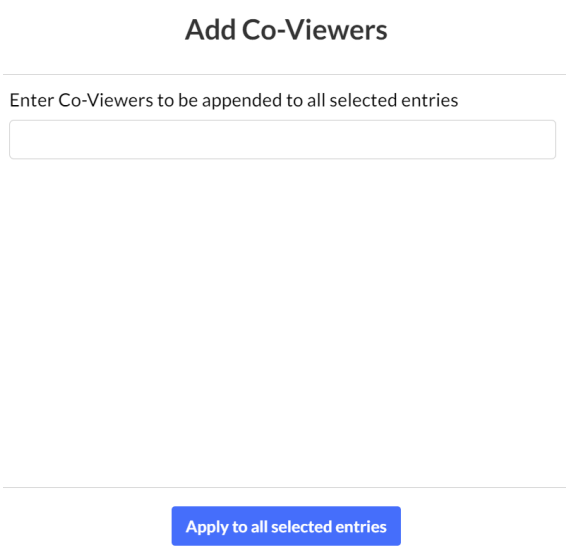
To learn more about roles and permissions, visit our article Manage user accounts in Rich Media CMS.

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Add Co-Viewers** or **Remove Co-Viewers**.



The **Add Co-Viewers** screen displays.

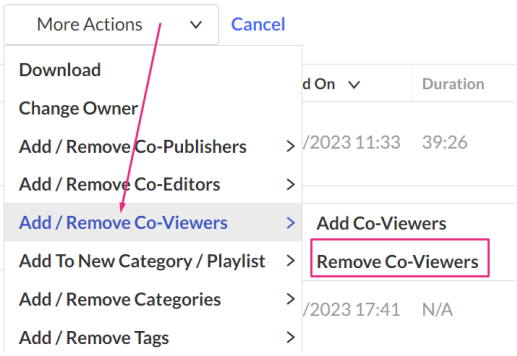
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



3. Enter the co-viewers' names. You can add users that are available on the site and you can use the auto-complete function.
4. Click **Apply to all selected entries**.

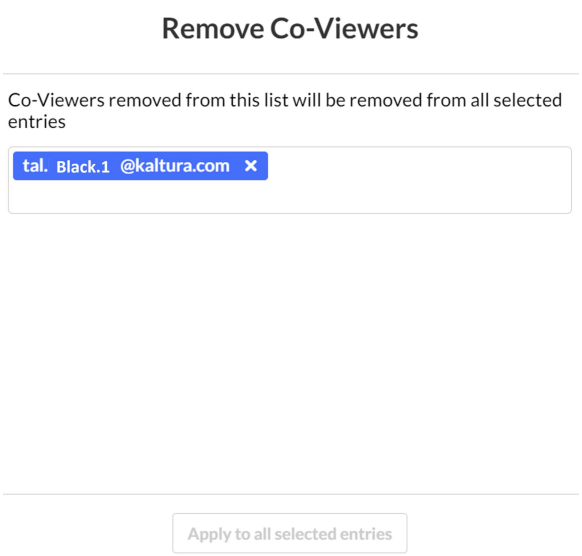
Remove Co-Viewers

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Remove Co-Viewers.**



3. The **Remove Co-Viewers** screen displays.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

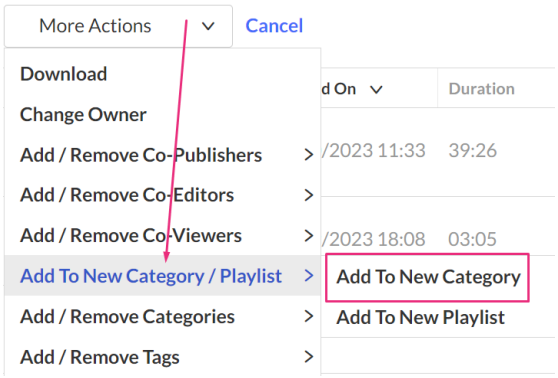


4. Click on the co-viewers you want to remove.
5. Click **Apply to all selected entries**.

Add to New Category / Playlist

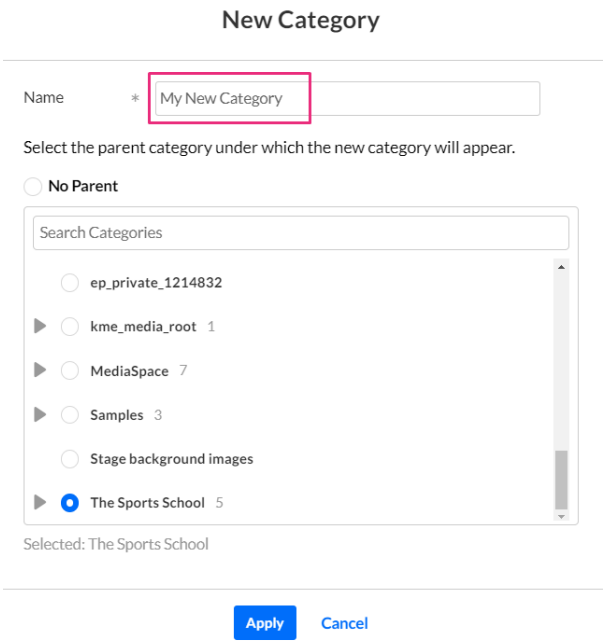
Add to New Category

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Add to New Category.**



The **New Category** screen displays.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

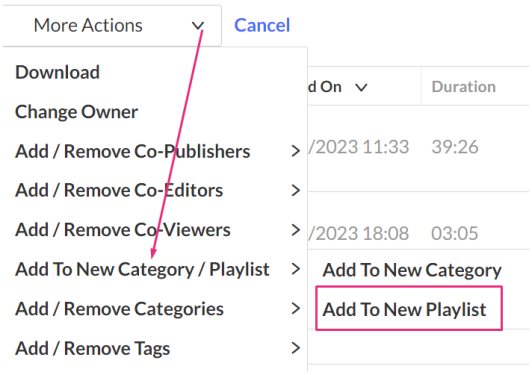


3. Type the name of the new category.
4. Select the parent category or No Parent.
5. Click **Apply**.

Add to New Playlist

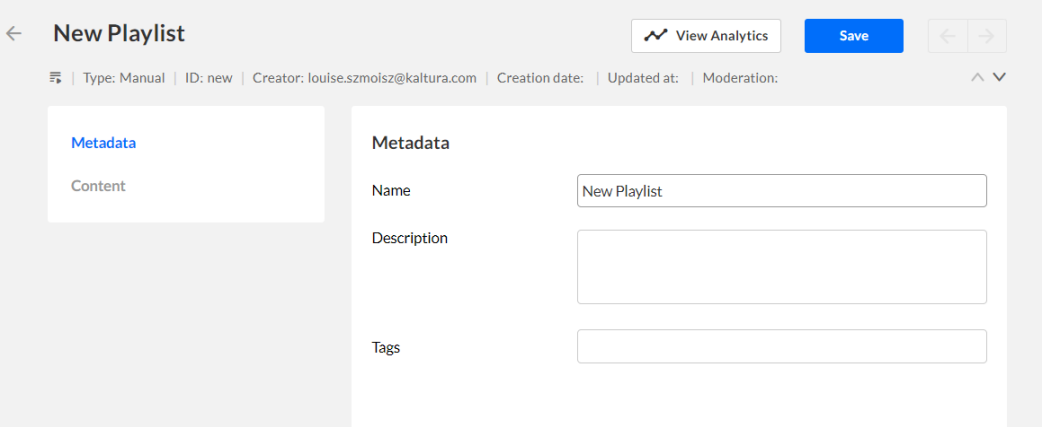
This option isn't supported for document entries.

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Add to New Playlist.**



The **New Playlist** screen displays.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

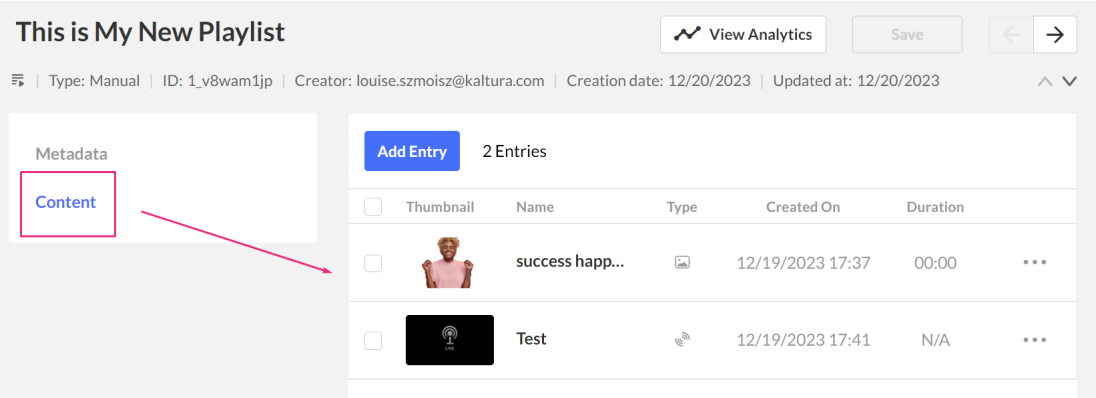


3. Under the **Metadata** section, add the desired metadata:

- playlist name (*New Playlist* is the default name)
- description
- tags

4. Click **Save**.

To see the content that was added to your new playlist, click the **Content** tab.

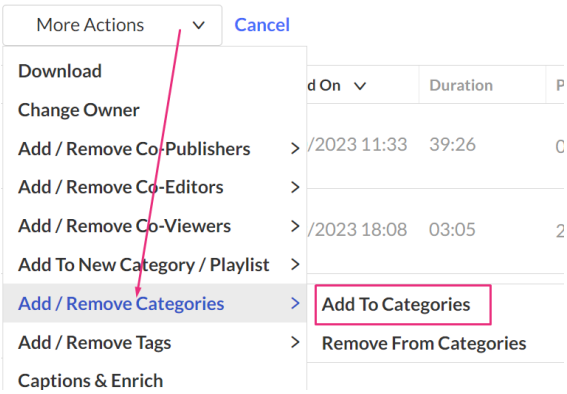


Add to / Remove from Categories

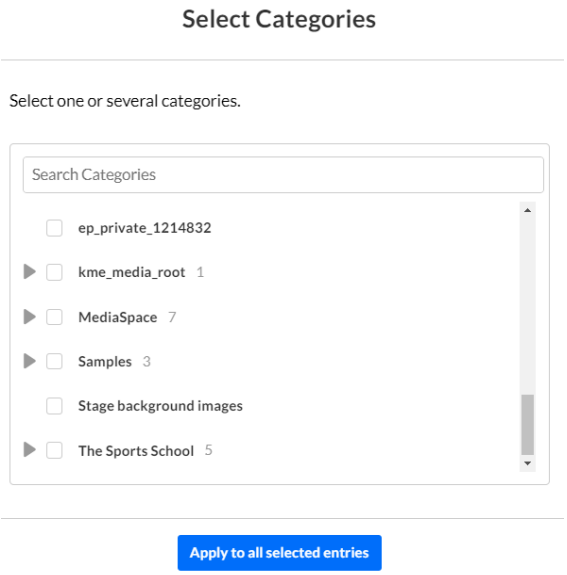
Add to Categories

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Add to Categories.**

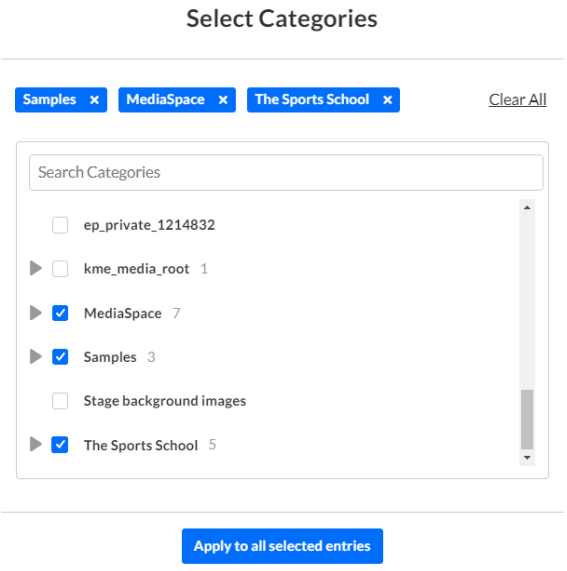
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



The **Select Categories** screen displays.



3. Click the checkboxes next to the categories you want. You can also search for the category using the **Search Categories** function at the top.

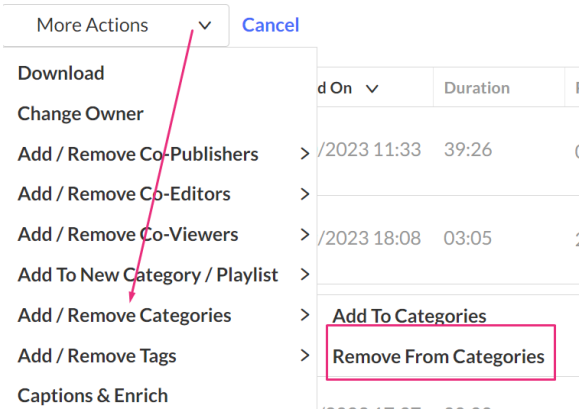


Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

4. Click **Apply to all selected entries**.

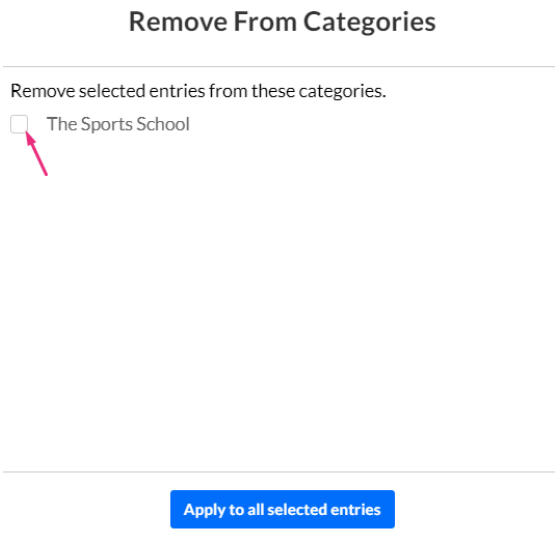
Remove from Categories

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Remove from Categories**



The **Remove From Categories** screen displays.

3. Click the checkbox next to the category(ies) you want to remove the entries from.



4. Click **Apply to all selected entries**.

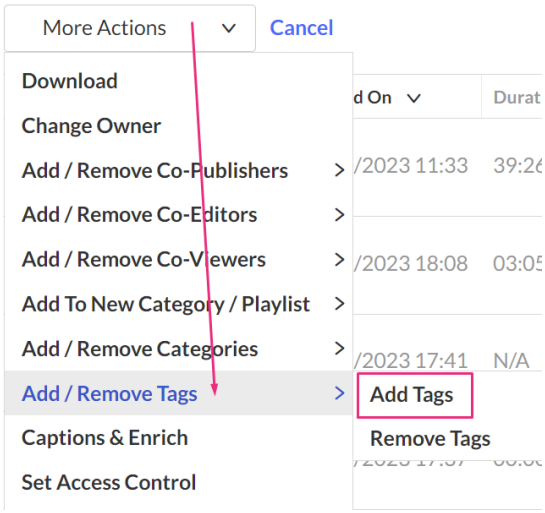
To learn more about categories and playlists, visit our articles Managing categories and Creating and configuring playlists.

Add / Remove Tags

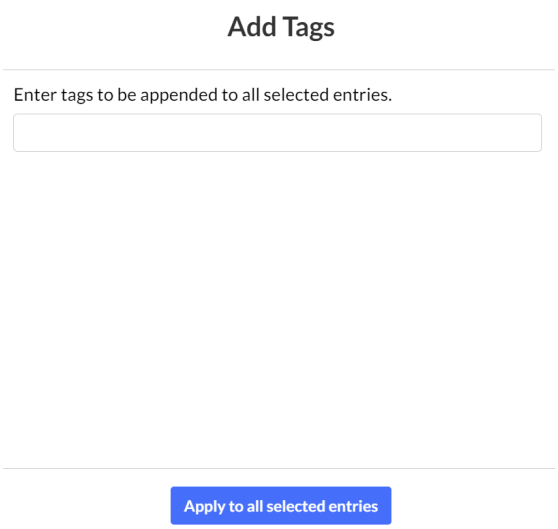
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

Add tags

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Add Tags** or **Remove Tags.**



The **Add Tags** screen displays.

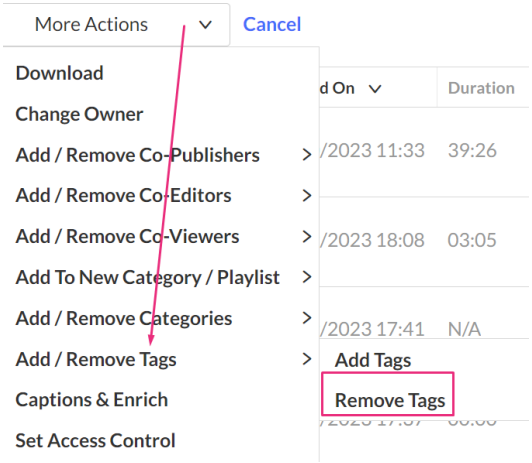


3. Type the tag words into the field, hitting enter on your keyboard after each addition.
4. Click **Apply to all selected entries**.

Remove Tags

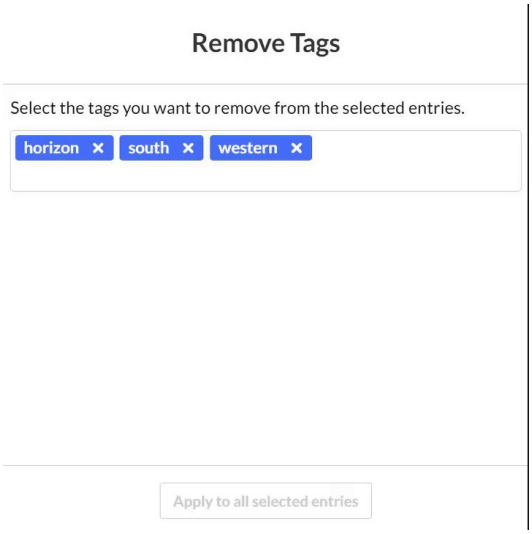
1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Remove Tags.**

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



The **Remove Tags** screen displays.

3. Click the 'x' on the tags you want to remove.

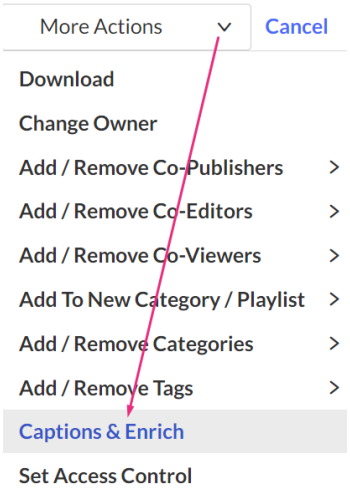


4. Click **Apply to all selected entries**.

Captions & Enrich

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Captions & Enrich.**

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



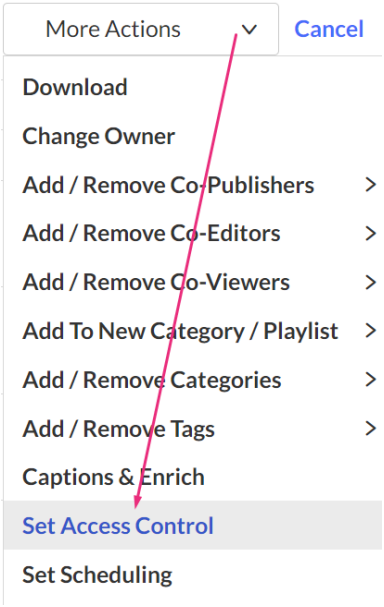
Some entries do not support caption ordering.

The **Order Captions & Enrichment Services** screen displays.

To learn how to order captions and enrichment services, visit our article Order captions in Rich Media CMS.

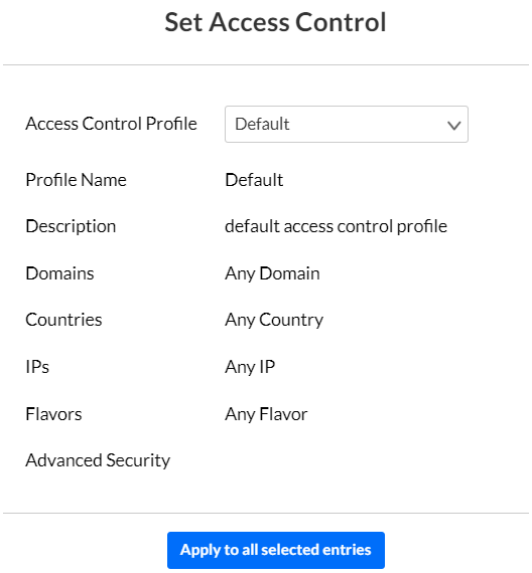
Set Access Control

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Set Access Control**.



Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

The **Set Access Control** screen displays.



3. Select the **Access Control Profile**.
4. Click **Apply to all selected entries**.

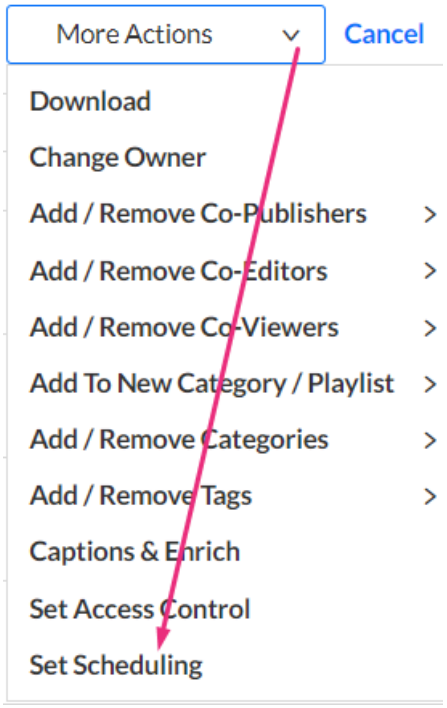
To learn more about access control, visit our articles Access Control and Managing Access Control Profiles.

Set Scheduling

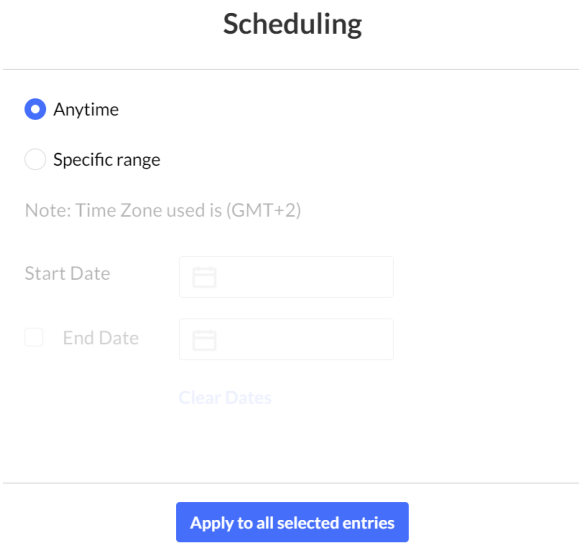
When you want to limit the time in which a media entry is available for viewing, you can configure a schedule, defining a start and end date. Playback will be allowed only within the defined schedule.

1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Set Scheduling.**

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

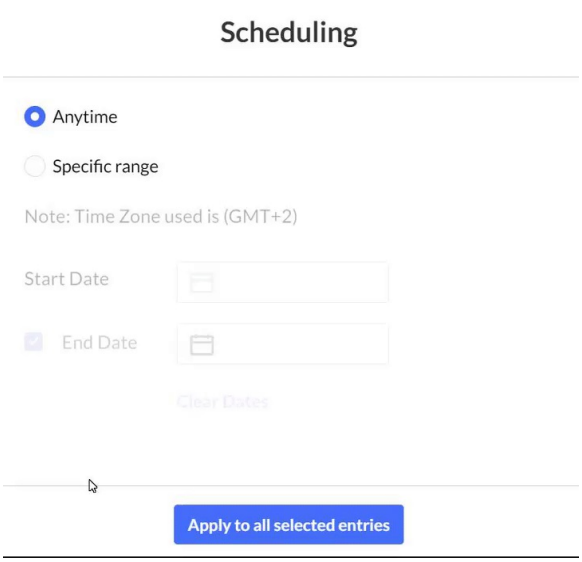


The **Scheduling** screen displays.



3. Set the viewing schedule for one or more entries.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



4. Click **Apply to all selected** entries.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.