

# Using the More Actions menu in Rich Media CMS

Last Modified on 05/06/2026 8:41 pm IDT

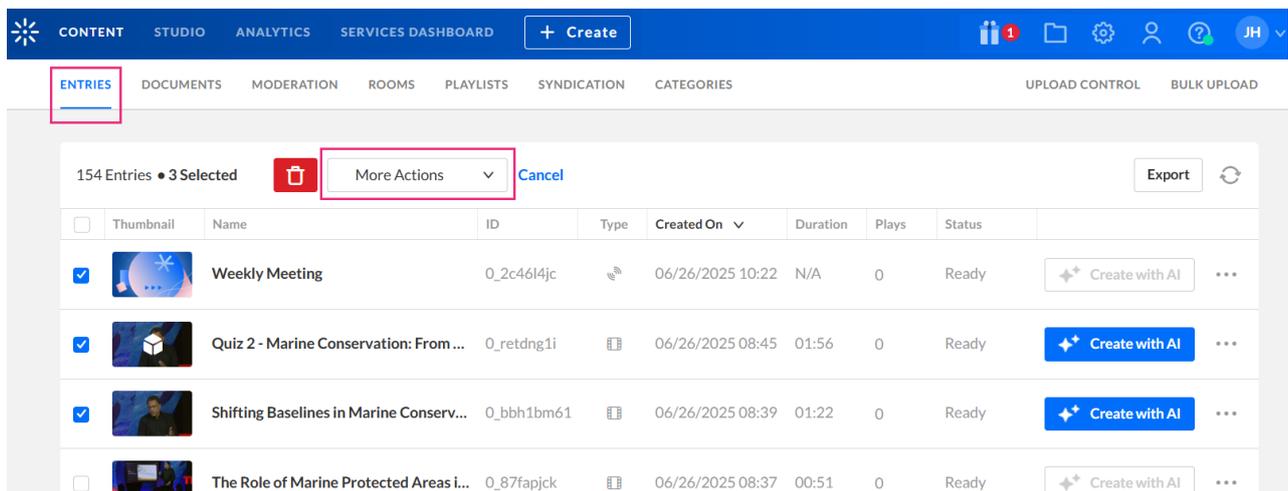
 This article is designated for administrators.

## About

The **More Actions** menu is used for carrying out single or bulk actions on the [Entries](#) page. To activate it, simply select one or more checkboxes next to an entry, and the menu appears at the top of the table.



The **More Actions** menu stays hidden until you click a checkbox.



The screenshot shows the Kaltura Rich Media CMS interface. The top navigation bar includes 'CONTENT', 'STUDIO', 'ANALYTICS', 'SERVICES DASHBOARD', and a '+ Create' button. The 'ENTRIES' tab is selected and highlighted with a red box. Below the navigation bar, a table of entries is displayed. The table has columns for 'Thumbnail', 'Name', 'ID', 'Type', 'Created On', 'Duration', 'Plays', and 'Status'. Three entries are selected, indicated by blue checkmarks in the first column. A 'More Actions' menu is open at the top of the table, also highlighted with a red box. The menu includes a 'Cancel' button and an 'Export' button. The table data is as follows:

	Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
<input checked="" type="checkbox"/>		Weekly Meeting	0_2c46l4jc		06/26/2025 10:22	N/A	0	Ready	 Create with AI ...
<input checked="" type="checkbox"/>		Quiz 2 - Marine Conservation: From ...	0_retdng1i		06/26/2025 08:45	01:56	0	Ready	 Create with AI ...
<input checked="" type="checkbox"/>		Shifting Baselines in Marine Conserv...	0_bbh1bm61		06/26/2025 08:39	01:22	0	Ready	 Create with AI ...
<input type="checkbox"/>		The Role of Marine Protected Areas i...	0_87fapjck		06/26/2025 08:37	00:51	0	Ready	 Create with AI ...

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

367 Entries • 1 Selected



More Actions



Cancel

<input type="checkbox"/>	Thumbnail	Name	ID
<input type="checkbox"/>			
<input type="checkbox"/>		success happy woman pink (1)	1_1xmqt1w
<input type="checkbox"/>		My Channels tutorial	1_d085tr87
<input type="checkbox"/>		How to create a playlist	1_en9l0h0s
<input type="checkbox"/>		kaltura logo video	1_gq9r7ol6
<input type="checkbox"/>		another kaltura logo video	1_rq31qyv0
<input type="checkbox"/>		Clip of Hands in the air! - Quiz	1_6du4tcp6
<input type="checkbox"/>		Hands in the air! - Quiz	1_lqnlo8cr
<input type="checkbox"/>		How to add file attachments to your media	1_6k4w27y3
<input type="checkbox"/>		Kaltura-Streaming-Platform-Woman-Only (Source)	1_28o3hvir

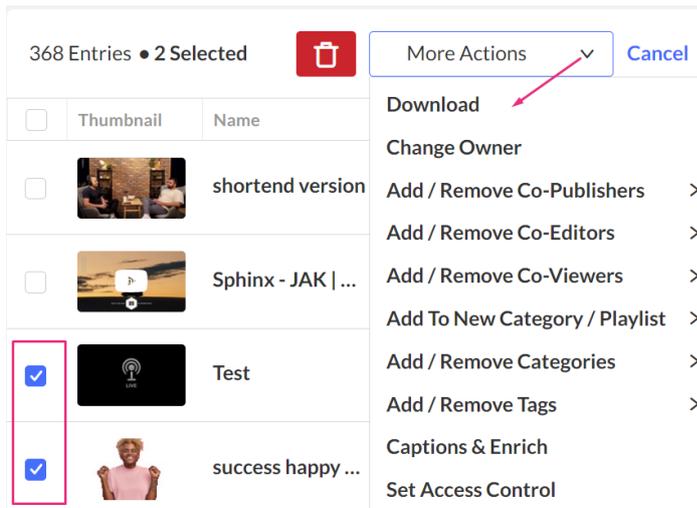
## Menu options

- [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.

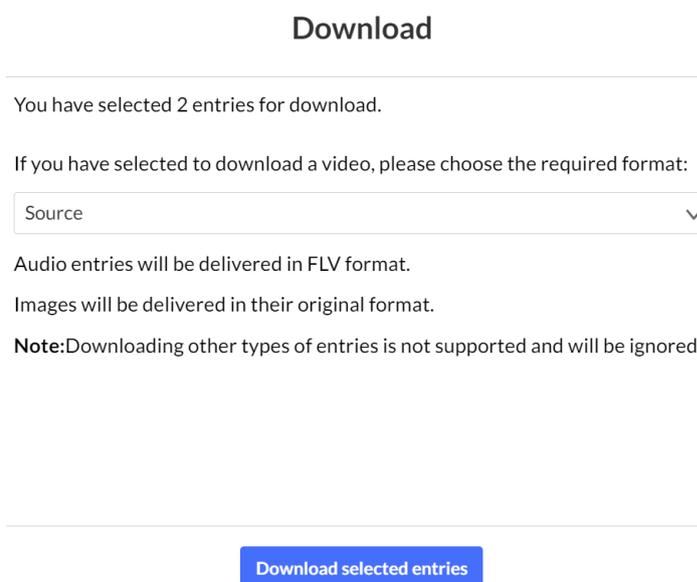
## Download

1. Click the checkbox(es) next to the entry(ies) you want to download.

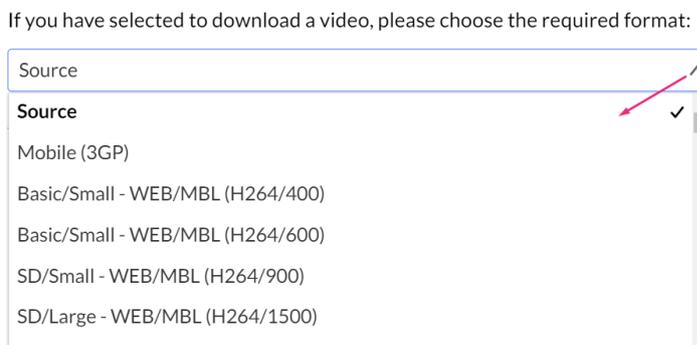
2. From the **More Actions** menu, select **Download**.



The **Download** screen displays.



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



4. Click **Download selected entries**.

A confirmation message displays: *Your download request is being processed. A download link will be sent to [your email] after processing has completed.*

### Download

Your download request is being processed. A download link will be sent to louise.smith@kaltura.com after processing has completed.

OK

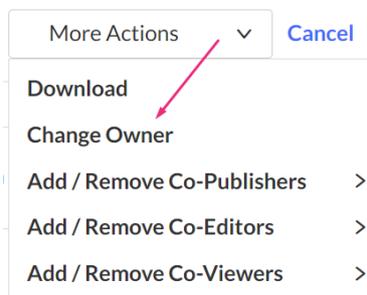
The download link will be sent out to your email address after processing has been completed.



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.

### Change Owner

Set a new owner for the selected entries.

Enter User Name or User Id

Apply to all selected entries

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 (from 3rd letter and on).



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 user accounts in Rich Media CMS](#).

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

## Add / Remove Co-Publishers

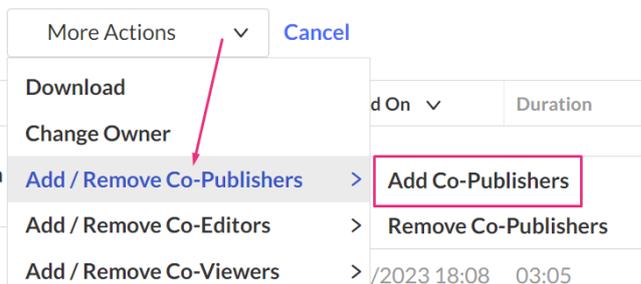
### Add Co-publishers

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 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-publishers**.



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

### Add Co-Publishers

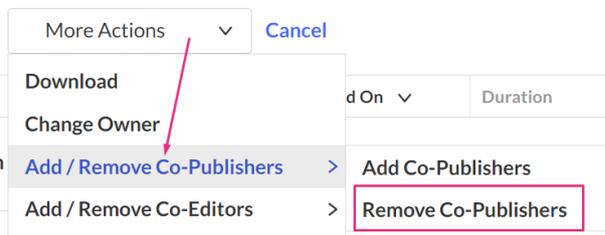
Enter Co-Publishers to be appended to all selected entries

Apply to all selected entries

3. Enter the co-publishers' names. You can add users that are available on the site and you can use the auto-complete function (from 3rd letter and on).
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.

## Remove Co-Publishers

Co-Publishers removed from this list will be removed from all selected entries

louise.smith@kaltura.com ✕ tal.Black.1@kaltura.com ✕

Apply to all selected entries

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.*

## Remove Co-Publishers

Co-Publishers removed from this list will be removed from all selected entries

No Co-Publishers to remove

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

## Add / Remove Co-Editors

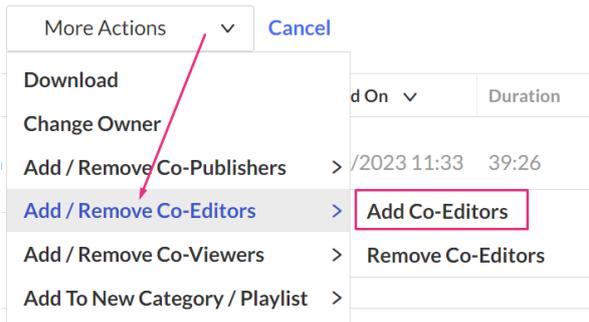
### Add Co-Editors

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

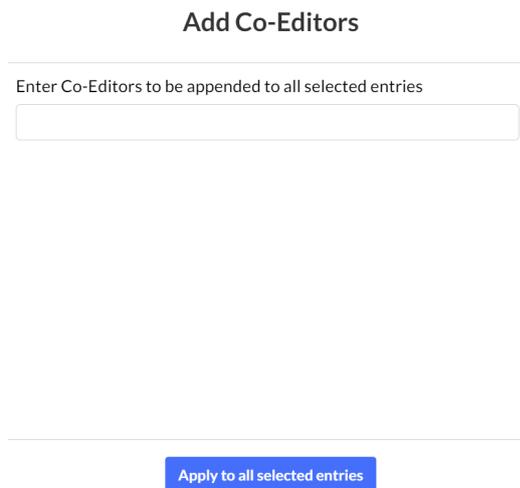


To learn more about roles and permissions, visit our article [Manage user accounts in Rich Media CMS](#).

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



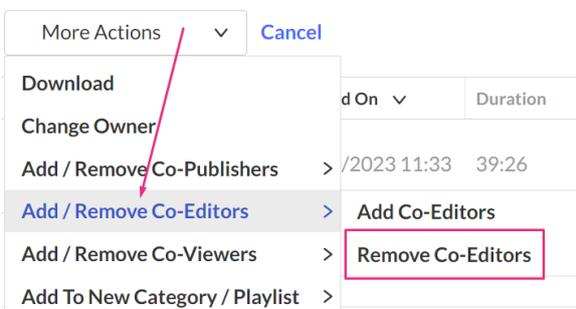
The **Add Co-Editors** screen displays.



3. Enter the Co-Editors' names. You can add users that are available on the site and you can use the auto-complete function (from 3rd letter and on).
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.

### Remove Co-Editors

Co-Editors removed from this list will be removed from all selected entries

Apply to all selected entries

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.*

### Remove Co-Editors

Co-Editors removed from this list will be removed from all selected entries

No Co-Editors to remove

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

## Add / Remove Co-Viewers

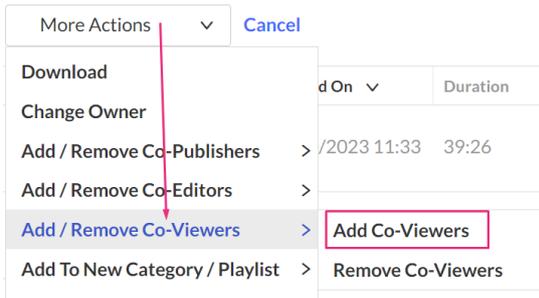
### Add Co-Viewers

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

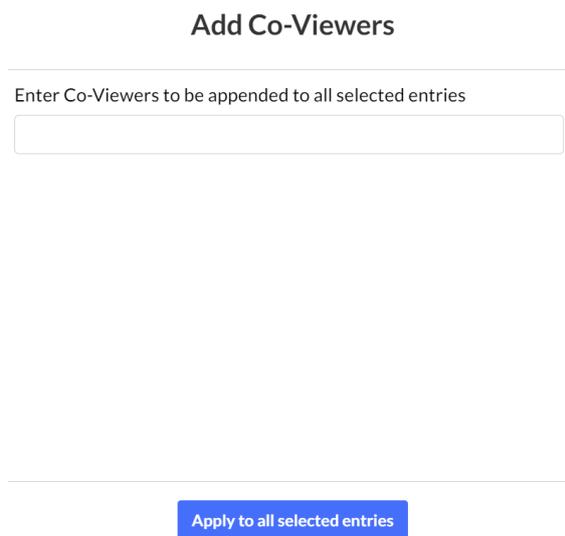


To learn more about roles and permissions, visit our article [Manage user accounts in Rich Media CMS.](#)

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.**



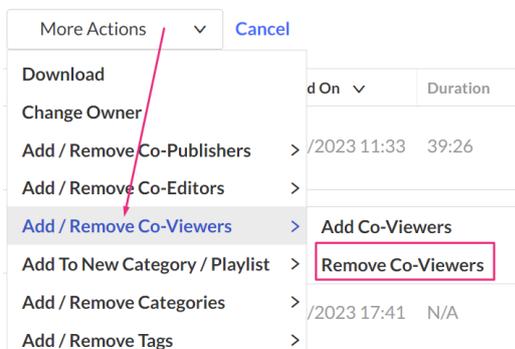
The **Add Co-Viewers** screen displays.



3. Enter the co-viewers' names. You can add users that are available on the site and you can use the auto-complete function (from 3rd letter and on).
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.

## Remove Co-Viewers

Co-Viewers removed from this list will be removed from all selected entries

tal. Black.1 @kaltura.com ✕

Apply to all selected entries

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

If there are no co-viewers for these entries, the screen displays: *No Co-Viewers to remove*.

## Remove Co-Viewers

Co-Viewers removed from this list will be removed from all selected entries

No Co-Viewers to remove

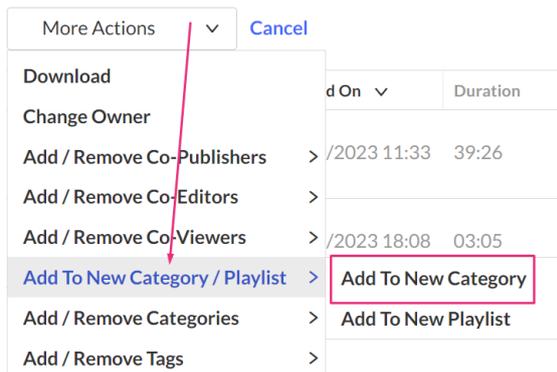
## Add to New Category / Playlist

### Add to New Category



To learn more about categories and playlists, visit our articles [Managing categories](#) and [Creating and configuring playlists](#).

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.

### New Category

Name \*

Select the parent category under which the new category will appear.

No Parent

Search Categories

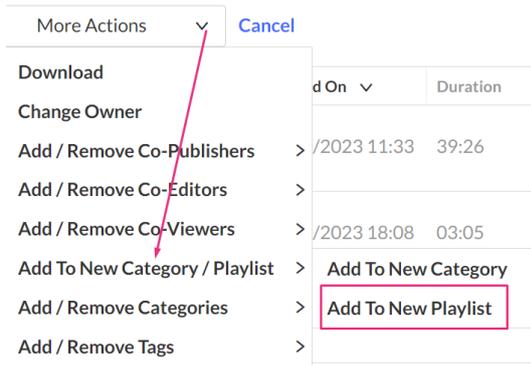
- ep\_private\_1214832
- kme\_media\_root 1
- MediaSpace 7
- Samples 3
- Stage background images
- The Sports School 5

Selected: The Sports School

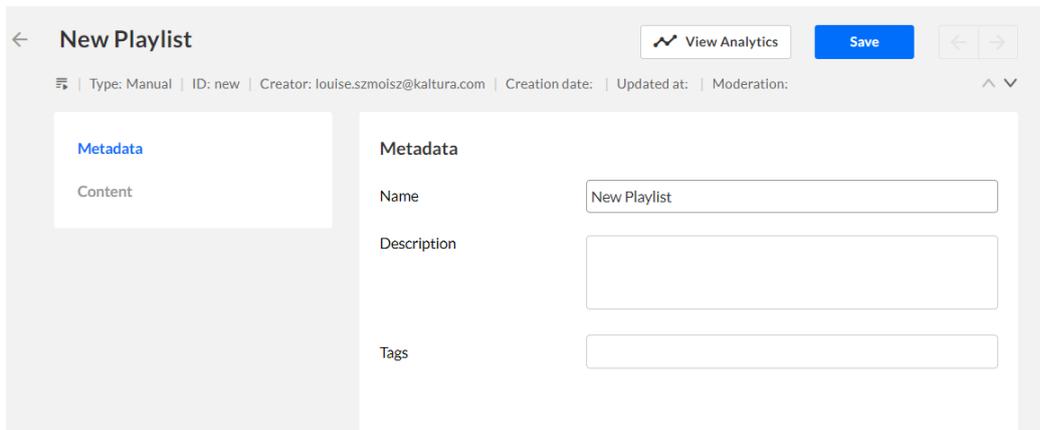
3. Type the name of the new category.
4. Select the parent category or No Parent.
5. Click **Apply**.

### Add to New Playlist

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



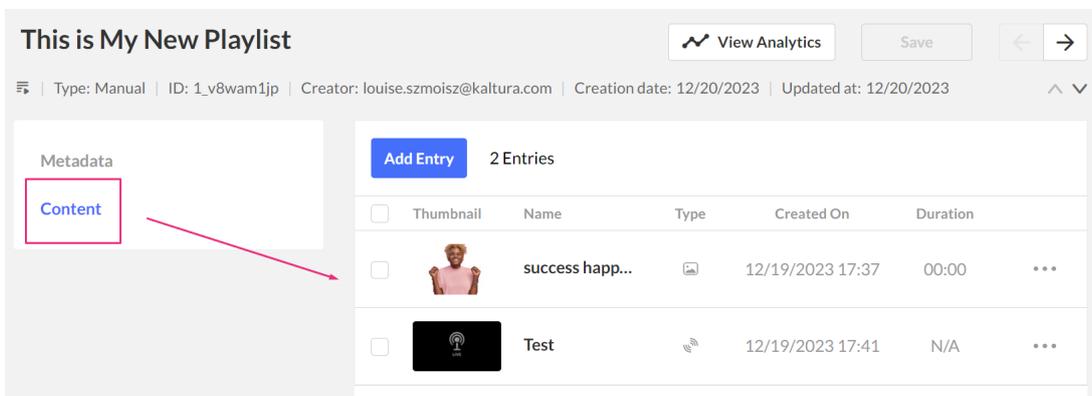
The **New Playlist** screen displays.



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 **Content**.



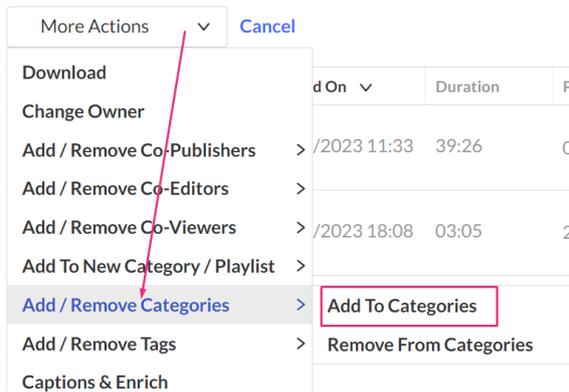
## Add to / Remove from Categories

## Add to Categories



To learn more about categories, visit our articles [Managing categories](#).

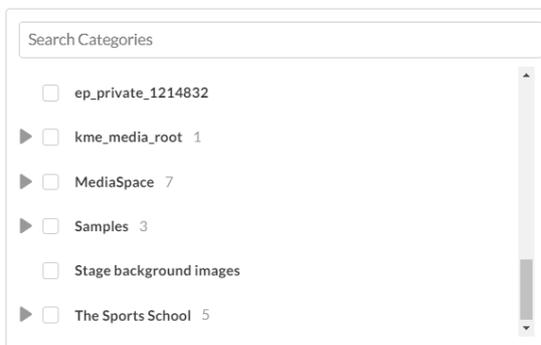
1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Add to Categories**.



The **Select Categories** screen displays.

### Select Categories

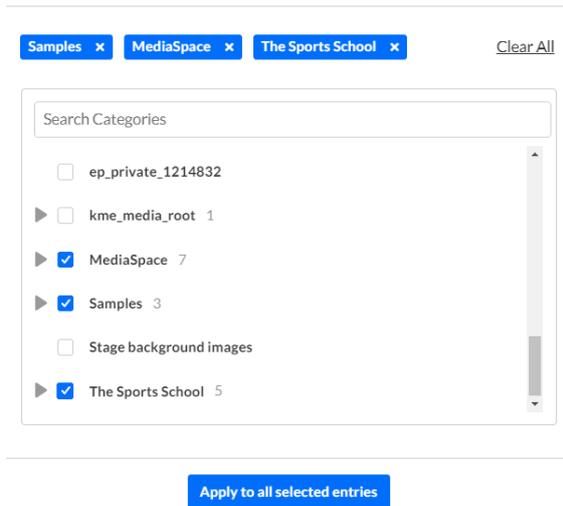
Select one or several categories.



**Apply to all selected entries**

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.

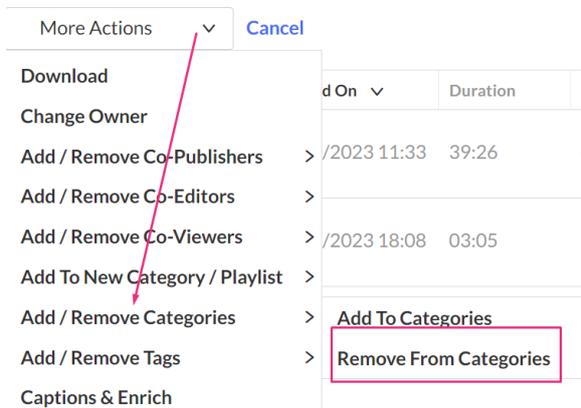
### Select Categories



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.

## Remove From Categories

Remove selected entries from these categories.

The Sports School

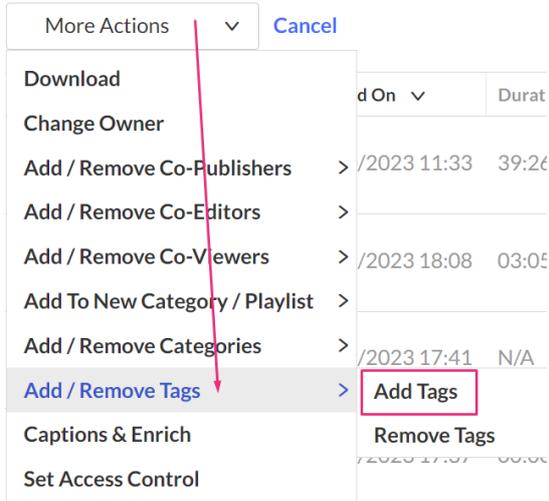
Apply to all selected entries

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

## Add / Remove Tags

### 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**.



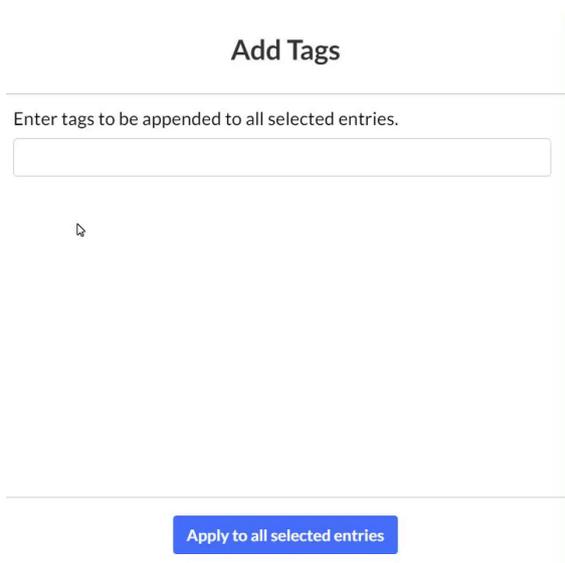
The **Add Tags** screen displays.

### Add Tags

Enter tags to be appended to all selected entries.

Apply to all selected entries

3. Type the tag words into the field, hitting 'Enter' on your keyboard after each addition.

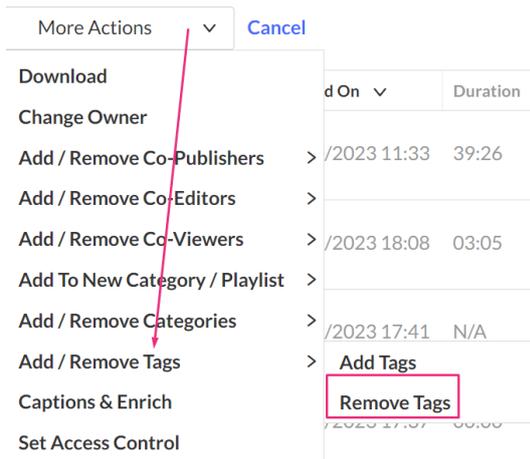


The screenshot shows the 'Add Tags' interface. At the top, the title 'Add Tags' is centered. Below it, a horizontal line separates the title from the input area. The input area contains the text 'Enter tags to be appended to all selected entries.' followed by a text input field. A mouse cursor is visible below the input field. At the bottom of the input area, another horizontal line separates it from a blue button labeled 'Apply to all selected entries'.

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

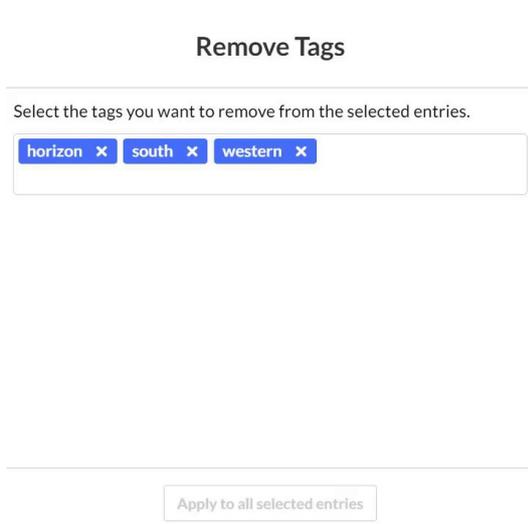
### Remove Tags

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



The **Remove Tags** screen displays.

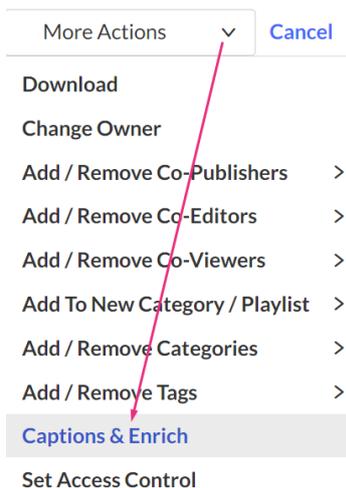
3. Click the 'x' on the tags you want to remove.



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**.



3. Some entries do not support captions ordering. If you have selected one of these types of entries, a message displays: *Please note that a few entries do not support captions ordering and will be ignored. Continue?*

#### Attention

Please note that a few entries do not support captions ordering and will be ignored. Continue?



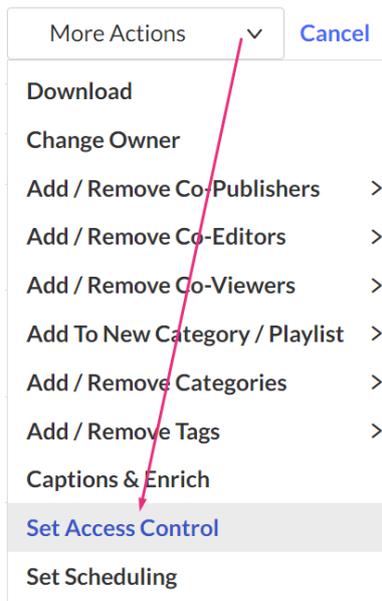
4. Click **Continue** (or Cancel).  
The **Order Captions & Enrichment Services** screen displays.
5. To learn how to order captions and enrichment services, visit our article [Order captions in Rich Media CMS](#).

## Set Access Control

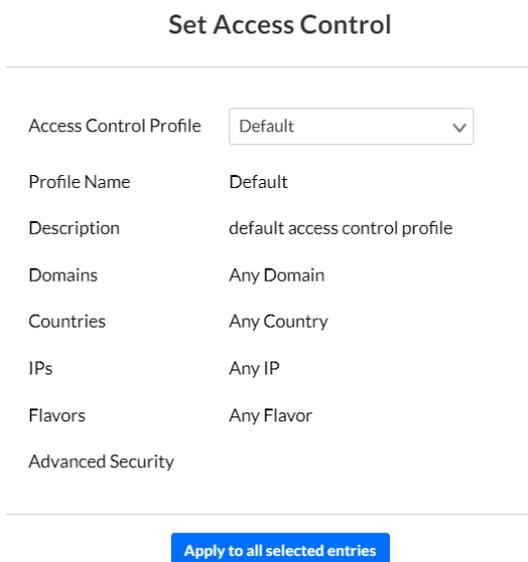
1. Click the checkbox(es) next to the desired entry(ies).
2. From the **More Actions** menu, select **Set Access Control**.



To learn more about access control, visit our articles [Access Control](#) and [Managing Access Control Profiles](#).



The **Set Access Control** screen displays.

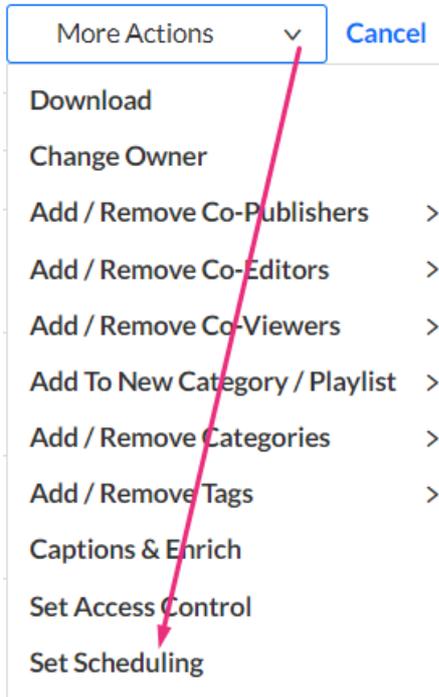


3. Select the **Access Control Profile**.
4. Click **Apply to all selected entries**.

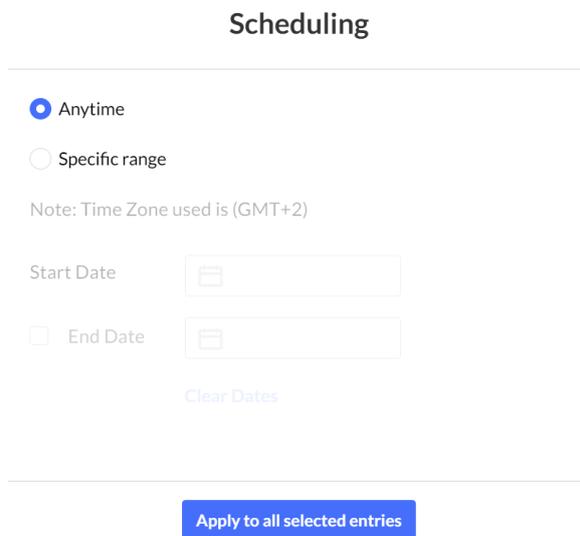
## Set Scheduling

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**.



The **Scheduling** screen displays.



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

## Scheduling

---

Anytime

Specific range

Note: Time Zone used is (GMT+2)

Start Date

End Date

[Clear Dates](#)

---

**Apply to all selected entries**

---

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

---