

Delete a category

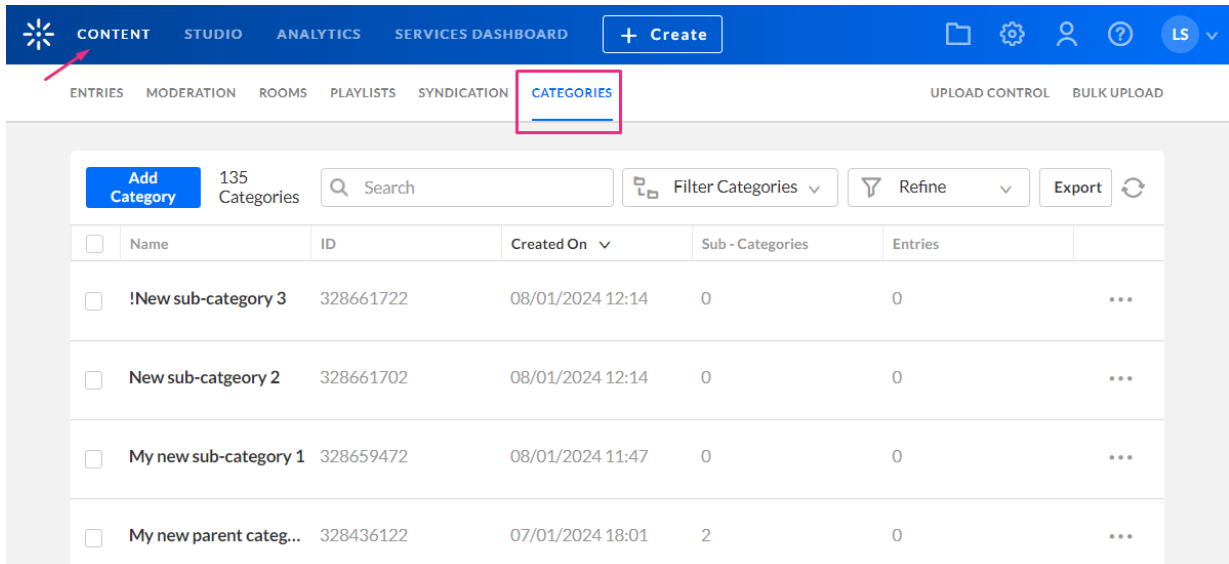
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 This article is designated for administrators.

You can easily delete categories in the KMC, and the deletion is reflected across other applications. Deleted categories automatically move their entries to the parent category.

Delete a category / sub-category

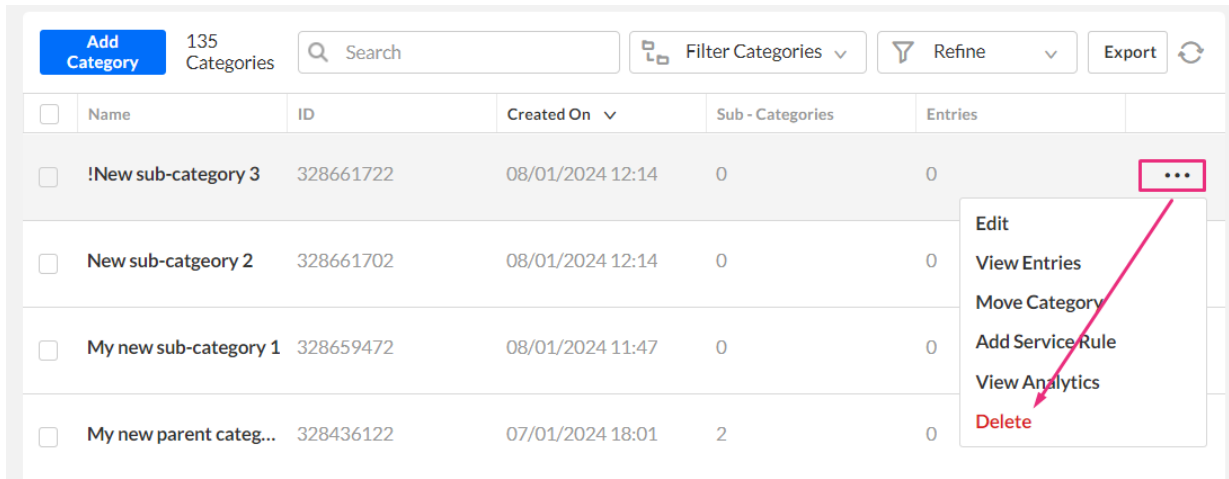
1. Log into your KMC.
2. Under the **Content** tab, select the **Categories** tab.



The screenshot shows the Kaltura KMC interface. The top navigation bar includes 'CONTENT', 'STUDIO', 'ANALYTICS', and 'SERVICES DASHBOARD'. The 'CONTENT' tab is active, and the 'CATEGORIES' sub-tab is highlighted with a red box. Below the navigation bar, there are buttons for 'Add Category', 'Filter Categories', 'Refine', and 'Export'. The main content area displays a table of categories with the following data:

<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	!New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	0	...

3. Click the **3 dots menu** to the right of the category you want to delete, and click **Delete**.



The screenshot shows the Kaltura KMC interface with the 'CATEGORIES' sub-tab selected. The table from the previous screenshot is visible. A red box highlights the '3 dots menu' (three vertical dots) to the right of the first row, which is '!New sub-category 3'. A red arrow points to the 'Delete' option in the dropdown menu that appears when the '3 dots menu' is clicked.

<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	!New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	0	...

- Edit
- View Entries
- Move Category
- Add Service Rule
- View Analytics
- Delete

A warning message displays: *Are you sure you want to delete this category?*

Delete Category

Are you sure you want to delete this category?

Yes

No

4. Click **Yes** to delete.

Delete multiple categories / sub-categories

1. Under the **Content** tab of your KMC, select the **Categories** tab.
2. Check the boxes to the left of the categories you want to delete. This prompts a Trash can icon to appear at the top of the page.

<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input checked="" type="checkbox"/>	!New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input checked="" type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	0	...

3. Click the **Trash can icon**.

A warning message displays: *Are you sure you want to delete these categories?*

Delete Categories

Are you sure you want to delete these categories?

Yes

No

4. Click **Yes** to delete.
