

Bulk actions on categories in Rich Media CMS

Last Modified on 05/06/2026 8:40 pm IDT

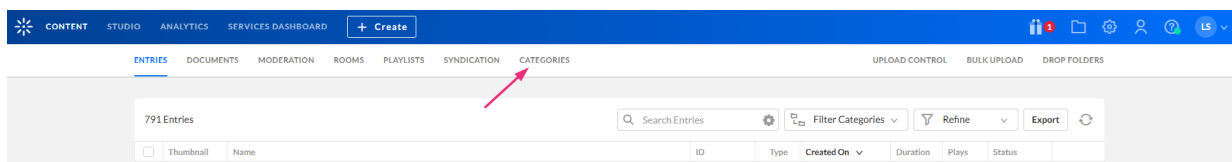
 This article is designated for administrators.

About

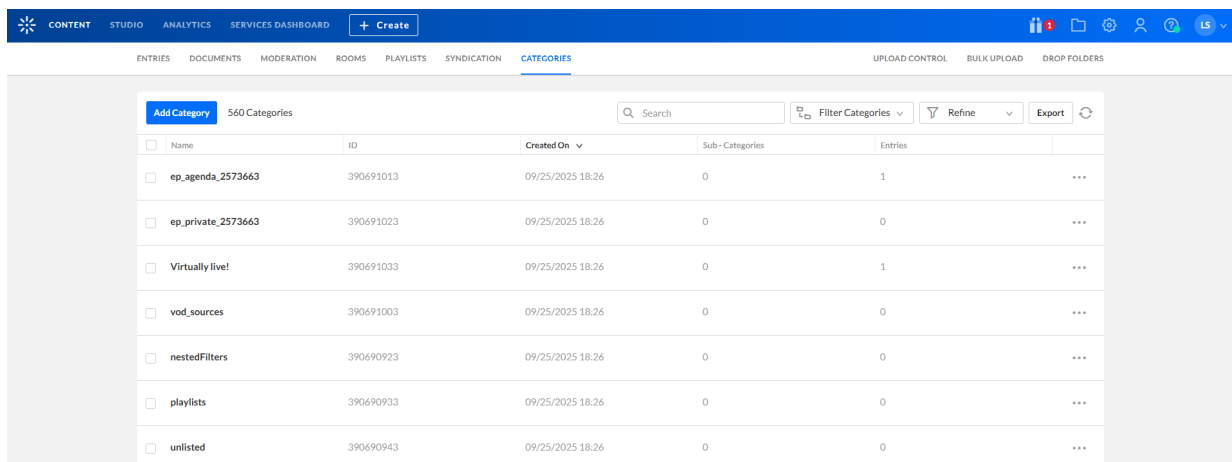
You can apply single or bulk actions to categories and sub-categories from the Categories page. The Bulk Actions menu appears after you select one or more checkboxes next to categories.

Access the categories page

1. Log into your Rich Media Content Management System.
2. Under the **Content** menu, click the **Categories** tab.

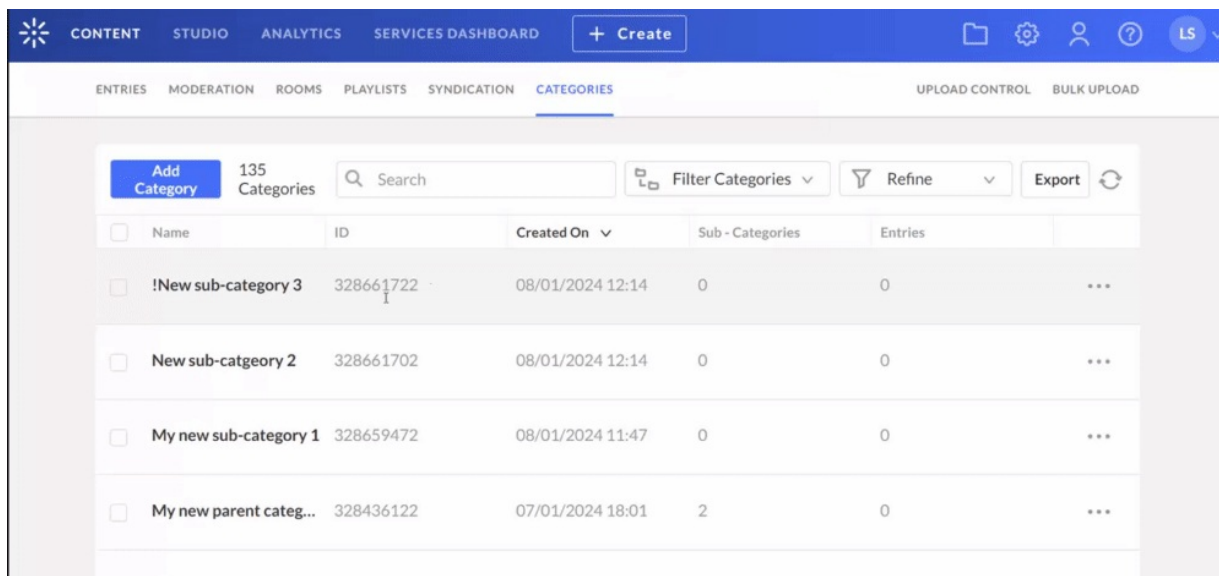


The Categories page displays.



Perform a bulk action

1. On the Categories page, select one or more checkboxes next to the categories you want to update.
2. Click the arrow to open the **Bulk Actions** drop-down menu.



3. Choose the option you want to apply to your selected category / sub-category(ies):
 - **Change Category Owner** - Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information
 - **Change Category Contribution Policy Settings** - The contribution policy is a category entitlement setting option that defines which users can add content to a category through applications. Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information.
 - **Change Category Listing** - The category listing is a category entitlement setting option that defines who can see the category's name and metadata in the application's category menus, navigations, and listing or anywhere a category list is present. Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information.
 - **Change Content Privacy** - Content privacy is a category entitlement setting option that defines the visibility of content associated with a category. Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information.
 - **Move Categories** - See our article [Categories - Move a category](#) for more information.
 - **Add / Remove Tags** - If you add or remove tags in the Rich Media CMS, this action will propagate to other applications. To learn more about tagging, see our article [Tags](#).
4. Click **Save Changes**.