

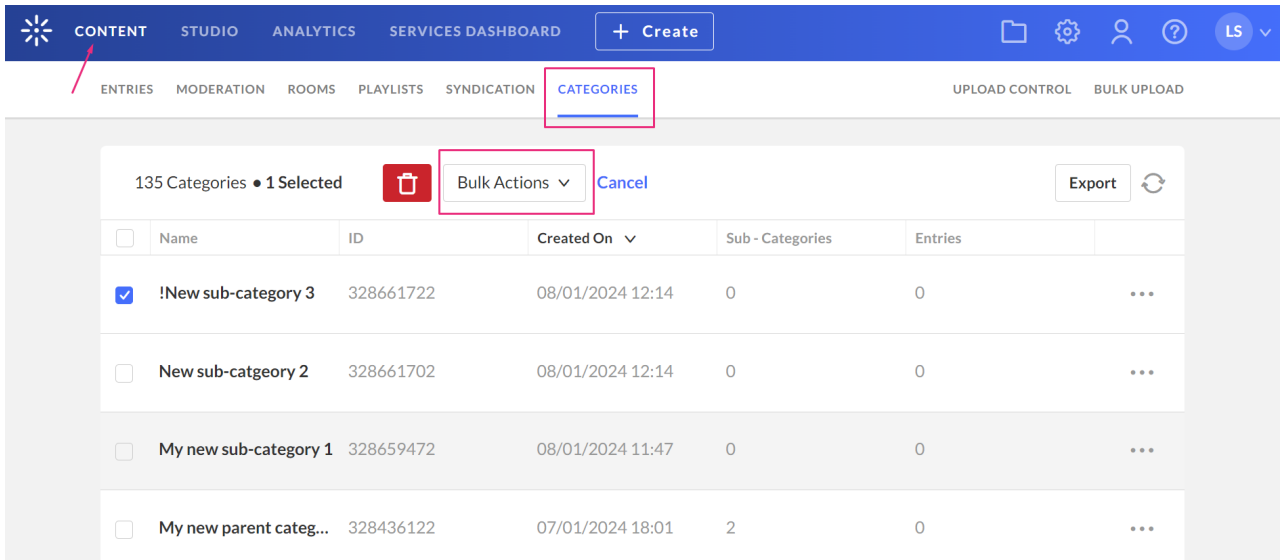
Categories Bulk Actions

Last Modified on 01/26/2025 11:22 pm IST

 This article is designated for administrators.

About

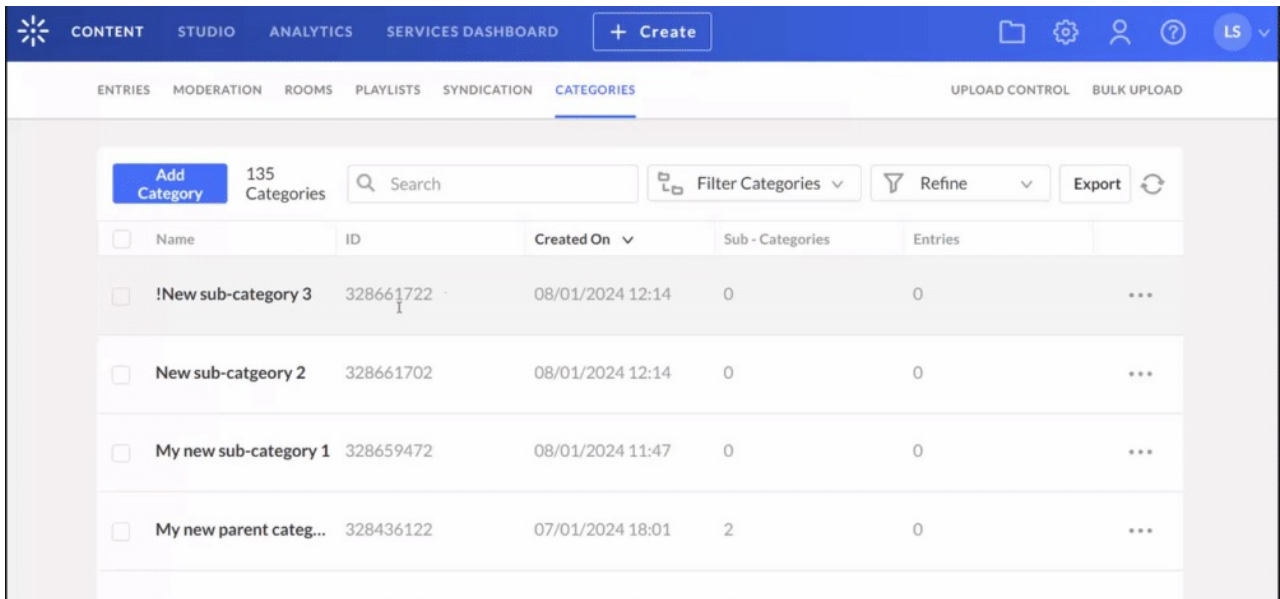
Carryout single or bulk actions on your categories via the [Categories](#) page's **Bulk Actions menu**. To activate it, simply select one or more checkboxes next to a category / sub-category, and the menu appears at the top of the table. It's worth noting that the Bulk Actions menu stays hidden until you click a checkbox.



The screenshot shows the Kaltura interface with the 'CONTENT' menu selected. The 'CATEGORIES' sub-menu is highlighted. Below the navigation bar, a table displays category information. The first row is selected, and a 'Bulk Actions' dropdown menu is visible above it. The table has the following columns: Name, ID, Created On, Sub - Categories, and Entries.

<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 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	...

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



The screenshot shows the Kaltura interface with the 'Bulk Actions' menu open. The menu options are: Add Category, Filter Categories, Refine, and Export. The table below shows the same category information as the previous screenshot.

<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	...

Perform a bulk action

1. Click the arrow to open the **Bulk Actions** drop-down menu.
 2. 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 KMC, this action will propagate to other applications. To learn more about tagging, see our article [Tags](#).
 3. Click **Save Changes**.
-