

Introduction to Kaltura's Automation Manager

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 This article is designated for administrators.

About

The **Automation Manager** helps you automatically manage and process your media based on rules you define. You can use it to organize media, apply updates at scale, trigger agents for complex workflows, and monitor activity over time.

Automation Manager runs on a schedule, scans your media against defined criteria, and applies actions based on your rule settings.

This article provides a quick guide to the Automation Manager workflow. For step-by-step instructions, see the detailed articles linked in each section.

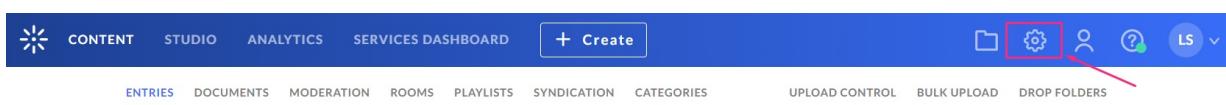
How Automation Manager works at a glance

Here is what you do:

1. Create a rule.
2. Define criteria to select media.
3. Configure actions to apply.
4. Review selected media (if required).
5. Track activity using notifications and reports.

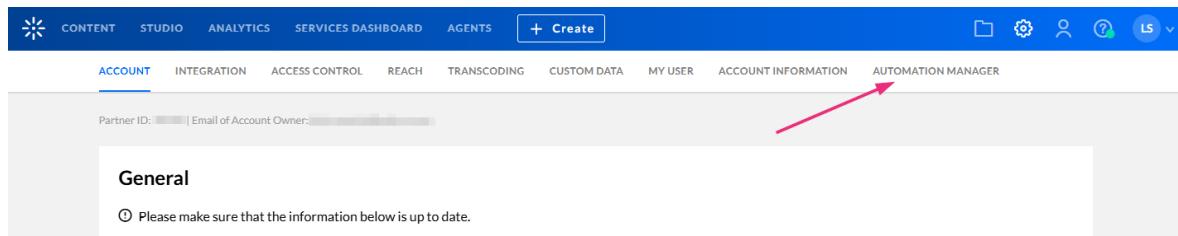
Access the Automation Manager

1. Log into your Kaltura Management Console.
2. In the top navigation menu, click the **settings** (gear) icon at the far right.



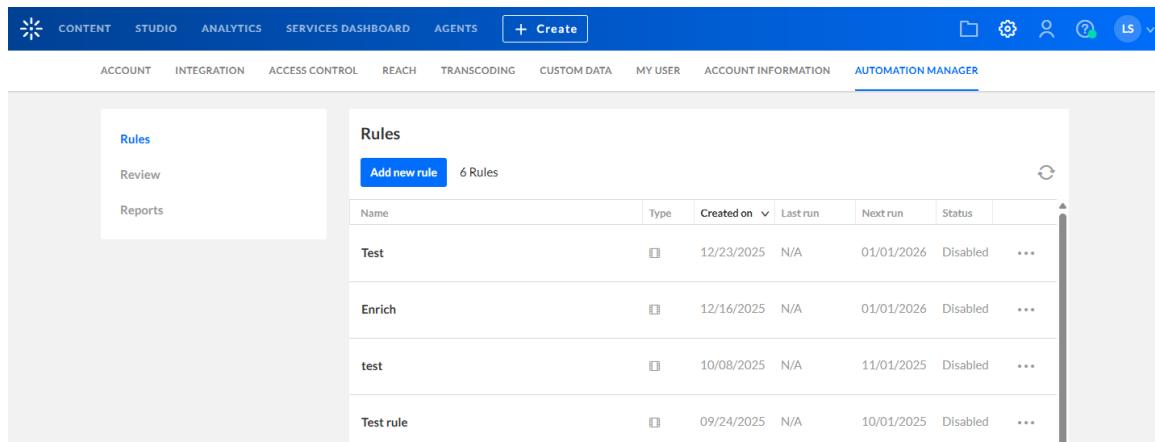
The Account settings page opens.

3. Click the **Automation Manager** tab at the far right.




If you don't see the automation manager tab in your KMC, you need to enable it on your account. In addition, only users with certain roles can access the automation manager.

The **Rules** page displays. Here you can view any rules that have already been set up on your account.



Name	Type	Created on	Last run	Next run	Status
Test		12/23/2025	N/A	01/01/2026	Disabled
Enrich		12/16/2025	N/A	01/01/2026	Disabled
test		10/08/2025	N/A	11/01/2025	Disabled
Test rule		09/24/2025	N/A	10/01/2025	Disabled

Create and manage rules

Rules control when Automation Manager runs and how your media is handled. From the **Rules** page, you can create new rules or manage existing ones.

When creating or editing a rule, you configure:

- **General settings** – Rule name, owner, schedule, and review options
- **Criteria** – Which media the rule applies to
- **Actions** – What happens to selected media
- **Notifications** – When email notifications are sent

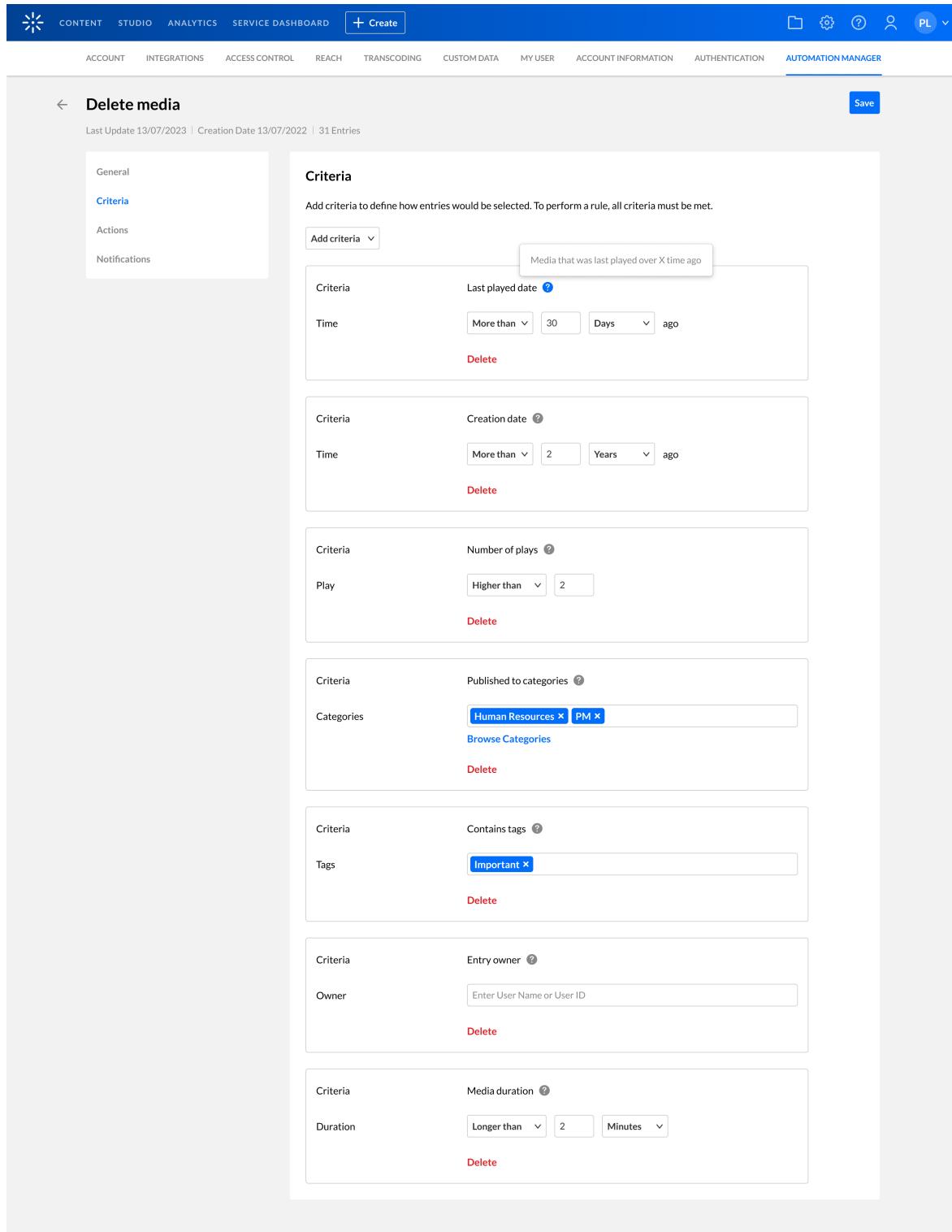
For the full guide, see [Create and manage rules in Automation Manager](#).

Define criteria

In the **Criteria tab**, you select the conditions media must meet to be included in the

rule. You can add multiple criteria. All criteria must be met.

For the full guide, see [Define rule criteria for Automation Manager](#).



Criteria

Add criteria to define how entries would be selected. To perform a rule, all criteria must be met.

Add criteria

Criteria

Last played date

Time

More than 30 Days ago

Criteria

Creation date

Time

More than 2 Years ago

Criteria

Number of plays

Play

Higher than 2

Criteria

Published to categories

Categories

Human Resources, PM

Browse Categories

Criteria

Contains tags

Tags

Important

Criteria

Entry owner

Owner

Enter User Name or User ID

Criteria

Media duration

Duration

Longer than 2 Minutes

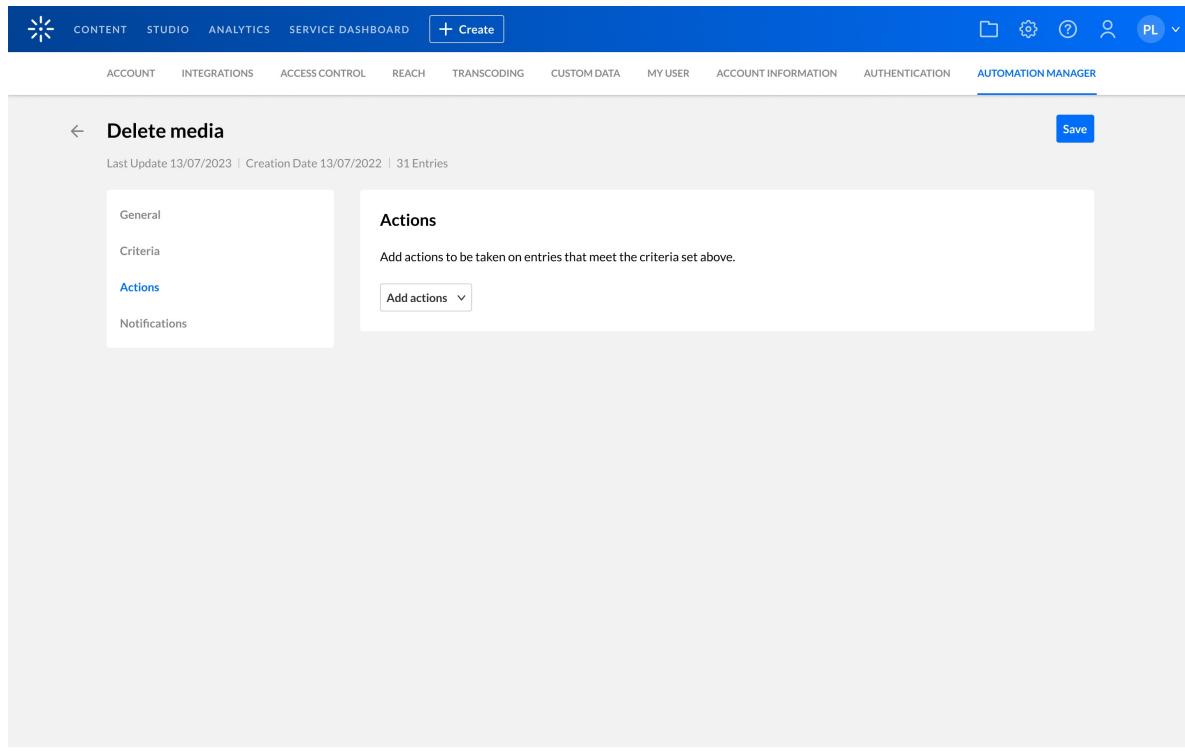
Configure actions

In the **Actions tab**, you define what happens to the selected media. Actions can



include standard Automation Manager operations or triggering a preconfigured agent to run on the selected media.

For the full guide, see [Configure rule actions for Automation Manager](#).



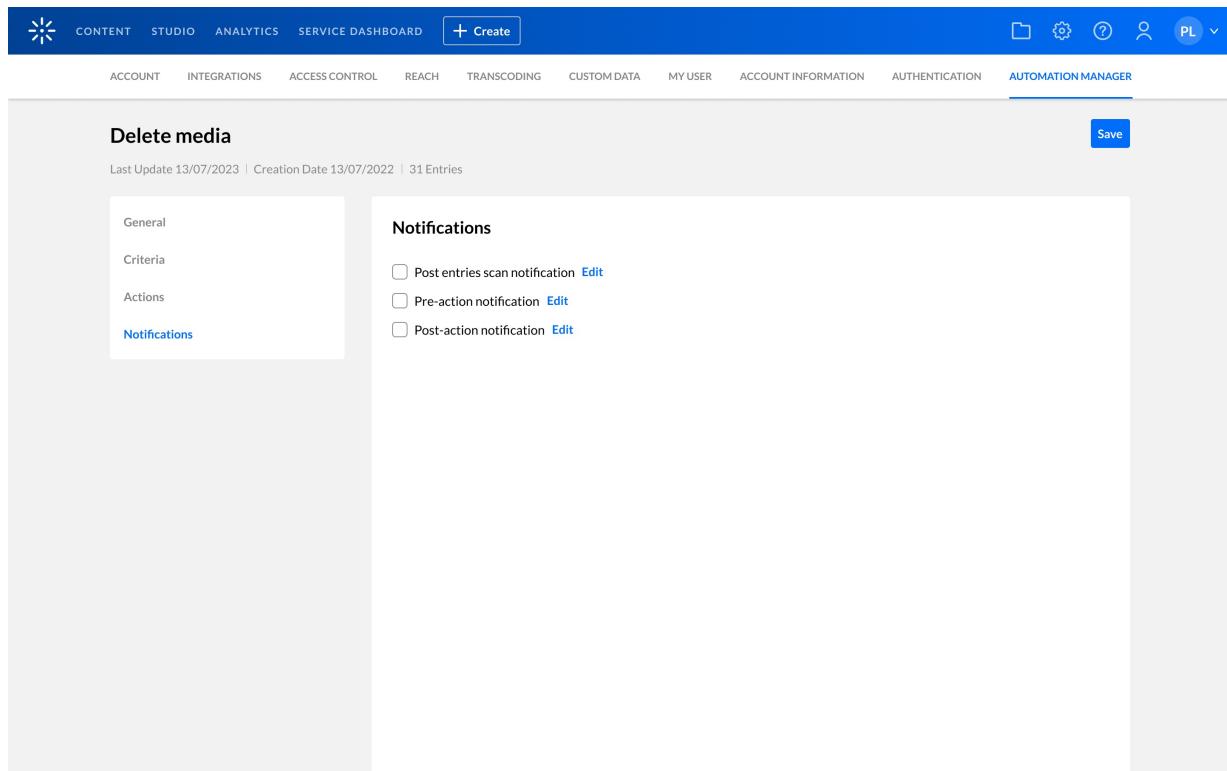
The screenshot shows the Kaltura interface with a blue header bar. The 'AUTOMATION MANAGER' tab is selected. The main content area is titled 'Delete media' with a back arrow. It shows a summary: 'Last Update 13/07/2023 | Creation Date 13/07/2022 | 31 Entries'. On the left, there are tabs: General, Criteria, **Actions** (which is selected), and Notifications. The 'Actions' section contains the text 'Add actions to be taken on entries that meet the criteria set above.' and a 'Add actions' button. A 'Save' button is located in the top right corner of the main content area.

Set notifications

In the **Notifications tab**, you can configure email notifications for:

- After media is scanned
- Before actions run
- After actions are completed

For the full guide, see [Automation Manager reports and notifications](#).



Manage rules

The Rules page is the main workspace in Automation Manager. It lists all rules on your account and lets you monitor their status and manage their settings.

Each rule appears as a row in a table with the following information:

- **Name** - name of rule
- **Description** - description of rule
- **Created on** - the date that the rule was created on
- **Last run** - the last time MR ran this rule
- **Next run** - the next scheduled date that MR will run this rule
- **Status** (enabled / disabled)

The columns are sortable by *Name*, *Creation on*, *Last run*, *Next run* and *Status*.

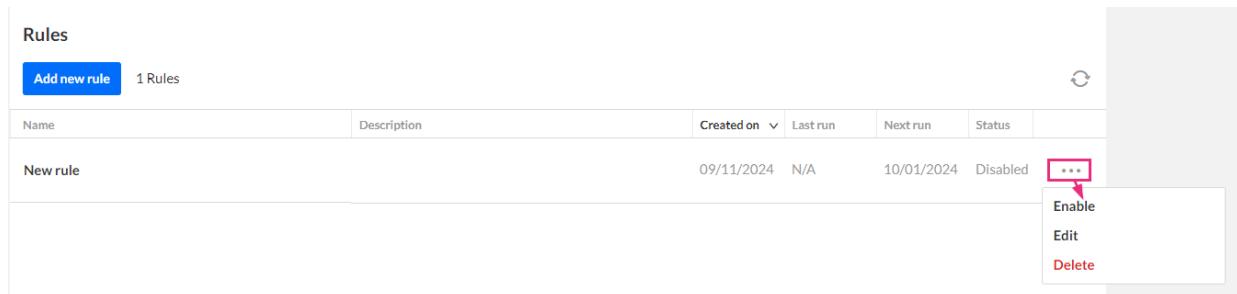
Each rule has a **three-dot menu** at the end of the row with the following options:

- **Enable / Disable** - Click to enable / disable the rule state.



If you try to enable a rule that has no criteria, an error message displays: *No criteria found for this rule. To enable, please define at least one criteria.*

- **Edit** - This directs you to the edit page of the rule profile.
- **Delete** - Click to delete an existing rule.



The screenshot shows a table of rules. A context menu is open for the first row, which has a red box around the three-dot menu icon. The menu options are: Enable (with a red arrow pointing to it), Edit, and Delete.

Name	Description	Created on	Last run	Next run	Status
New rule		09/11/2024	N/A	10/01/2024	Disabled

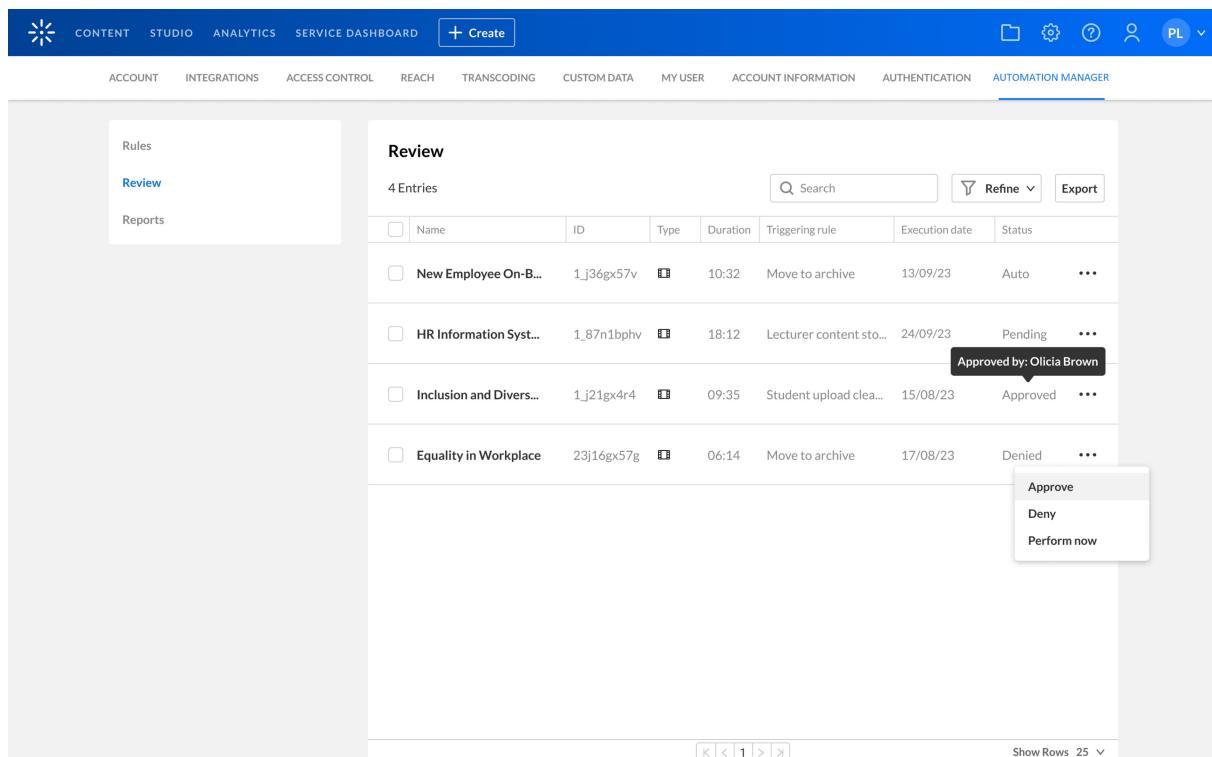
Review selected media

When a rule runs, selected media appears in the Review tab if approval is required.

From here, you can:

- Approve or reject actions
- Run actions immediately
- Search and filter selected media

For the full guide, see [Review and manage media selected by Automation Manager](#).



The screenshot shows the 'Review' tab in the Automation Manager. It lists four entries. The third entry, 'HR Information Syst...', has a red box around the 'Pending' status. A context menu is open for this entry, with a red box around the 'Approved by: Olivia Brown' button. The menu options are: Approve (with a red arrow pointing to it), Deny, and Perform now.

Name	ID	Type	Duration	Triggering rule	Execution date	Status
New Employee On-B...	1_j36gx57v	Video	10:32	Move to archive	13/09/23	Auto
HR Information Syst...	1_87n1bphv	Video	18:12	Lecturer content sto...	24/09/23	Pending
Inclusion and Divers...	1_j21gx4r4	Video	09:35	Student upload clea...	15/08/23	Approved
Equality in Workplace	23j16gx57g	Video	06:14	Move to archive	17/08/23	Denied

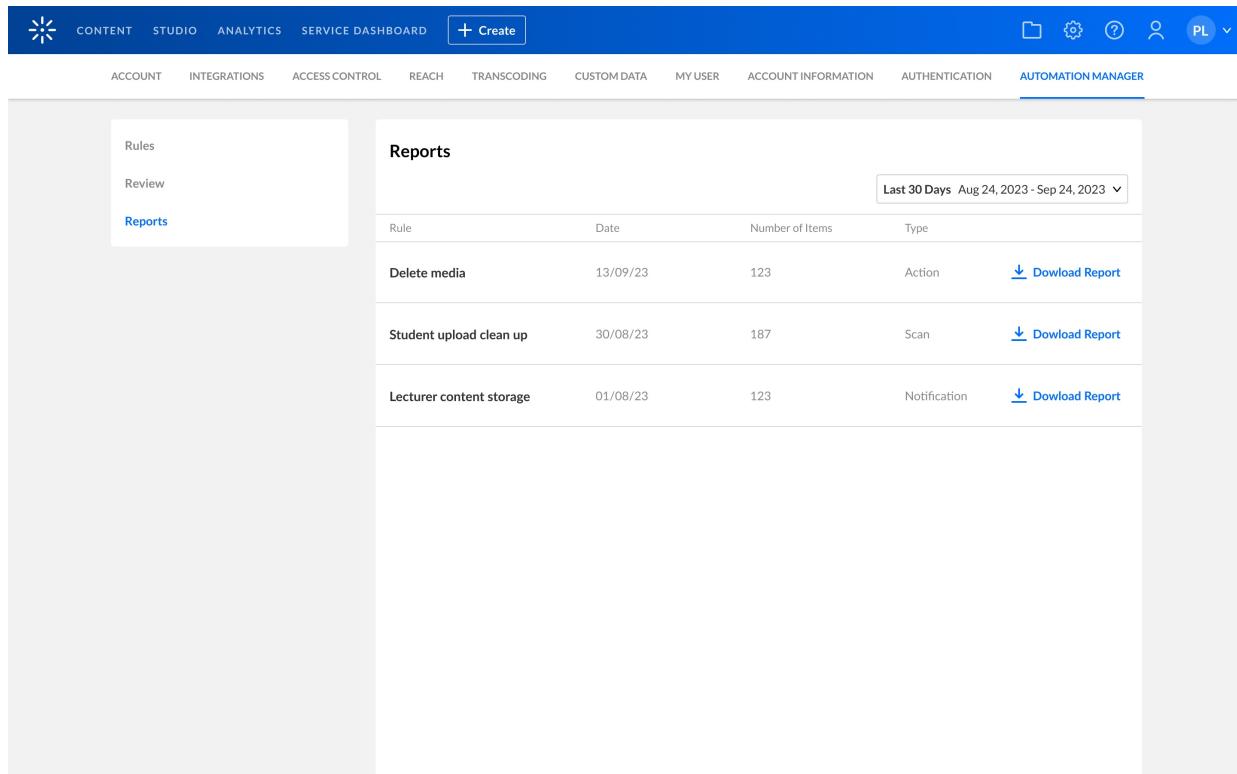
Monitor activity with reports

Automation Manager generates reports each time it scans media or performs actions.

Reports help you:

- Track rule activity
- Review outcomes
- Export data for auditing or reporting

For the full guide, see [Automation Manager reports and notifications](#).



The screenshot shows the Kaltura Automation Manager interface. The top navigation bar includes links for CONTENT, STUDIO, ANALYTICS, and SERVICE DASHBOARD, along with a '+ Create' button and user profile icons. The 'AUTOMATION MANAGER' tab is currently selected. On the left, a sidebar menu lists 'Rules', 'Review', and 'Reports', with 'Reports' being the active item. The main content area is titled 'Reports' and displays a table of recent rule activity. The table has columns for 'Rule', 'Date', 'Number of Items', and 'Type'. Three rows are visible: 'Delete media' (13/09/23, 123 items, Action, Download Report), 'Student upload clean up' (30/08/23, 187 items, Scan, Download Report), and 'Lecturer content storage' (01/08/23, 123 items, Notification, Download Report). A date range selector at the top of the table shows 'Last 30 Days Aug 24, 2023 - Sep 24, 2023'.

Rule	Date	Number of Items	Type	Action
Delete media	13/09/23	123	Action	Download Report
Student upload clean up	30/08/23	187	Scan	Download Report
Lecturer content storage	01/08/23	123	Notification	Download Report