

Set up a KAF root category in KMC

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A This article is designated for administrators.

About

This guide describes how to create a root category in the KMC, if not already created for you by your Kaltura representative.

Set up category

- 1. Log into the KMC.
- 2. On the **Content** page, click the **Categories** tab.

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ENTRIES DOCUME	NTS MODERATION ROOMS PLAYLISTS SYNDICATION CATEGORIES				UPLOAD CONTR	OL BULK	UPLOAD DR	OP FOLDERS		
677 Entries	٩	Search Entries	0	만 Filter Catego	ries v 🛛 🏹	Refine	~ Expo	t O		
Thumbnail	Name	ID	Туре	Created On 🗸	Duration	Plays	Status			
• 🔆	All_Logos_Kaltura_Sun_Color.jpg	1_k3nqnh2b	in .	09/02/2024 10:15	00:00	0	Ready			
	Kaltura_Sun_white_round_small.png	1_9ekduw7g	.	09/02/2024 10:12	00:00	0	Ready			
📄 🔆 kaltura	$Kaltura_Logo_Horizontal_ColorSun_WhiteText_small.png$	1_fzx5sjjm	in	09/02/2024 10:10	00:00	0	Ready			
	Create an event with Kaltura Events	1_1r9gcn2w	0	08/30/2024 17:51	01:33	0	Ready			
	Rec - Aug 22, 2024 3_05 PM - Kaltura Interactive Room NG Training Webinar (HD_1080 - WEI	B 1_0p4vysc4	٥	08/24/2024 14:32	1:01:15	7	Ready			

The Categories page displays.

CONTENT STUDIO ANALYTICS SERVICES DASHBOAR	D + Create				D @ % @	LS
ENTRIES DOCUMENTS MODERATION	ROOMS PLAYLISTS SYNDICATION			UPLOAD CONTROL BULK UP	LOAD DROP FOLDERS	
Add Category 354 Categories		Q Searc	ch	☐ Filter Categories ∨	V Export	
Name	ID	Created On 🗸	Sub - Categories	Entries		
Algebra	351026572	08/13/2024 18:17	0	0		
p_private_1489842	350917152	08/12/2024 22:54	0	0		
Test DIY 1	350917162	08/12/2024 22:54	0	1		
ep_agenda_1489842	350917172	08/12/2024 22:54	0	1		

3. Click Add Category.



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	ENTRI	ES DOCUMENTS	MODERATION	ROOMS	PLAYLISTS	SYNDICATION	CATEGORIES	
Add Category 354 Categories								
		Name		ID			Created On 🗸	
		Algebra		35102	6572		08/13/2024 18:17	

The **New Category** window displays.

ame *		
ect the parent categor	y under which the new category will appear.	
No Parent		
Search Categories		
▶ ○ 1198422EP2c399	b2 4	
▶ ○ 1198652EPa8eca	ed 4	
1198662EPc858c	c2 4	
1198752EP52256	55f 4	
1200652EP7b0a7	224 4	
1214832EPb05c3	18b 4	.
elected: No Parent		

4. Type a name for the new category and select **No parent** (this will create a root category).



New C	ategory
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No Pare	parent category under which the new category vent	
Search C	ategories	
▶ () 1:	198422EP2c399b2 4	
▶ () 1:	198652EPa8ecaed 4	
▶ () 1:	198662EPc858cc2 4	
▶ () 1:	198752EP522565f 4	
▶ () 1:	200652EP7b0a724 4	
▶ () 1:	214832EPb05c38b 4	

5. Click Apply.

The metadata page displays.

CONTENT :	STUDI	O ANALYTI	CS SERVIO	CES DASHBOARD	+ Create				
		ENTRIES D	OCUMENTS	MODERATION	ROOMS PLAYLISTS	SYNDIC	ATION CATEGORIES		UPLOAD CONTROL
	÷	Root KA	AF catego	ory for Test	LMS				View Analytics
		ID: 35570631	3 Sub-Categ	ories: 0 Entries:	Creation Date: 09/0	5/2024 L	ast Update: 09/05/2024		
		Metadata			Metadata				
					Name		Root KAF category for Test LMS		
					Description				
					Tags				
					Reference ID				
					Categories filte	ers			
					About us		Select a value	~	
5					CategoryAddit Detail	ionalInfo			
					Add				

- 6. (optional) Type a Description, Tags, and a Reference ID for the new category.
- 7. Click Save.



÷	Root KAF category for Test L	.MS		✓ View Analytics	Save	$\left\langle \leftarrow \right\rangle$
	ID: 355706313 Sub-Categories: 0 Entries: 0	Creation Date: 09/05/2024 1	.ast Update: 09/05/2024		t	
	Metadata	Metadata				Jump to 🗸
		Name	Root KAF category for Test LMS			
		Description	This is a test LMS			
			9 (2)			
		Tags	testing X LMS X			
		Reference ID				
		Categories filters				
		About us	Select a value			

8. Click the back arrow to return to the Categories page.

* CONTENT STUDIO ANALYTICS SERVICES DASHBOARD	+ Create	
ENTRIES DOCUMENTS MODERATION	ROOMS PLAYLISTS SYNDICA	ATION CATEGORIES
Root KAF category for Test ID: 355706313 Sub-Categories: 0 Entries		st Update: 09/05/2024
Metadata	Metadata	
	Name	Root KAF category for Test LMS
	Description	This is a test LMS

Your new category now shows in the list of categories.

IO ANALYTICS SERVICES DASHBOARD	+ Create				D
ENTRIES DOCUMENTS MODERATION I	COOMS PLAYLISTS SYNDICATION			UPLOAD CONTROL B	ULK UPLOAD DROP FOLD
Add Category 355 Categories			Q Search	2₀ Filter Categories ∨ 7 Refin	e v Export 🤇
Name	ID	Created On 🗸	Sub - Categories	Entries	
 Root KAF category for Test LMS	355706313	09/05/2024 15:04	0	0	
Algebra	351026572	08/13/2024 18:17	0	0	
Algebra	351026572	08/13/2024 18:17	0	0	