Create captioning & enrichment rules in KMC

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> 🔒 **This article is designated for administrators.**

About

This article explains how to create role-based rules for captioning and enrichment services for categories.

These rules automatically trigger service requests (such as captions, translations, audio descriptions, or chaptering) for entries that meet the defined criteria.
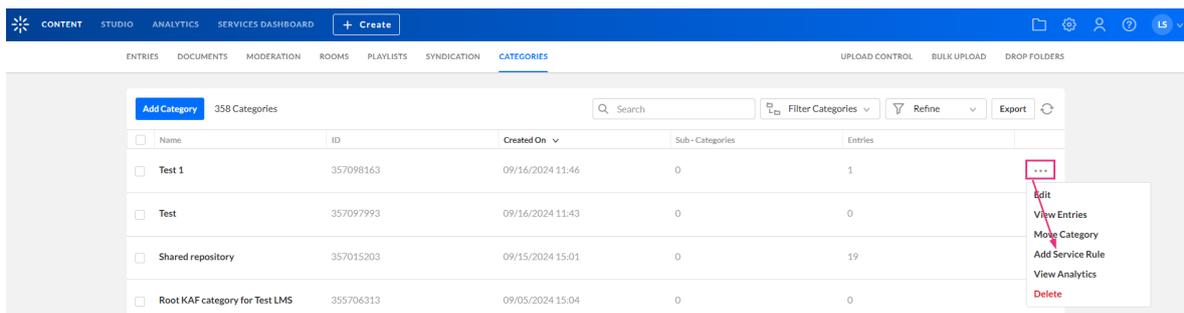
> ✅ To learn more about roles and permissions, visit our article User roles and permissions in Video Portal.

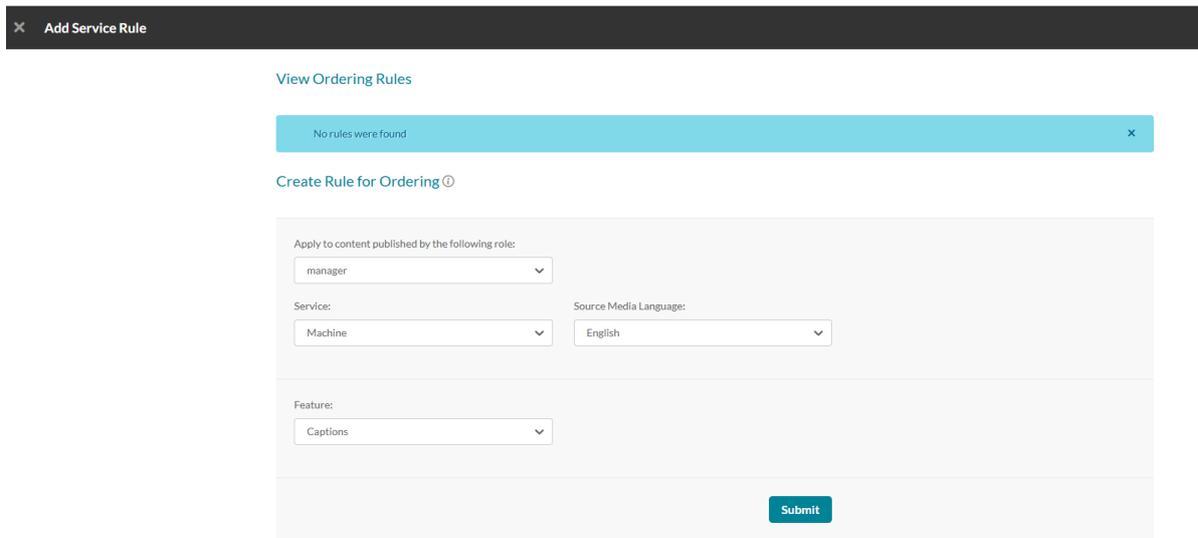## Access the service rule page

1. Log into your KMC.

   The **Entries** page displays by default.

2. Click the **Categories** tab.
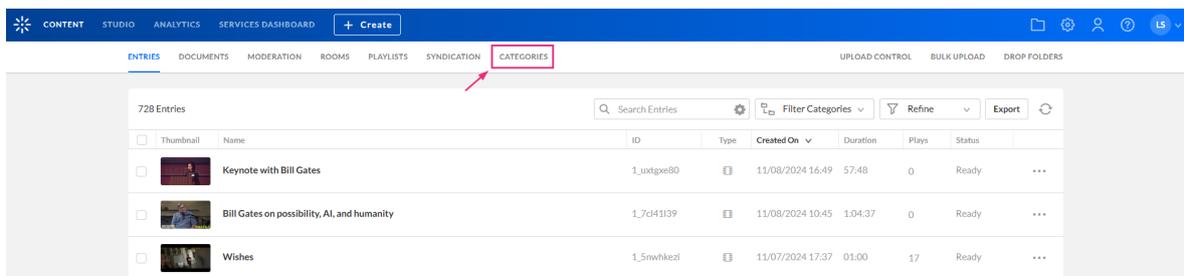
3. Locate the desired category and click the **three dots** to the far right, then select **Add Service Rule**.

The 'Create Rule for Ordering' page displays.
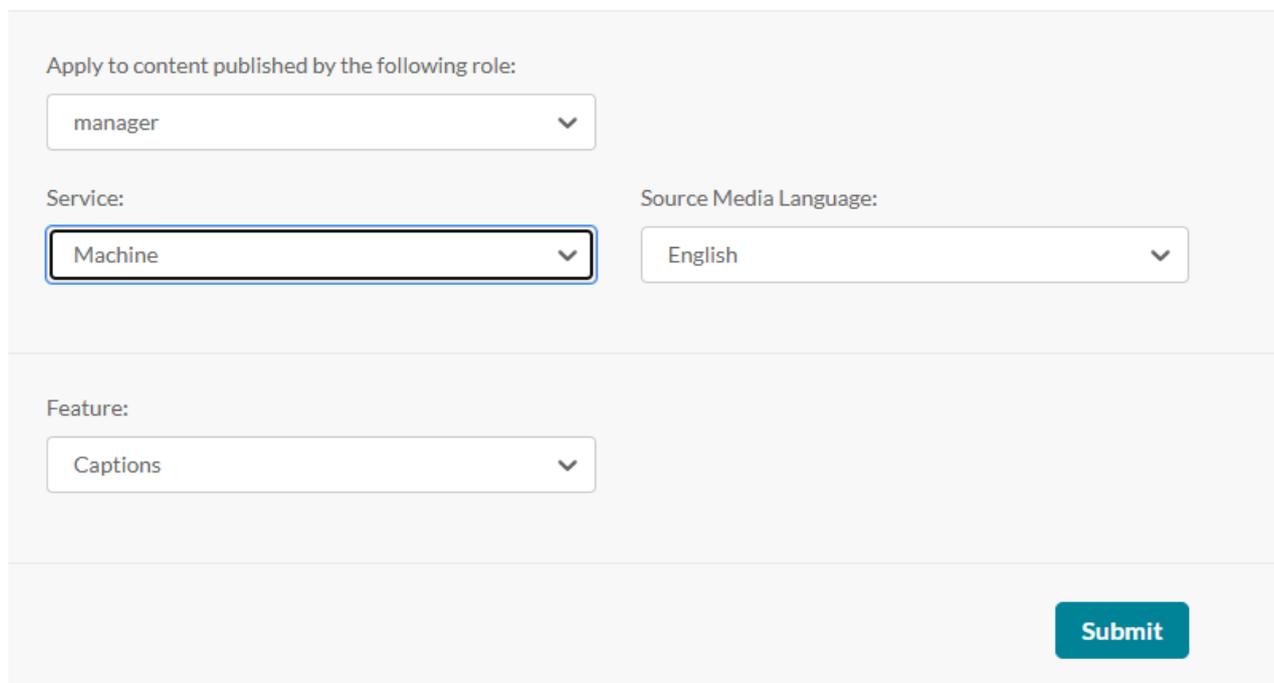

Create a rule

Machine captions

This service provides **captions** in the video source language.

1. Complete the following fields:

   - **Apply to content published by the following role** - Select a role from the drop-

down list. The rule will apply to all content published by users with the chosen role or higher permissions. Available options include:

- manager
- moderator (and higher)
- contributor (and higher)
- member (and higher)
- anyone

- **Service** - Select 'Machine'.
- **Source Media Language** - Select the source media language from the drop-down menu (the language of the original video). The options in the menu are dependent on your REACH plan.
- **Feature** - Select 'Captions'.

2. Click **Submit**.

> ℹ️
>
> There is no moderation process for automatic captions' requests. Notifications will not be generated for automatic rules. (The user will not receive a message that their order has been received.) History content will not be automatically captioned.

Professional captions

Professional captioning is a service that uses expert human transcribers to deliver fully accurate, high-quality captions.

Create Rule for Ordering ⓘ

Apply to content published by the following role:

| manager ▾ |

Service:

| Professional ▾ |

Source Media Language:

| English ▾ |

Feature:

| Captions ▾ |

Turnaround Time:

| 48 hours ▾ |

Instructions & Notes:

Submit

1. Complete the following fields:

- **Apply to content published by the following role** - Choose the role from the drop-down list. The rule will be applied to all content published by the selected role (or higher permissions). Choose from the following options:
  - manager
  - moderator (and higher)
  - contributor (and higher)
  - member (and higher)
  - anyone
- **Service** - Select 'Professional'.
- **Source Media Language** - Select the source media language from the drop down menu (this is the language the video is currently in). The options in the drop-down menu are dependent on your REACH plan.
- **Feature** - Select 'Captions'.
- **Turnaround time** - Select the turnaround time from the drop-down menu. The

turnaround time options available in the menu are dependent on your REACH plan.

- **Instructions & Notes** - (Optional) This box is relevant for professional captions only, and is used for adding notes for the attention of human editors and reviewers.

> ✅ The general best practice for **Instructions & Notes** is to use them for unique terminology and names that are relevant for that file, and not, for example, a 1,000-word glossary. In addition, comments like "Please pay extra attention to the following X, Y, Z in the first five minutes of the video..." aren't effective because transcribers typically receive only portions of the file.

2. Click **Submit**.

Machine chaptering

The **chaptering** service automatically generates chapters for a video, embedding chapter cue points as metadata, similar to manually created chapters. It accepts video or audio files as input and adds the chapter markers directly to the entry.

1. Complete the following fields:

- **Apply to content published by the following role** - Select a role from the drop-down list. The rule will apply to all content published by users with the chosen role

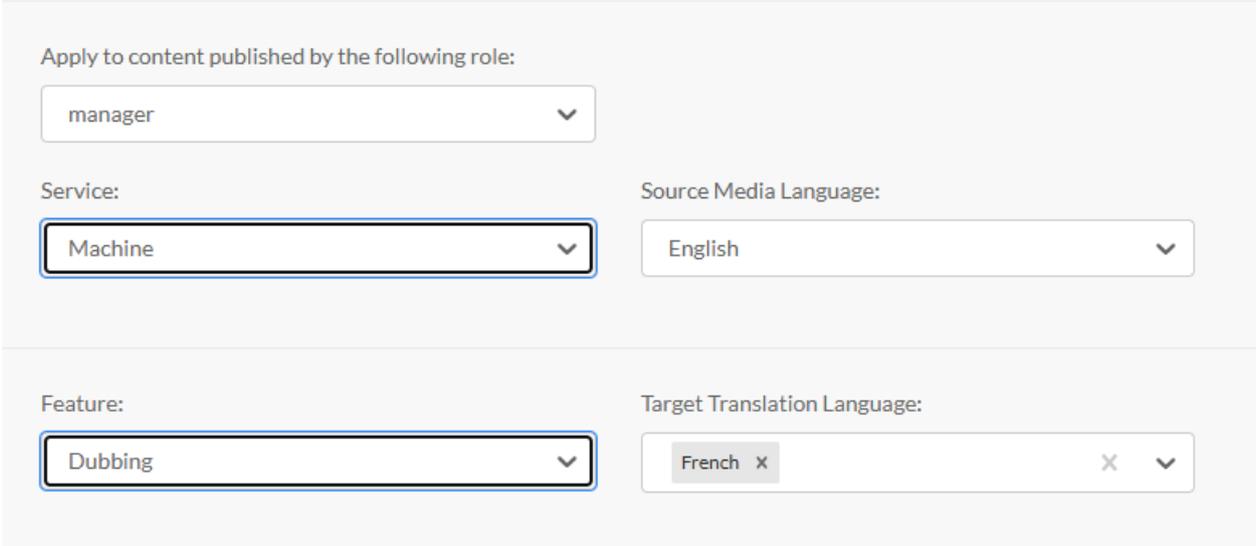or higher permissions. Available options include:

- manager
- moderator (and higher)
- contributor (and higher)
- member (and higher)
- anyone

- **Service** - Select 'Machine'.
- **Source Media Language** - Select the source media language (the language of the original video) from the drop-down menu. Available options depend on your REACH plan.
- **Feature** - Select 'Chaptering'.

2. Click **Submit**.

Machine dubbing

The **dubbing** service adds an extra audio track to the video entry without replacing the default audio track.

1. Complete the following fields:

- **Apply to content published by the following role**- Select a role from the drop-down list. The rule will apply to all content published by users with the chosen role or higher permissions. Available options include:
  - manager

- ○ moderator (and higher)
      - ○ contributor (and higher)
      - ○ member (and higher)
      - ○ anyone
  - **Service** - Select 'Machine'.
  - **Source Media Language** - Select the source media language (the language of the video) from the drop-down menu. Available options depend on your REACH plan.
  - **Feature** - Select 'Dubbing'.
  - **Target translation language** - Select the language you want for the dubbed audio track.

2. Click **Submit**.

OCR

OCR (Optical Character Recognition) makes it easy to search for text within a video, like titles, slide content, labels on graphs, or other on-screen text.

1. Complete the following fields:

- **Apply to content published by the following role** - Select a role from the drop-

down list. The rule will apply to all content published by users with the chosen role or higher permissions. Available options include:

- manager
- moderator (and higher)
- contributor (and higher)
- member (and higher)
- anyone

- **Service** - Select 'Machine'
- **Source Media Language** - Leave as-is (it does not affect the OCR request)
- **Feature** - Select 'OCR'

- Click **Submit**.

A confirmation message displays: *Your request has been received. Your video will automatically be updated upon completion.*

Professional audio description

1. Complete the following fields:

   - **Apply to content published by the following role** - Choose the role from the

drop-down list. The rule will be applied to all content published by the selected role (or higher permissions). Choose from the following options:

- manager
- moderator (and higher)
- contributor (and higher)
- member (and higher)
- anyone

- **Service** - Select 'Professional'.
- **Source Media Language** - Select the source media language from the drop down menu (this is the language the video is currently in). The options in the drop-down menu are dependent on your REACH plan.
- **Feature** - Select 'Audio Description' or 'Extended Audio Description'.
- **Turnaround time** - Select the turnaround time from the drop-down menu. The turnaround time options available in the menu are dependent on your REACH plan.
- **Instructions & Notes** - (Optional) This box is relevant for professional captions only, and is used for adding notes for the attention of human editors and reviewers.

2. Click **Submit**.

View ordering rules

If there are rules, they are displayed at the top of the Add Service Rule page as follows:
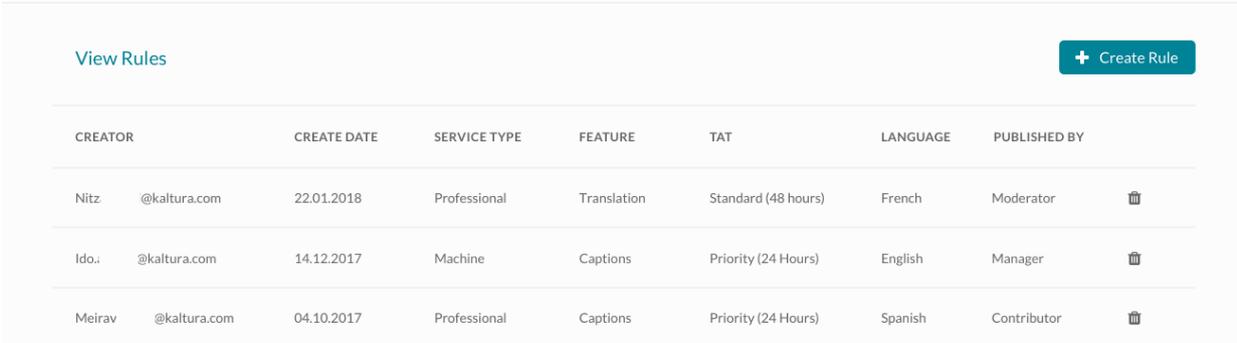
CREATOR		CREATE DATE	SERVICE TYPE	FEATURE	TAT	LANGUAGE	PUBLISHED BY	
Nitz	@kaltura.com	22.01.2018	Professional	Translation	Standard (48 hours)	French	Moderator	🗑
Ido.i	@kaltura.com	14.12.2017	Machine	Captions	Priority (24 Hours)	English	Manager	🗑
Meirav	@kaltura.com	04.10.2017	Professional	Captions	Priority (24 Hours)	Spanish	Contributor	🗑

The service rules list contains the following:

- **Creator** - name of person who created the rule
- **Create Date** – date the rule was crated
- **Service Type** - what type of service was ordered
- **Feature** - what feature the rule was ordered for
- **TAT** - the turnaround time that was selected
- **Language** - language that was selected
- **Published By** - the role of the publisher

A **trashcan icon** displays for rules that are pending. You can delete service rules by clicking on the trash icon.