

Three-dot menu in Content Hubs

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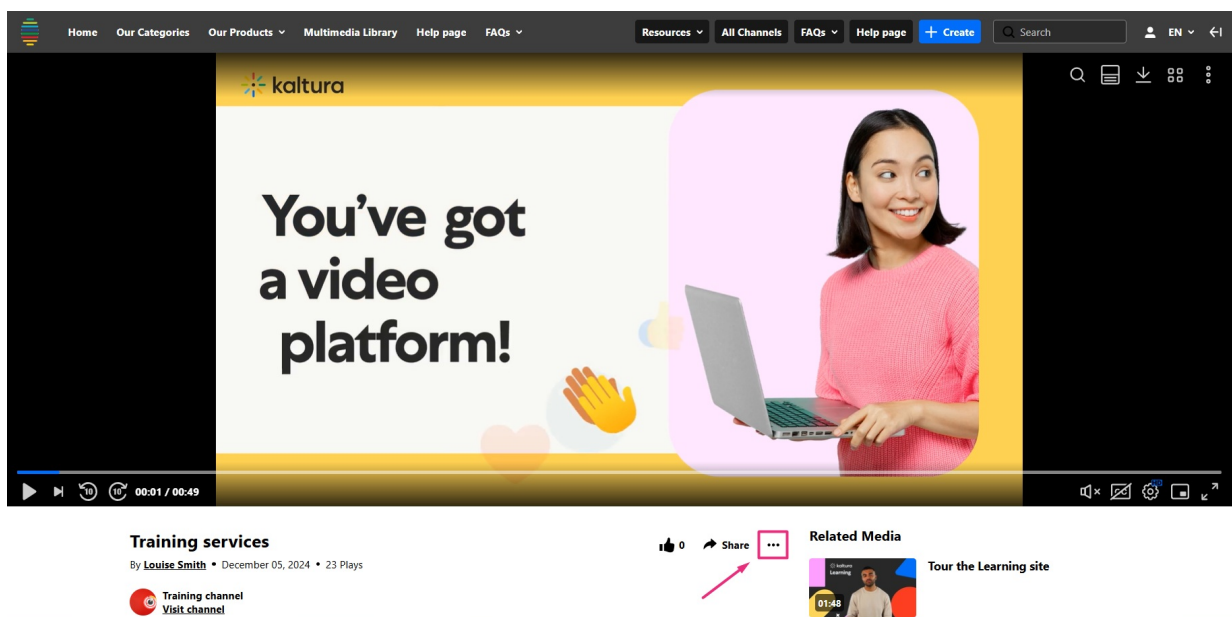
 This article is designated for all users.

About


The three-dot menu is a drop-down menu of options that you can choose from in order to quickly access the actions you need.

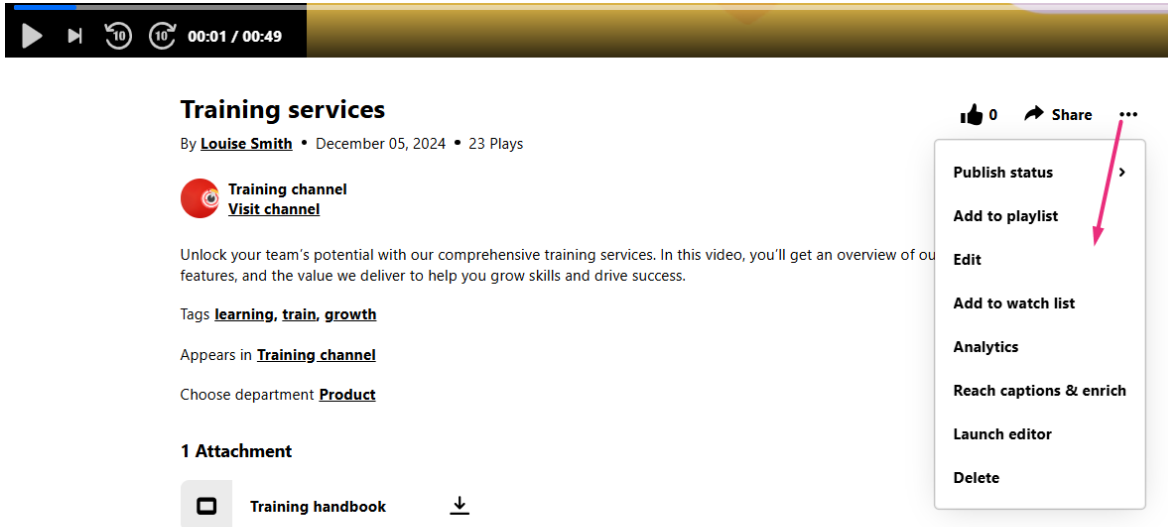
Access the menu

1. Navigate to the desired entry (for example, in your [playlist page](#), [channel](#) or [media page](#)).
2. Click on the media's thumbnail or title.
The media page displays.
3. Click the **three dots** below the player.



Menu options

 The options displayed in the Actions menu depend on your admin's configuration.



The screenshot shows a video player interface. At the top, there is a video player with a play button, a 10-second skip button, and a progress bar showing 00:01 / 00:49. Below the player, the video title is "Training services" by Louise Smith, dated December 05, 2024, with 23 plays. The video is from the "Training channel" and includes a "Visit channel" link. The description states: "Unlock your team's potential with our comprehensive training services. In this video, you'll get an overview of our features, and the value we deliver to help you grow skills and drive success." The video has tags for "learning, train, growth", appears in the "Training channel", and is categorized under the "Product" department. There is one attachment titled "Training handbook" with a download icon. On the right side, there is an Actions menu with the following options: Publish status, Add to playlist, Edit, Add to watch list, Analytics, Reach captions & enrich, Launch editor, and Delete. A red arrow points to the "Add to playlist" option.

The Actions menu can contain the following options or more:

- **Publish** - See [Publish media](#) for more information.
- **Add to Playlist** - See [Add media to a playlist](#).
- **Edit** - See [Edit media](#) for more information.
- **Add to watch list** - See [Access your watch list](#).
- **Analytics** - See our [Analytics](#) category.
- **Reach captions & enrich** - See [Introduction to REACH](#).
- **Launch editor** - See [Kaltura Video Editing Tools](#).
- **Delete** - This will delete the entry and move it to the recycle bin. For more information about the recycle bin, visit our articles [Recycle bin](#) and [Restore deleted items from the recycle bin](#).