

Three-dot menu in Video Portal

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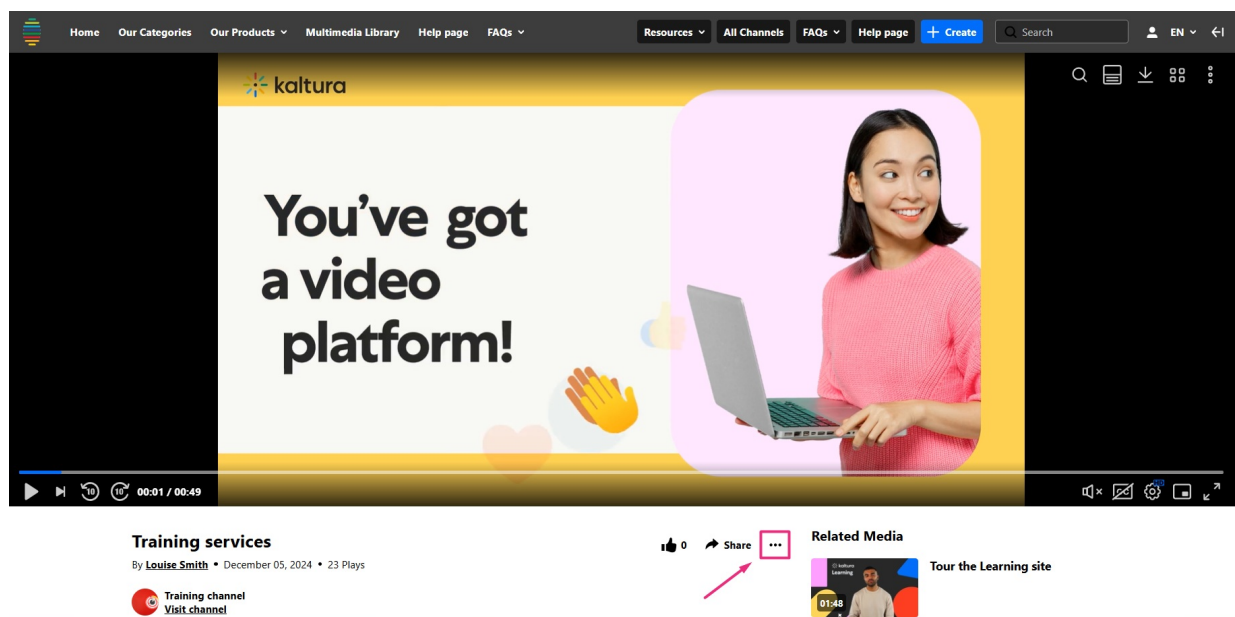
 This article is designated for all users.

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

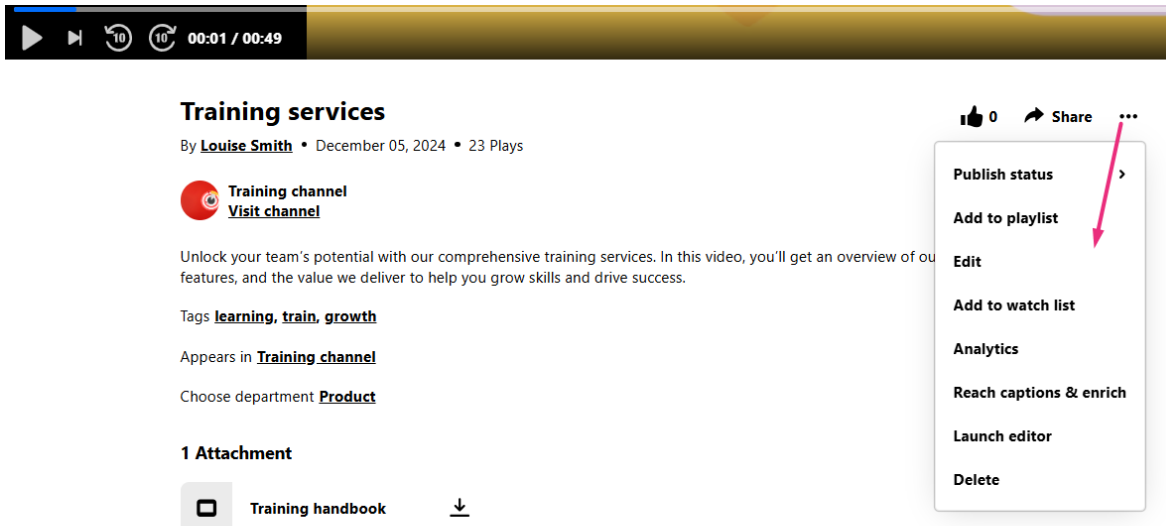
1. Navigate to the desired entry (for example, in your [playlist page](#), [channel](#) or [media page](#)).
2. Click on the media's thumbnail or title.
The media page displays.
3. Click the **three dots** below the player.



Menu options




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



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By [Louise Smith](#) • December 05, 2024 • 23 Plays

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- Publish status >
- Add to playlist
- Edit
- Add to watch list
- Analytics
- Reach captions & enrich
- Launch editor
- Delete

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](#).