

Playlist details page in Video Portal - Theming

Last Modified on 08/13/2025 3:13 pm IDT

 This article is designated for all users.

About

The **Playlist details page** provides you with a detailed view of your playlist, including media information, descriptions, tags, and more. From here, you can manage and edit your playlist, share it, or simply review its content.



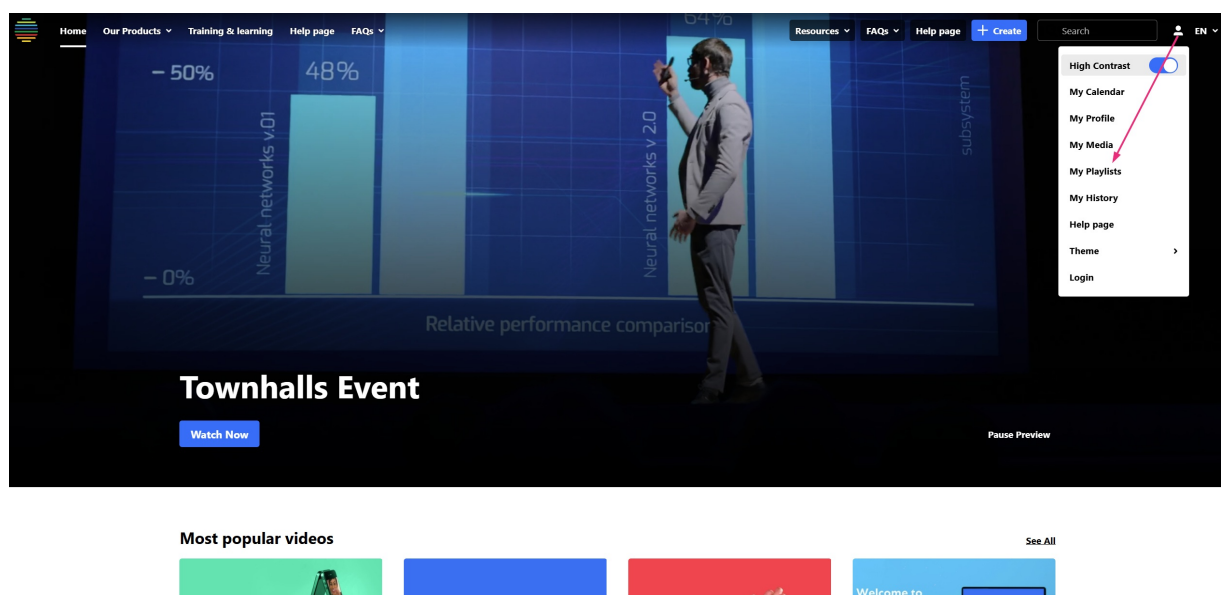
These instructions are for [Theming](#) users. For non-Theming users, please see our article [Playlist details page](#).

Access the Playlist details page



If you can't access the playlist details page, ask your administrator to give you the required permission.

1. From the user menu, choose **My Playlists**.




The 'My Playlists' page displays.

My Playlists

8 Items

Filters
+ Create playlist

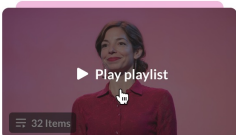


Play playlist

32 Items

Watch later

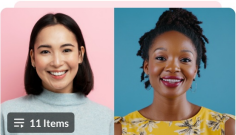
Update May 9, 2025



11 Items

Top generative AI tools


Update April 6, 2025



8 Items

Learning strategies


Update January 3, 2025



23 Items

Introduction to generative AI: U...

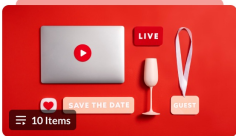
Update January 3, 2025



10 Items

New employee on-boarding

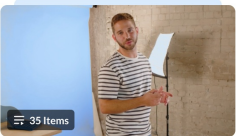
Update April 9, 2024



35 Items

Equality in Workplace

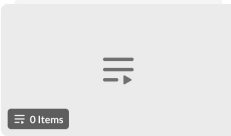
Update September 14, 2024



5 Items

Future-ready skills

Update September 29, 2024



0 Items

Public speaking & communicatio...

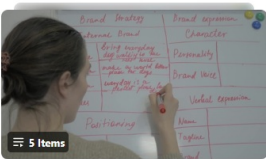
Update May 9, 2025

- On the **My Playlists** page, locate the desired playlist, click the **three-dot menu** and select **View details**.

My Playlists

14 items

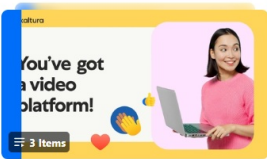
Filters
+ Create playlist



5 Items

Watch List

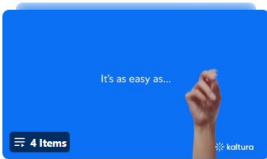
Updated August 13, 2025



3 Items

My Playlist 440403


Updated March 04, 2025



4 Items

Marketing and events


Updated September



7 Items


New playlist

Updated July 29, 2024




6 Items

Company playlist




1 Item

Playlist single entry



1 Item

My new playlist

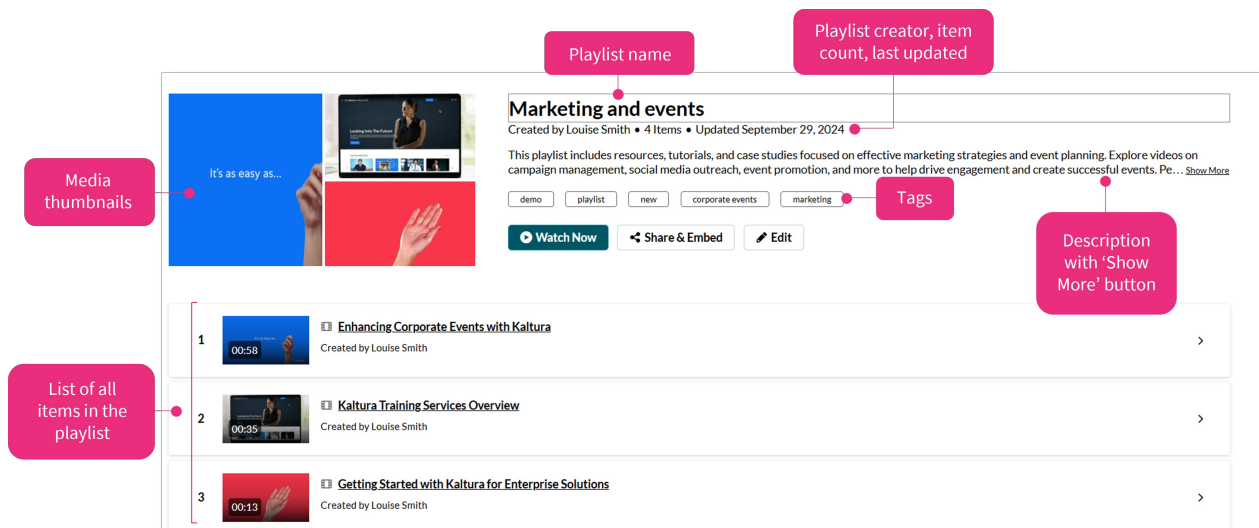


0 Items

Test

The playlist details page displays.

Key features



The playlist details page includes the following information:

- Media thumbnails - You can click a thumbnail to start playing the playlist, starting with the selected media.
- Playlist name
- Playlist creator, number of items in the playlist, and when it was last updated
- Description - Click **Show More** to expand the description of the playlist. Click **Show Less** to collapse the description.
- Tags
- 'Watch Now' button - Click to be redirected to the playlist playback page.
- 'Share & embed' button - Click to be redirected to the share & embed page.
- 'Edit' button - Click to be redirected to the edit playlist details page.
- List of all items in the playlist - The list includes a thumbnail, name, creator, description, tags, number of likes, number of plays, and number of comments. Click the arrow to the right of the desired media to expand the description of that media. Click the arrow again to collapse the description.