Introduction to categories in Rich Media CMS

Last Modified on 05/06/2026 8:40 pm IDT

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

About

Categories are built in a tree-like hierarchy where each category can include multiple sub-categories. Think of them as folders within folders, offering a deeper level of organization for your content. Categories serve as a framework within the Rich Media CMS for managing content across front-end applications like MediaSpace Video Portal, Events and LMS sites.

Adding content to categories and sub-categories provides a simple way to arrange your content in a logical structure and greatly streamlines content management tasks.

How categories can work for you

Organization: Categories streamline tasks like uploading, publishing, and creating playlists. They are your go-to for maintaining order in your front-end application.

Flexibility: You can create as many categories and sub-categories as necessary, constructing a logical hierarchy that aligns with your organization's content management needs.

Bulk Actions: Save time by using bulk actions to manage large quantities of content. You can add or remove tags, move or delete multiple categories, and set content entitlements to end-users in various applications. Perfect for managing a large amount of content quickly.
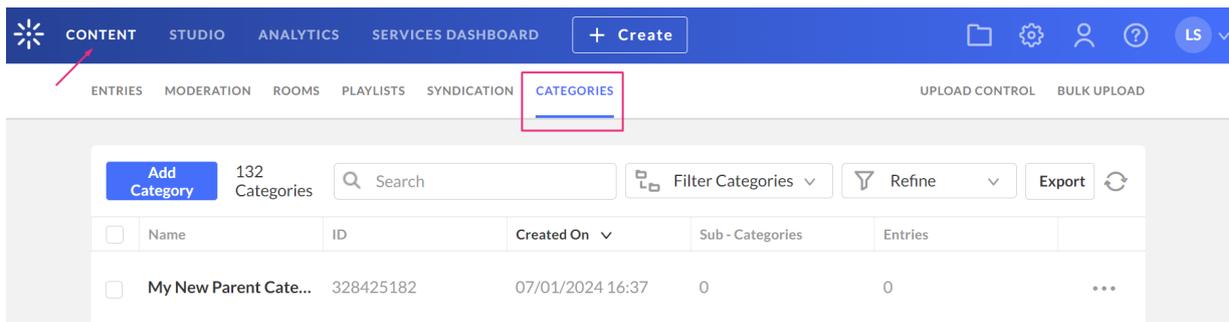
The following video demonstrates how to use the Categories tab.

Overview of the categories page

1. Log into your Rich Media Content Management System.
2. Under the **Content** menu, click the **Categories** tab.
   The Categories page displays.

   At the top of the page, you can see the number of categories that you have in your entire account.

You can use the categories page to create new categories or to apply different settings to categories according to your site integration needs.
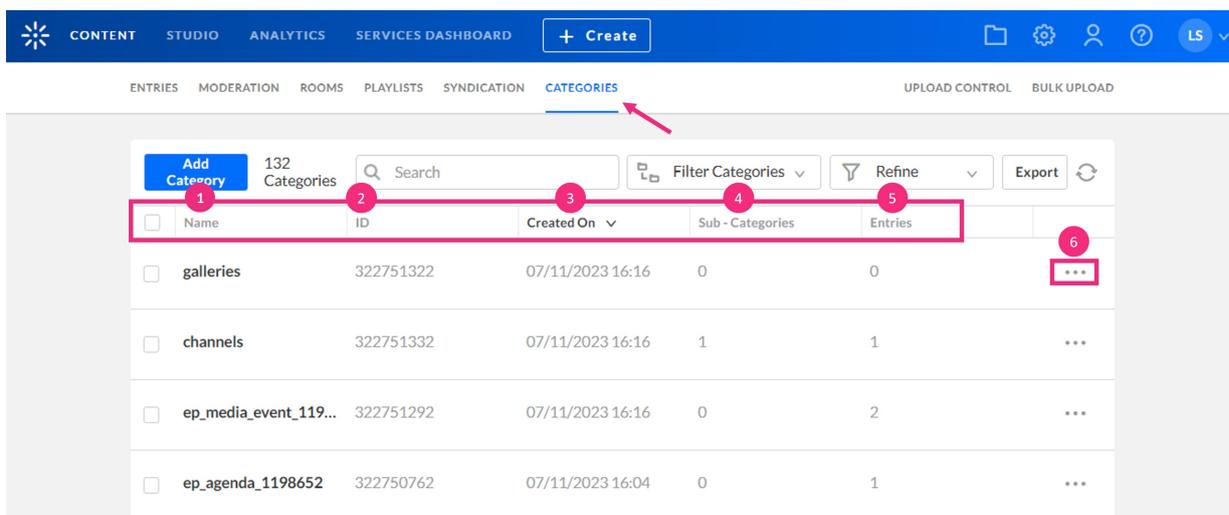
The categories page shows the following information for each category:

- **Name** (**1**) - The name you gave the category
- **ID** (**2**) - The Kaltura identification given to the category
- **Created On** (**3**) – The creation date and time
- **Sub-categories** (**4**) – The number of sub-categories in the category
- **Entries** (**5**) - Total number of entries in the category. This number includes both hidden and unpublished entries, therefore the number of "visible" entries listed on the Entries page may be different. (For more information about entries, see our article Entries.)
- **Three-dot menu** (**6**) – This menu gives you the following options:
    - **Edit** – See Edit Metadata
    - **View Entries** - This navigates you to the Entries view filtered by the selected category.
    - **Move Category** - See Move a category.
    - **Add Service Rule** - You can create service rules for the category and view existing rules. (See Requesting and ordering captions and enrichment services

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through the Rich Media CMS for more information.)

- **View Analytics** - This opens the analytics dashboard. See our article Kaltura Analytics for more information.
- **Delete** - This deletes the category without deleting the entries associated with the category.

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