

Introduction to categories in KMC

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 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 KMC 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.

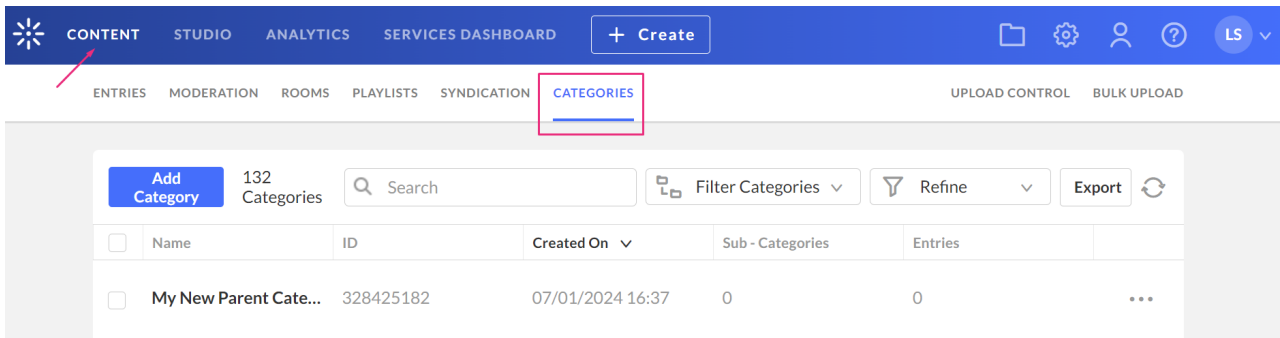
The following video demonstrates how to use the Categories tab.

Access the categories page

1. Log into your Kaltura Management Console.
2. Under the **Content** menu, click the **Categories** tab.

The Categories page displays.

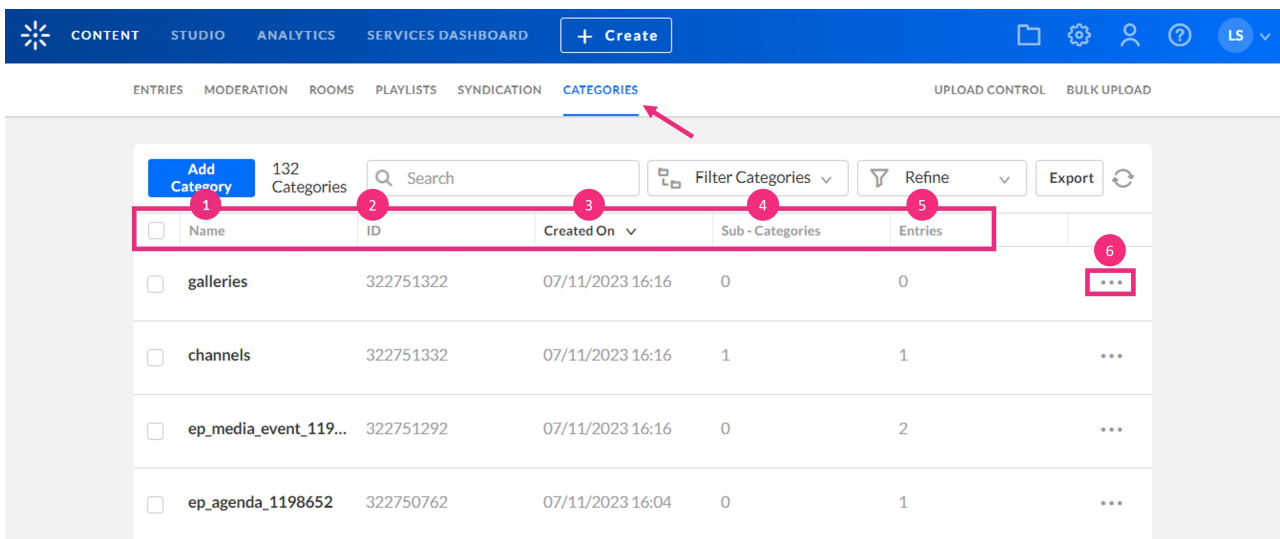
At the top of the page, you can see the number of categories that you have in your entire account.



The screenshot shows the Kaltura interface with the 'CATEGORIES' tab selected in the top navigation bar. The main content area displays a table with the following data:

Name	ID	Created On	Sub - Categories	Entries
My New Parent Cate...	328425182	07/01/2024 16:37	0	0

You can use the categories page to create new categories or to apply different settings to categories according to your site integration needs.



The screenshot shows the Kaltura interface with the 'CATEGORIES' tab selected. The table lists the following categories:

Name	ID	Created On	Sub - Categories	Entries
galleries	322751322	07/11/2023 16:16	0	0
channels	322751332	07/11/2023 16:16	1	1
ep_media_event_119...	322751292	07/11/2023 16:16	0	2
ep_agenda_1198652	322750762	07/11/2023 16:04	0	1

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](#))

through the [KMC](#) 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.

