

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.

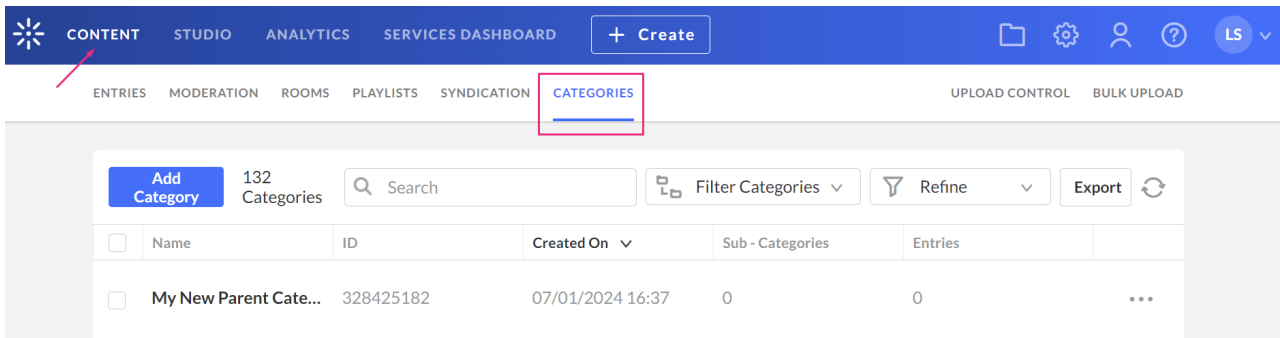
The following video demonstrates how to use the Categories tab.

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.



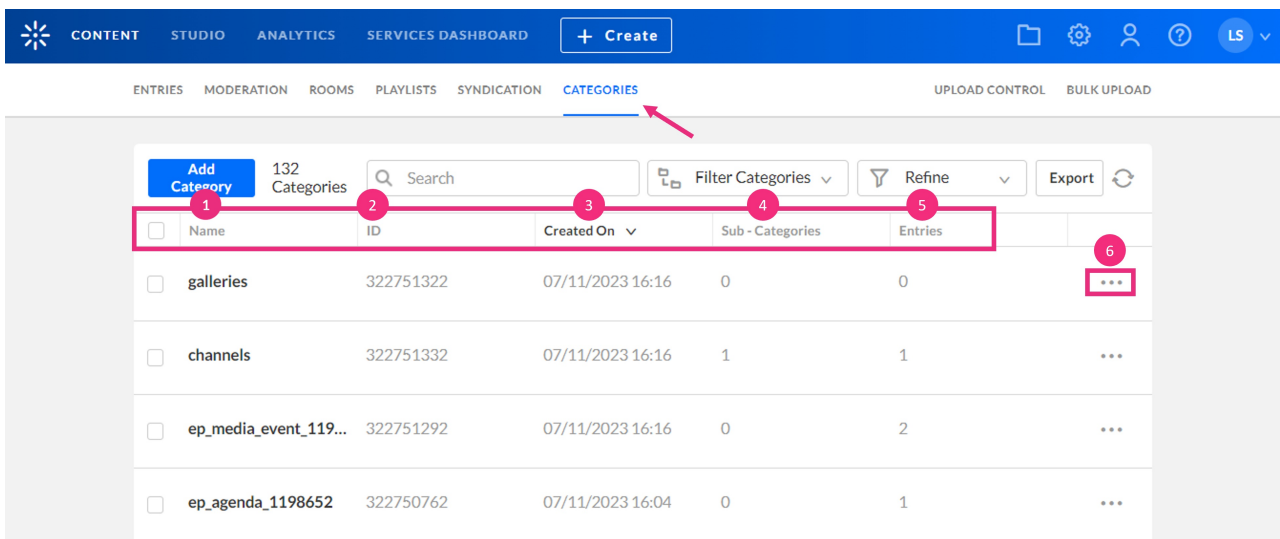
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ENTRIES MODERATION ROOMS PLAYLISTS SYNDICATION **CATEGORIES** UPLOAD CONTROL BULK UPLOAD

Add Category 132 Categories Search Filter Categories Refine Export

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.



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Add Category 132 Categories Search Filter Categories Refine Export

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)** - number of entries in the category (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.

