

Create a manual playlist in KMC

Last Modified on 11/14/2025 5:08 pm IST

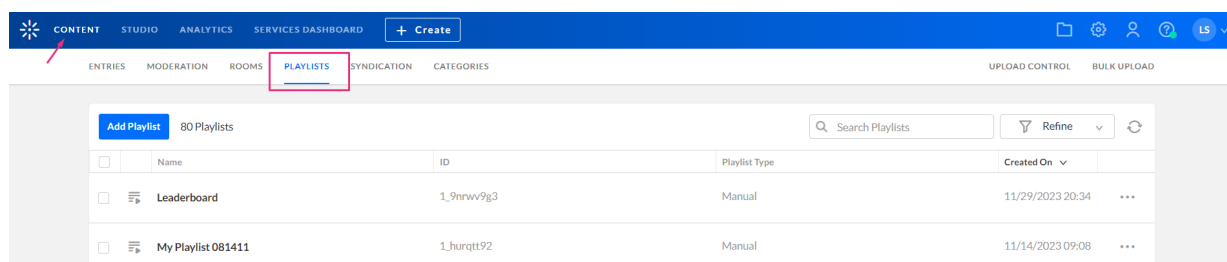
 This article is designated for administrators.

About

Use a manual playlist when you want full control over which entries appear and in what order they play. This option is ideal for creating curated collections, featured content lists, or thematic playlists that don't change automatically.

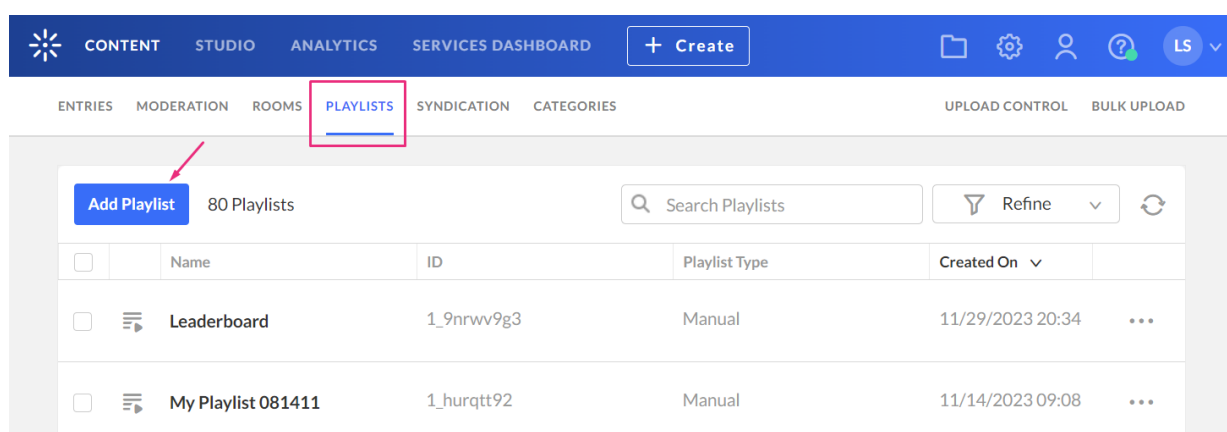
Create a playlist

1. Log into your KMC.
2. Under the **Content** menu, click the **Playlists** tab.



The Playlists page displays.

3. Click **Add Playlist**.



The **Add New Playlist** screen displays.

Add New Playlist

Select Playlist Type

☒ Manual Playlist
 ☐ Rule-Based Playlist

My new playlist

This is a manual playlist.

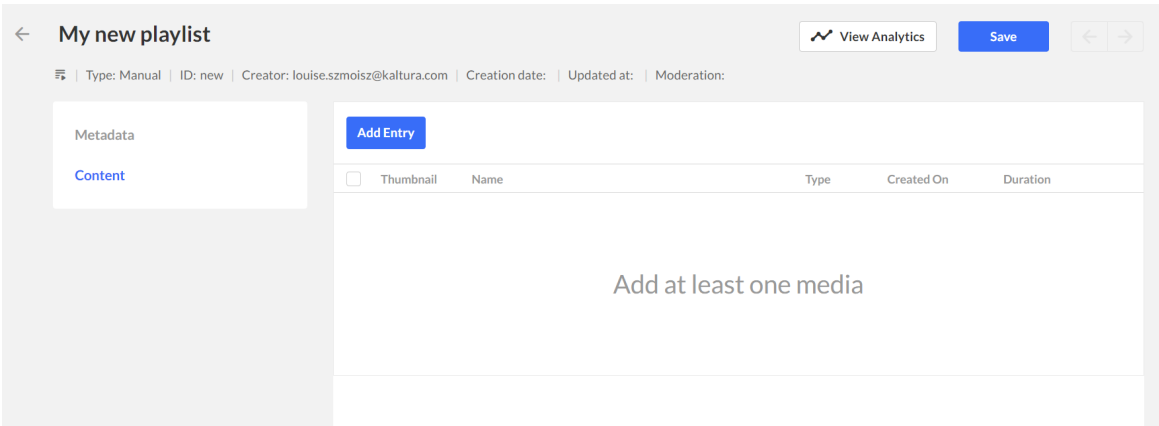
Next

4. Select **Manual Playlist**.

5. Enter a name for your playlist, and a brief description (optional).

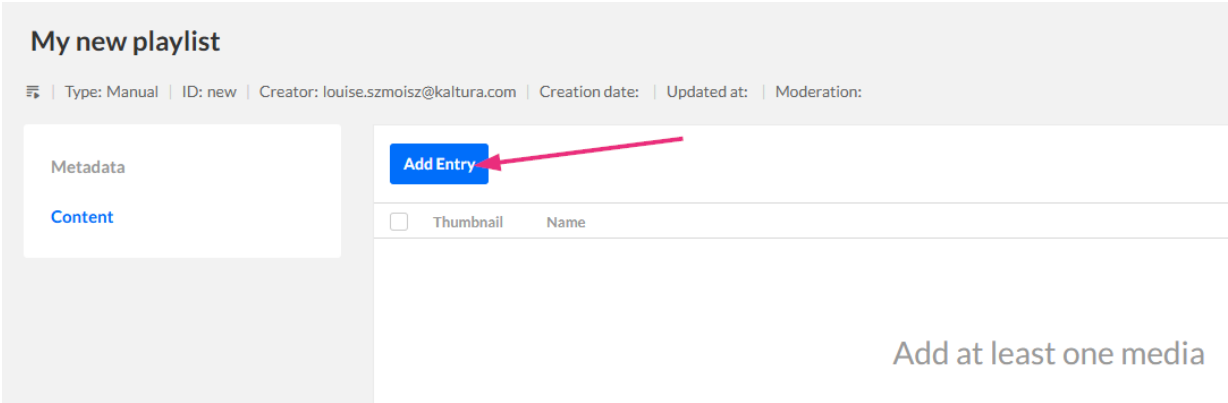
6. Click **Next**

The new playlist screen displays.



Add entries to your playlist

1. Click **Add Entry**.















The 'Add entry' page displays.

- Click the **plus icon (+)** at the end of the row next to the desired entry(ies). You must add at least one entry.

Add Entry Cancel Add













359 Entries 🔍 Search Entries ⚙️ 🏷️ Filter Categories ▾ 🔍 Refine ▾



	architecture-2576906_1280.jpg		10/27/2023 15:08	0	+
	space-3197611_1280.jpg		10/27/2023 15:06	0	+
	texture-2068283_1280.jpg		10/27/2023 15:05	0	+
	plant-2004483_1280.jpg		10/27/2023 15:03	0	+
	architecture-2608184_1280.jpg		10/27/2023 14:56	0	+
	marble-2362265_1280.jpg		10/27/2023 14:54	0	+



The entry(ies) you choose appear in the pane on the right.



Add Entry Cancel Add 3

359 Entries 🔍 Search Entries ⚙️ 🏷️ Filter Categories ▾ 🔍 Refine ▾

	architecture-2576906_1280.jpg		10/27/2023 15:08	0	+
	space-3197611_1280.jpg		10/27/2023 15:06	0	+
	texture-2068283_1280.jpg		10/27/2023 15:05	0	+
	plant-2004483_1280.jpg		10/27/2023 15:03	0	+
	architecture-2608184_1280.jpg		10/27/2023 14:56	0	+
	marble-2362265_1280.jpg		10/27/2023 14:54	0	+

 architecture-257... 

 space-3197611... 

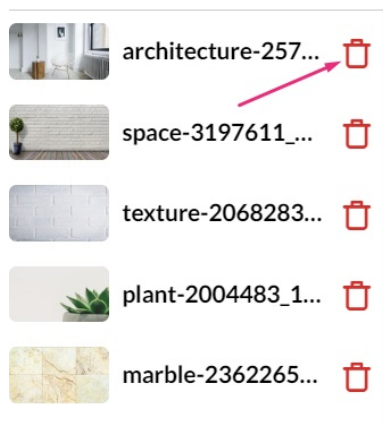
 texture-2068283... 

You can also use the search and filter functions to search for entries. See [Search and filter](#) for more information about using filters.

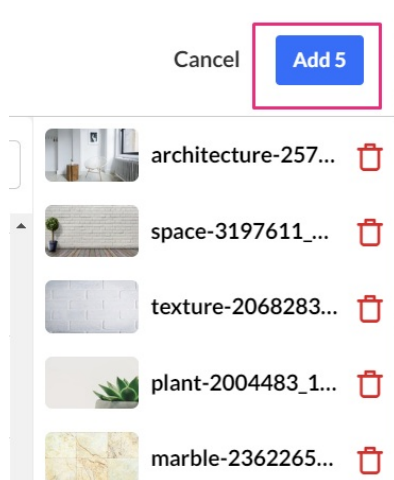
Add Entry

359 Entries 🔍 Search Entries ⚙️ 🏷️ Filter Categories ▾ 🔍 Refine ▾

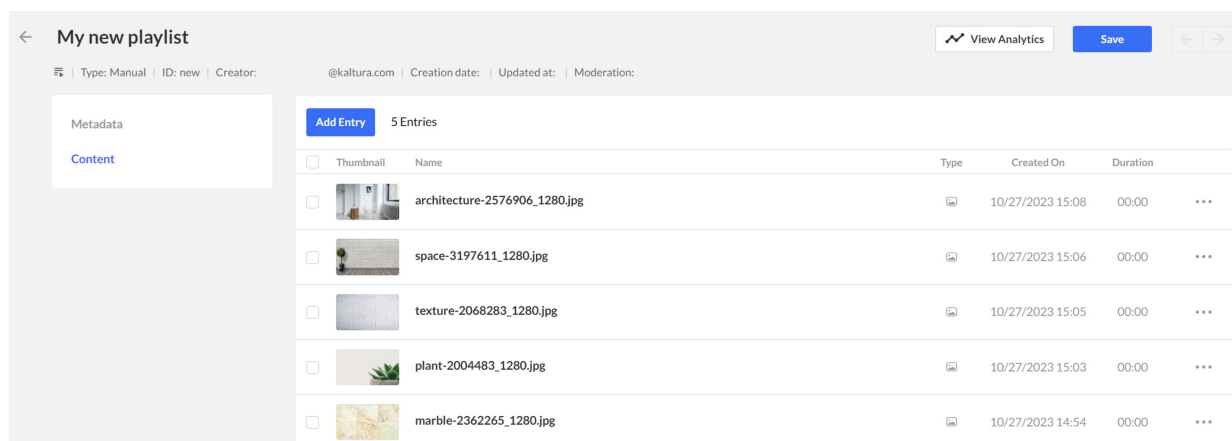
To remove an entry that you selected, click the **trash can icon** next to the desired entry.



3. When you have finished selecting all your entries, click the **Add** button.



Your new playlist displays with its list of the entries.













4. To change the order of the entries, click the **three-dot menu** next to the entry you want to move.
5. Click one of the following options:
 - Move Up
 - Move down

- Move to top
- Move to bottom

Add Entry

5 Entries

<input type="checkbox"/>	Thumbnail	Name	Type	Created On	Duration	
<input type="checkbox"/>		architecture-2576906_1280.jpg		10/27/2023 15:08	00:00	...
<input type="checkbox"/>		space-3197611_1280.jpg		10/27/2023 15:06	00:00	...
<input type="checkbox"/>		texture-2068283_1280.jpg		10/27/2023 15:05	00:00	...
<input type="checkbox"/>		plant-2004483_1280.jpg		10/27/2023 15:03	00:00	...
<input type="checkbox"/>		marble-2362265_1280.jpg		10/27/2023 14:54	00:00	...

Remove from Playlist

Move Up

Move Down

Duplicate

Move to Top

Move to Bottom

6. Click **Save** at the top right.