Create a rule-based playlist in Rich Media CMS

Content updated: 10/29/2025

This article is designated for administrators.

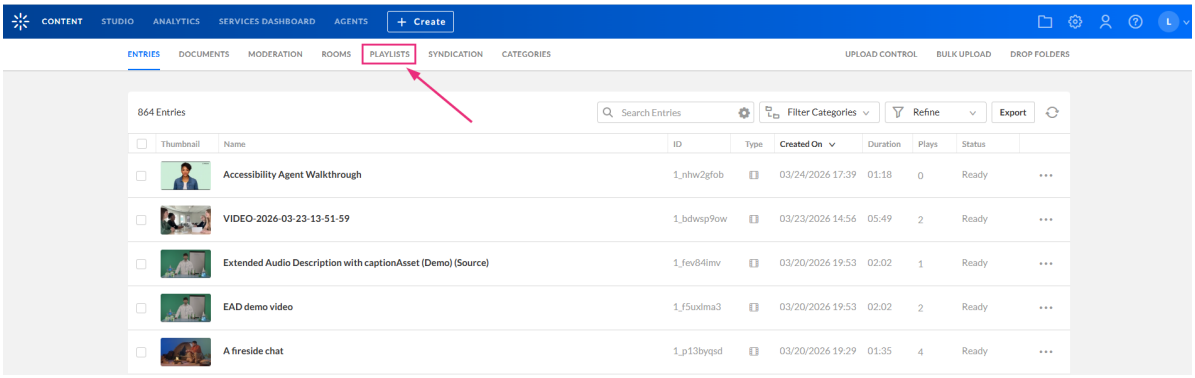
About

A rule-based playlist is a dynamic collection that updates automatically based on defined criteria. Use this type to display content such as recently added videos, most played entries, or content from specific categories.

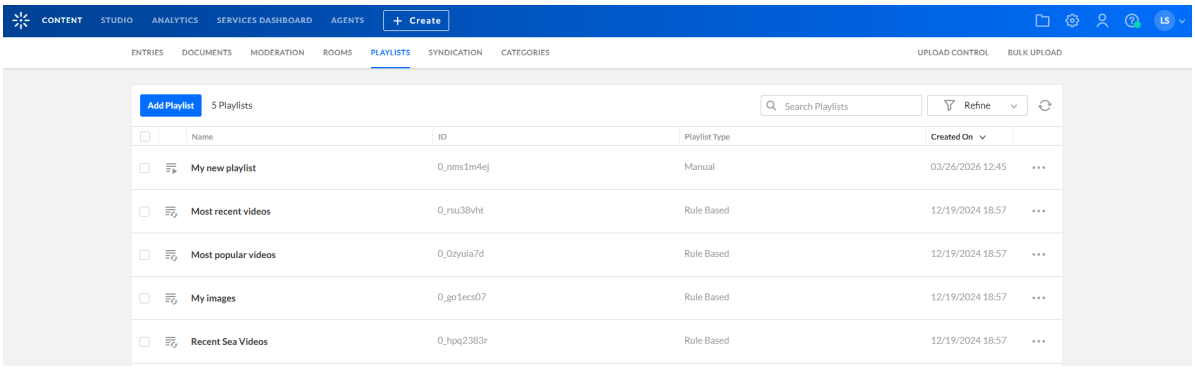
Rule-based playlists can only be created and managed in the Rich Media CMS. They are not supported in Content Hubs, legacy Video Portal or LMS Extensions.

Create a rule-based playlist

1. Log into your Rich Media CMS.
2. Click the **Playlists** tab at the top of the page.

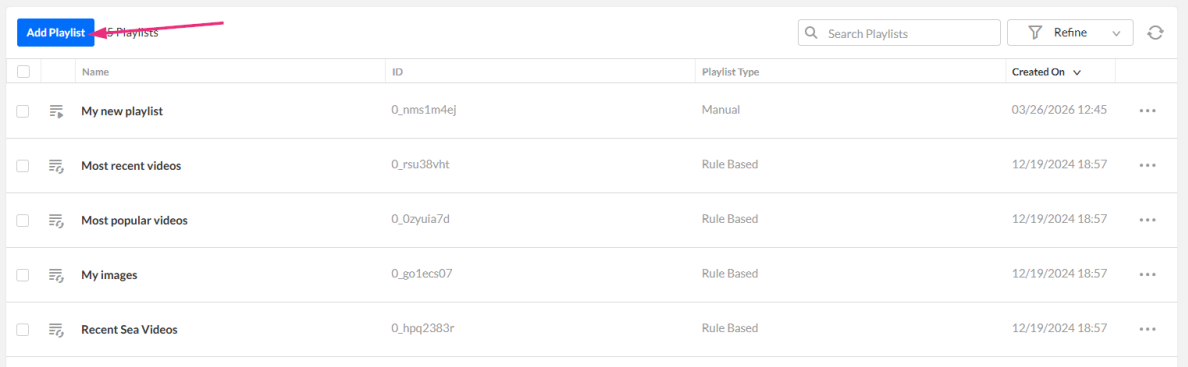


The Playlists page displays.

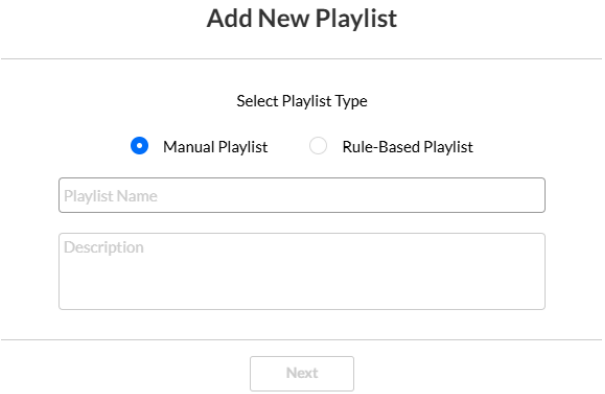


3. Click **Add Playlist**.

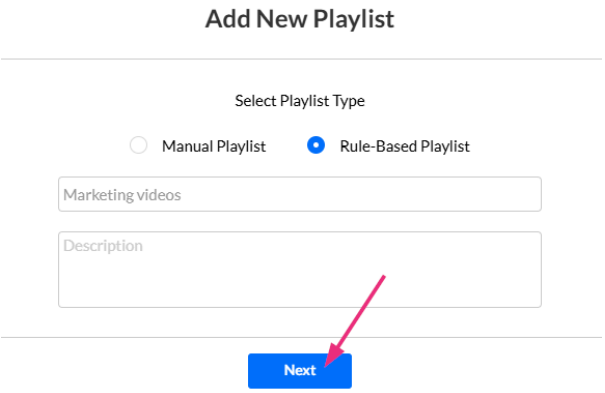
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The 'Add New Playlist' window opens.

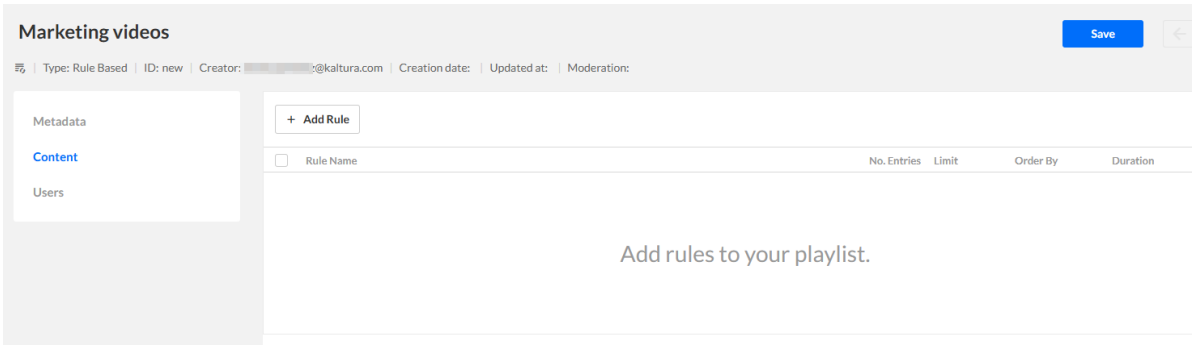


4. Select **Rule-Based Playlist**.
5. Enter a name and optional description.
6. Click **Next**.



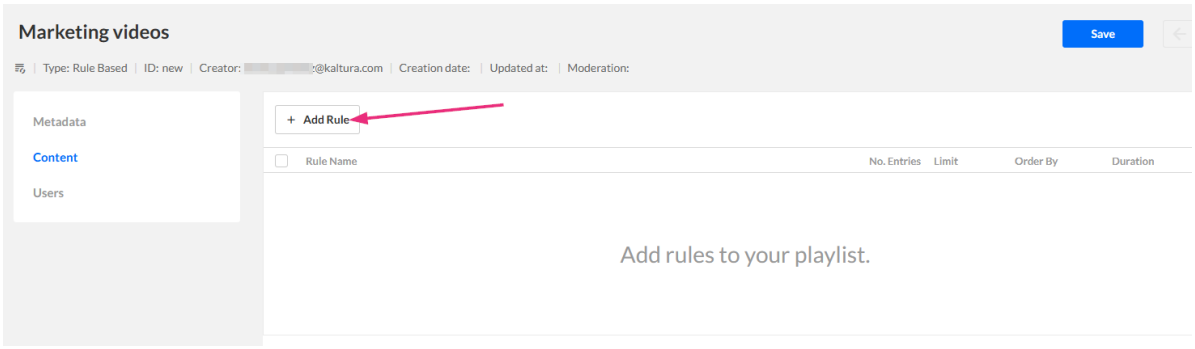
The rule edit page displays.

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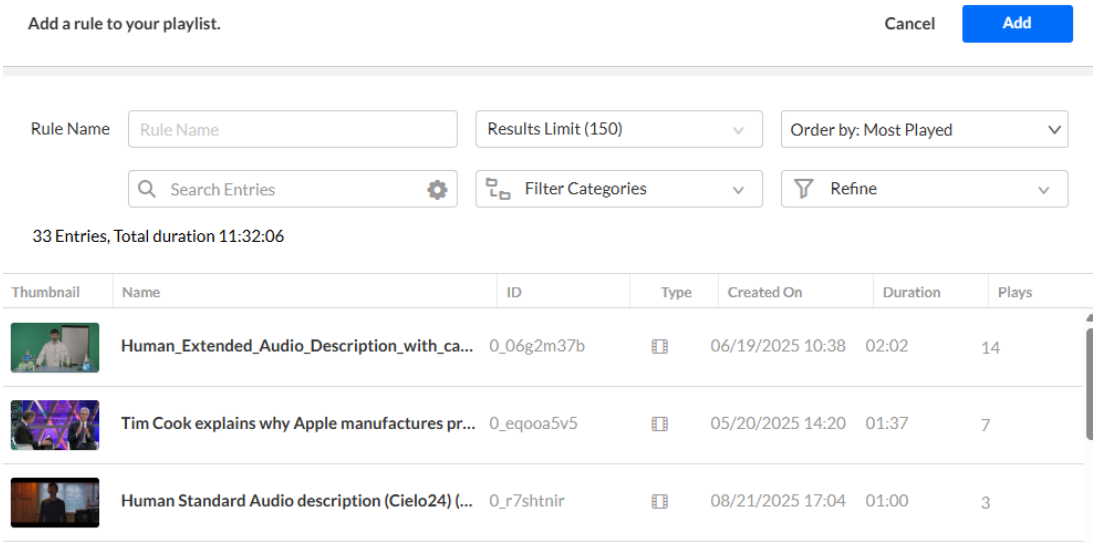


Add a rule

1. Click **Add Rule**.



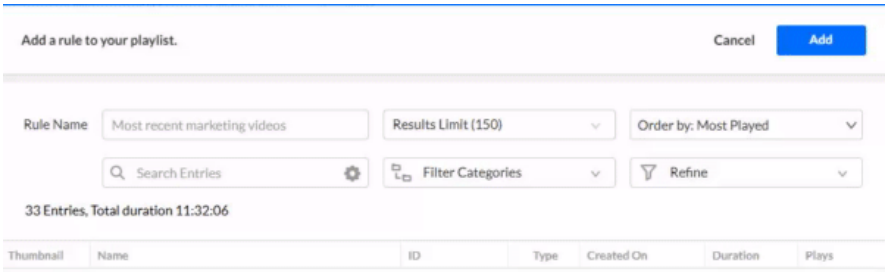
The 'Add a rule to your playlist' window opens.



2. Configure the rule:

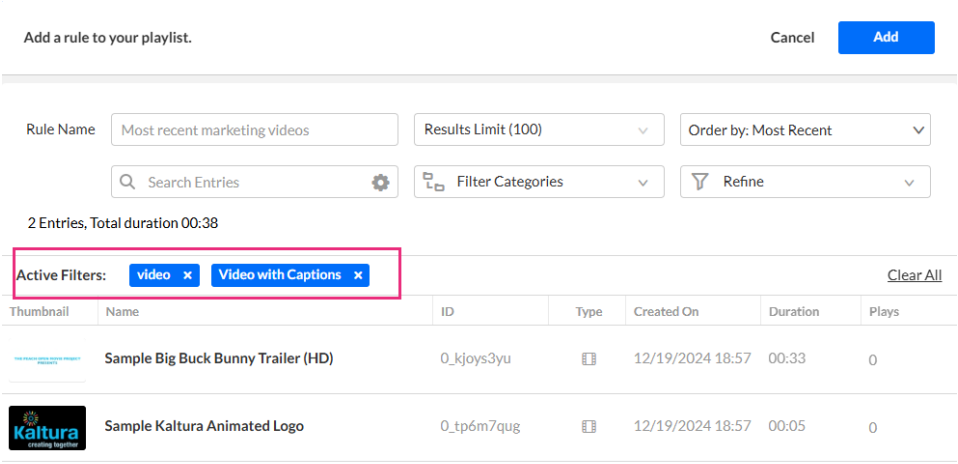
- **Rule name** - Give the rule a clear, descriptive name.
- **Results Limit** - Use the slider to select how many entries the playlist should include (1–200; default is 200).

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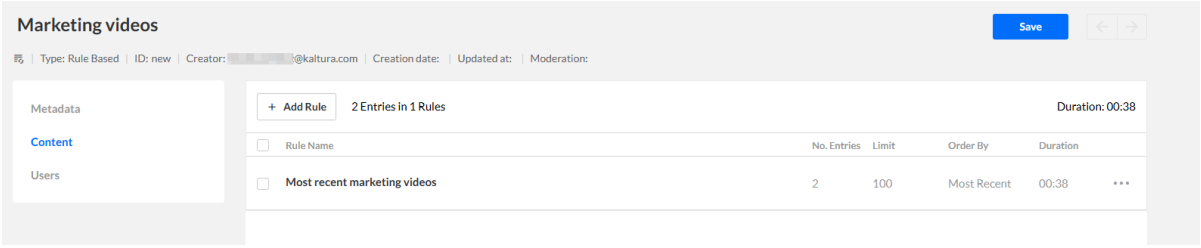
- **Order By** - Choose how to sort entries. The following options are available:
  - Most Played
  - Most Recent
  - Highest Rated
  - Entry Name
- **Filter Categories** - Use this function to choose which category(ies) will be associated to the playlist.
- **Refine** - Narrow results using filters such as media type, creation date, or custom metadata.

The active filters you applied show at the top.



3. Click **Add**.

The rule appears in the rules table.



4. Click **Save** to exit.

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The playlist updates automatically based on the defined rule. As new entries match the criteria, they are added to the playlist.

After creating a playlist, you can assign it to categories to control where it appears. See Assign a playlist to a category.

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