

Edit a manual playlist in Rich Media CMS

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

 This article is designated for administrators.

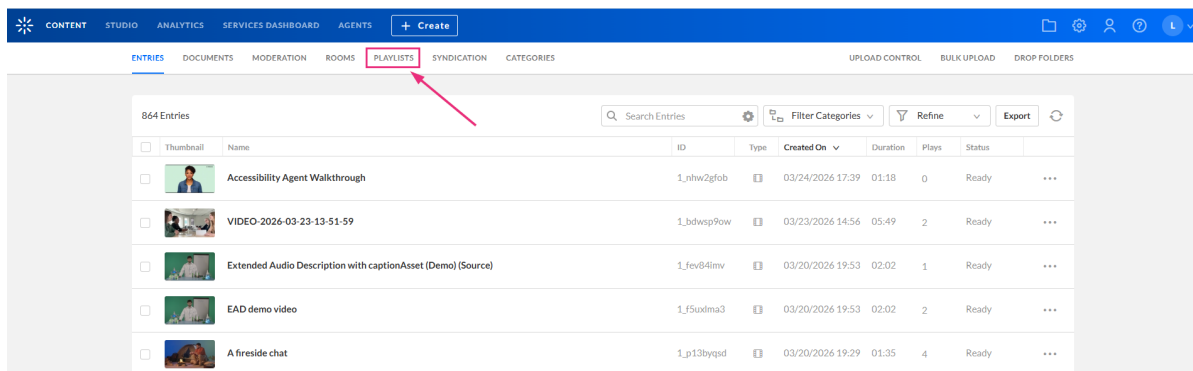
About

You can edit a manual playlist to add, remove, or reorder entries, and to update its name or description.

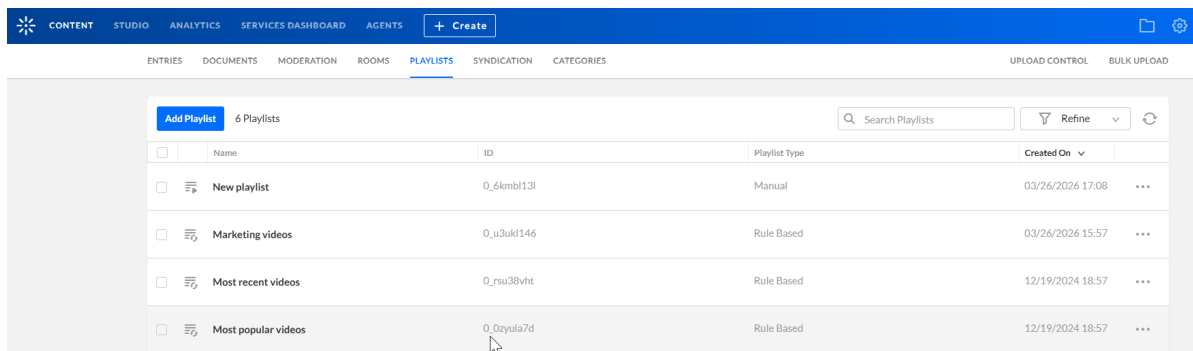
Manual playlists are static, and entries only change when you make updates manually.

Access playlist details

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



The Playlists page displays.



3. Click the desired playlist.

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

Add Playlist 6 Playlists Search Playlists Refine

| <input type="checkbox"/> | Name | ID | Playlist Type | Created On | |
|--------------------------|--------------------|-------------|---------------|------------------|-----|
| <input type="checkbox"/> | New playlist | 0_6kmb13l | Manual | 03/26/2026 17:08 | ... |
| <input type="checkbox"/> | Marketing videos | 0_u3ukl146 | Rule Based | 03/26/2026 15:57 | ... |
| <input type="checkbox"/> | Most recent videos | 0_rsu38vhit | Rule Based | 12/19/2024 18:57 | ... |

The **Metadata** tab displays by default.

New playlist View Analytics Save

Type: Manual | ID: 0_6kmb13l | Creator: @kaltura.com | Creation date: 03/26/2026 | Updated at: 03/26/2026 | Moderation: Auto Approved

Metadata

Content

Users

Metadata

Name

Description

Tags

Categories

[Browse Categories](#)

Add or modify metadata

1. On the **Metadata** tab, update basic information about the playlist:

- **Name** – The display name for your playlist.
- **Description** – Optional text that helps other users understand the playlist’s purpose.
- **Tags** – Add keywords to help categorize and find the playlist in search. Type a tag and press 'enter' after each one.

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

New playlist View Analytics **Save**

Type: Manual | ID: 1_obumhzha | Creator: louise.szmoisz@kaltura.com | Creation date: 10/09/2023 | Updated at: 10/09/2023 | Moderation: Auto Approved

Metadata

Content

Metadata

Name

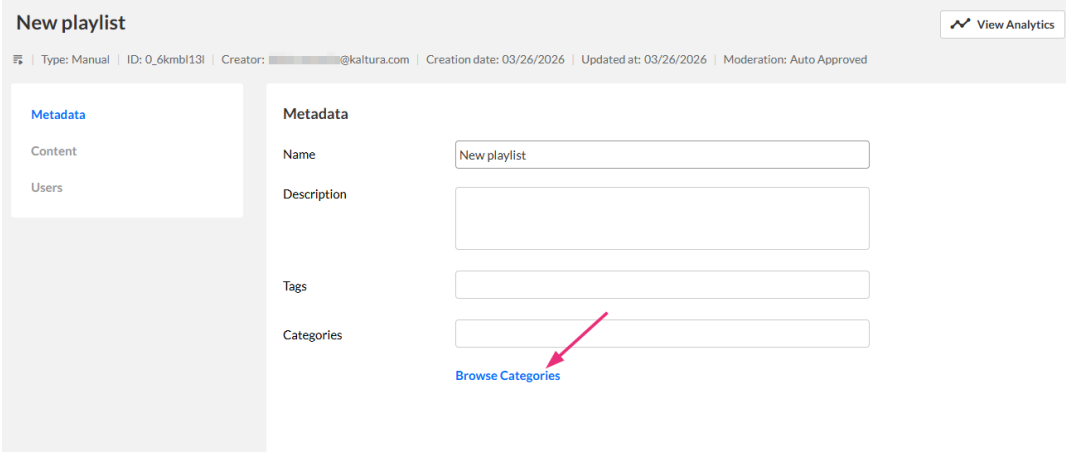
Description

Tags

Change playlist categories

You can update the categories assigned to a playlist to control where it appears.

1. In the **Categories** field (below Tags), click **Browse categories**.



New playlist View Analytics

Type: Manual | ID: 0_6kmb113l | Creator: @kaltura.com | Creation date: 03/26/2026 | Updated at: 03/26/2026 | Moderation: Auto Approved

Metadata

Content

Users

Metadata

Name: New playlist

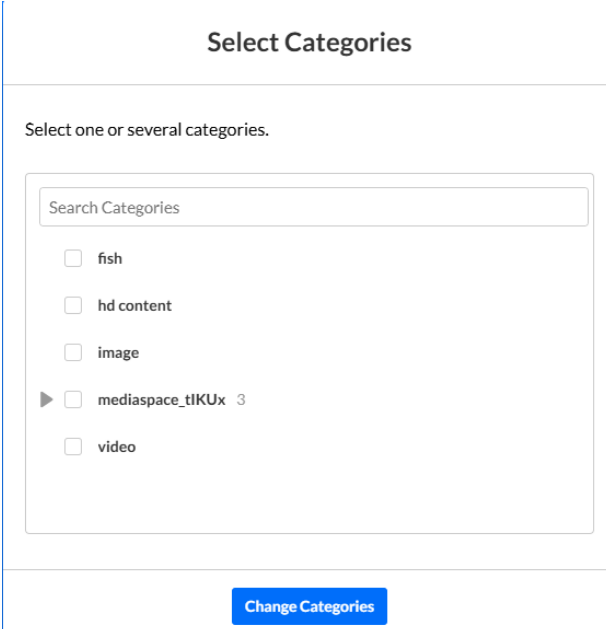
Description:

Tags:

Categories:

[Browse Categories](#)

The 'Select categories' window opens.



Select Categories

Select one or several categories.

Search Categories

- fish
- hd content
- image
- mediaspace_tIKUx 3
- video

Change Categories

2. Select or clear categories as needed.
3. Click **Change categories**.
4. Click **Save** at the top right.


Add entries to a playlist

1. Click the **Content** tab.

New playlist View Analytics Save

Type: Manual | ID: 0_6kmb131 | Creator: @kaltura.com | Creation date: 03/26/2026 | Updated at: 03/26/2026 | Moderation: Auto Approved

Metadata

Content 

Users

Metadata

Name:

Description:

Tags:

Categories: playlists ×

[Browse Categories](#)

The 'Content' page displays.

New playlist View Analytics Save




Type: Manual | ID: 0_6kmb131 | Creator: @kaltura.com | Creation date: 03/26/2026 | Updated at: 03/26/2026 | Moderation: Auto Approved

Metadata

Content

Users

Add Entry 3 Entries Duration: 2:17:10

| Thumbnail | Name | Type | Created On | Duration | |
|---|--|------------|------------------|----------|-----|
|  | Simon Sinek & Trevor Noah on Friendship, Loneliness, Vulnerability, and More | Audio only | 12/09/2025 09:44 | 24:00 | ... |
|  | Sam Altman Speaks Out About What Happened at OpenAI | Audio only | 12/09/2025 09:44 | 1:14:57 | ... |
|  | Fireside chat with Octave Klaba | Audio only | 12/09/2025 09:44 | 38:13 | ... |

2. Click **Add entry**.

New playlist




Type: Manual | ID: 0_6kmb131 | Creator: @kaltura.com | Creation date: 03/26/2026 | Updated at: 03/26/2026 | Moderation: Auto Approved

Metadata

Content

Users





Add Entry 3 Entries

| Thumbnail | Name | Type | Created On | Duration | |
|---|--|------------|------------------|----------|-----|
|  | Simon Sinek & Trevor Noah on Friendship, Loneliness, Vulnerability, and More | Audio only | 12/09/2025 09:44 | 24:00 | ... |
|  | Sam Altman Speaks Out About What Happened at OpenAI | Audio only | 12/09/2025 09:44 | 1:14:57 | ... |
|  | Fireside chat with Octave Klaba | Audio only | 12/09/2025 09:44 | 38:13 | ... |

The 'Add entry' page displays.

Add Entry Cancel Add

33 Entries Filter Categories Refine

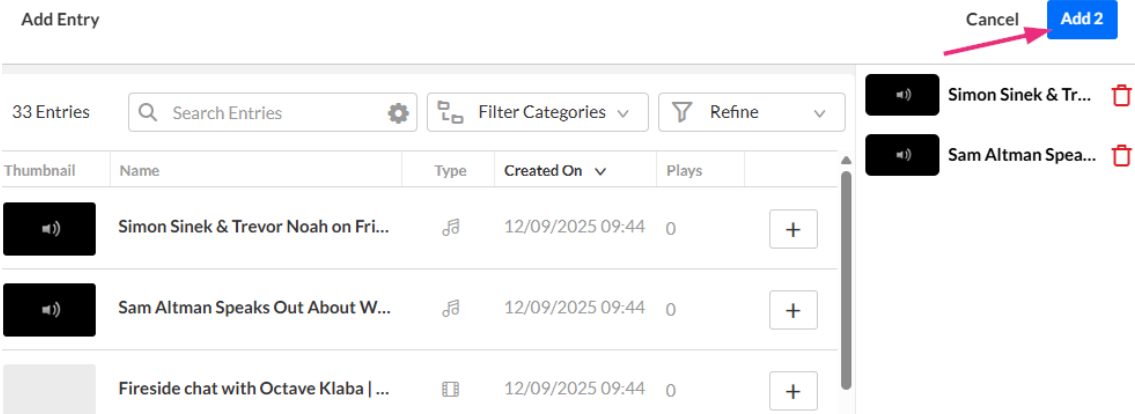
| Thumbnail | Name | Type | Created On | Plays | |
|---|---|------------|------------------|-------|----------------|
|  | Simon Sinek & Trevor Noah on Friendship, Loneliness, Vulnerability, and ... | Audio only | 12/09/2025 09:44 | 0 | + |
|  | Sam Altman Speaks Out About What Happened at OpenAI Audio only | Audio only | 12/09/2025 09:44 | 0 | + |
|  | Fireside chat with Octave Klaba Audio only | Audio only | 12/09/2025 09:44 | 0 | + |
|  | AI That Works for Customers: Synthesia CEO Victor Riparbelli Explain... | Audio only | 12/09/2025 09:44 | 0 | + |

3. Click the **plus icon (+)** next to the desired entry(ies). You can use the search and filter options to find entries.

The selected entries appear in the pane on the right.

To remove a selected entry, click the **trash can icon** next to it.

4. When you have finished selecting all your entries, click the **Add** button at the top right.



Add Entry

33 Entries

| Thumbnail | Name | Type | Created On | Plays | |
|-----------|---------------------------------------|------|------------------|-------|----------------------------------|
| | Simon Sinek & Trevor Noah on Fri... | | 12/09/2025 09:44 | 0 | <input type="button" value="+"/> |
| | Sam Altman Speaks Out About W... | | 12/09/2025 09:44 | 0 | <input type="button" value="+"/> |
| | Fireside chat with Octave Klaba ... | | 12/09/2025 09:44 | 0 | <input type="button" value="+"/> |

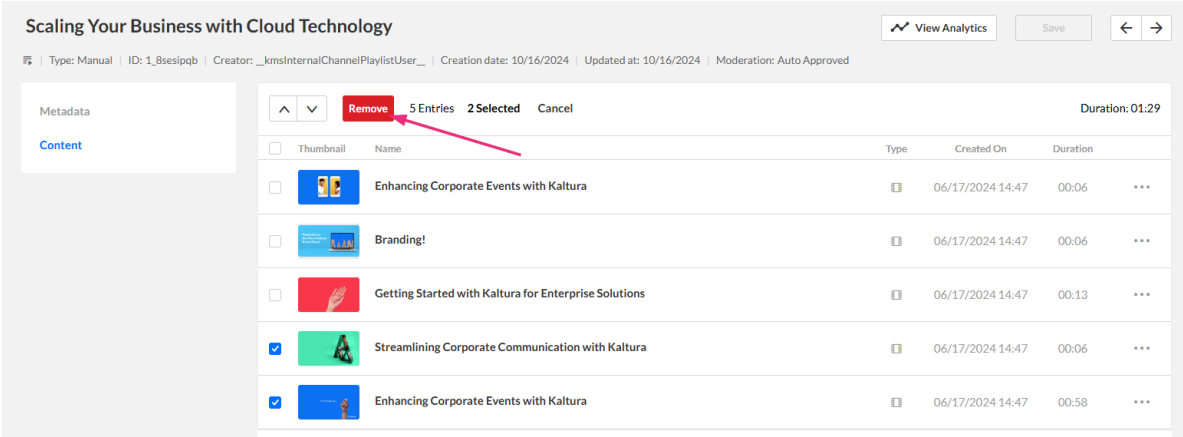
Cancel

Simon Sinek & Tr...

Sam Altman Spea...

Remove entries from a playlist

1. Click the box(es) next to the entry(ies) you want to remove.
2. Click **Remove** at the top.



Scaling Your Business with Cloud Technology

Type: Manual | ID: 1_8sesipqb | Creator: _kmsInternalChannelPlaylistUser_ | Creation date: 10/16/2024 | Updated at: 10/16/2024 | Moderation: Auto Approved

Remove 5 Entries 2 Selected Cancel

| Thumbnail | Name | Type | Created On | Duration | |
|-------------------------------------|---|------|------------------|----------|-----|
| <input type="checkbox"/> | Enhancing Corporate Events with Kaltura | | 06/17/2024 14:47 | 00:06 | ... |
| <input type="checkbox"/> | Branding! | | 06/17/2024 14:47 | 00:06 | ... |
| <input type="checkbox"/> | Getting Started with Kaltura for Enterprise Solutions | | 06/17/2024 14:47 | 00:13 | ... |
| <input checked="" type="checkbox"/> | Streamlining Corporate Communication with Kaltura | | 06/17/2024 14:47 | 00:06 | ... |
| <input checked="" type="checkbox"/> | Enhancing Corporate Events with Kaltura | | 06/17/2024 14:47 | 00:58 | ... |

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



Removing a video from a playlist does not delete it from your content library.