

Edit a manual playlist in KMC

Last Modified on 11/03/2025 10:57 am IST



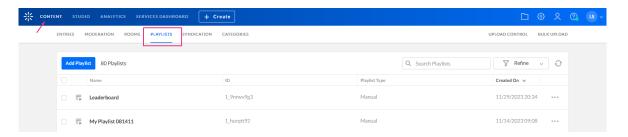
This article is designated for administrators.

About

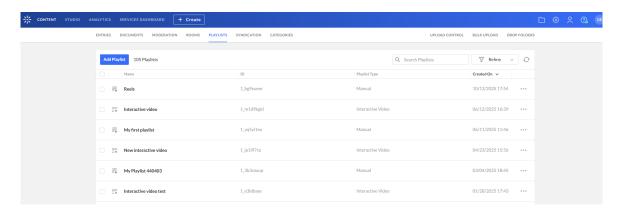
You can edit a manual playlist to add, remove, or reorder entries, and to update its name or description. Manual playlists are static, and entries only change when you make updates manually.

Access playlist details

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



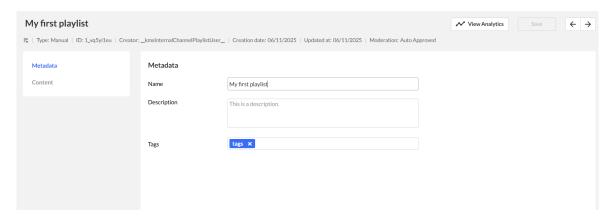
The playlist page displays.



3. Click on the desired playlist's name.

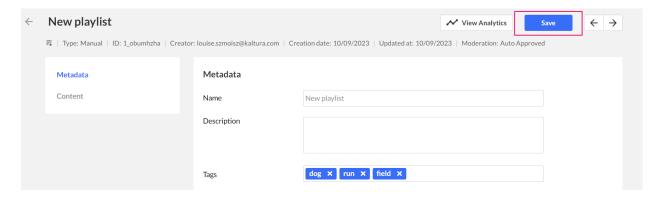
The **Metadata** page displays.





Add or modify metadata

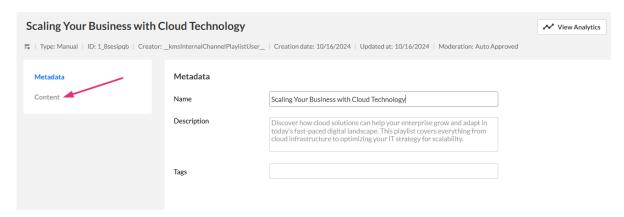
- 1. On the **Metadata** tab, update basic information about the playlist:
- Name The display name for your playlist.
- Description Optional text that helps other users understand the playlist's purpose.
- **Tags** Add keywords to help categorize and find the playlist in search. Type a tag and press 'enter' after each one.
- 2. Click **Save** at the top right.



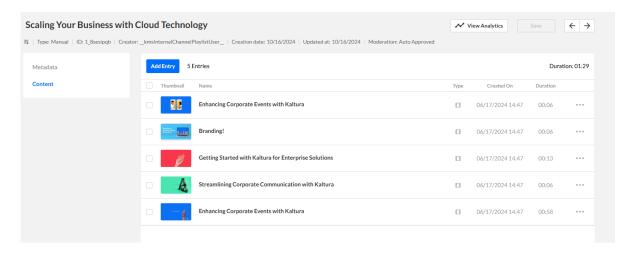
Add or modify content

1. Click the **Content** tab.



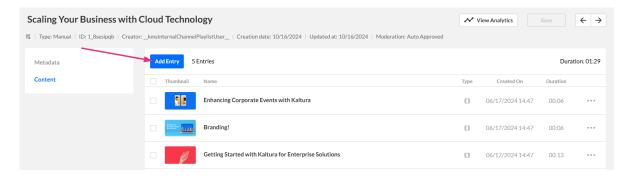


The Content tab displays.



Add entries to a playlist

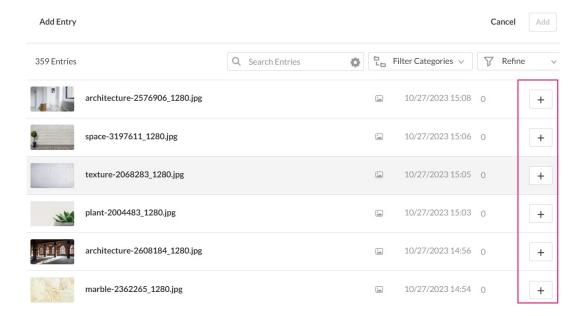
1. Click Add entry.



The 'Add entry' page displays.

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





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

You can also use the search and filter functions at the top to search for entries. See Search and filter for more information about using filters.

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

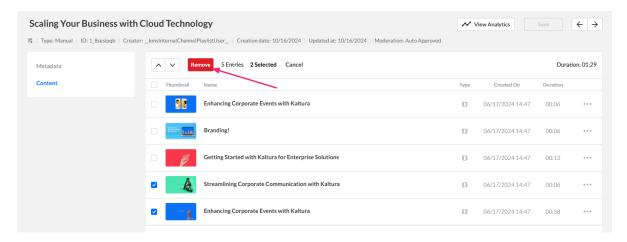


3. When you have finished selecting all your entries, click the **Add** button at the top right.

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.





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



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