

Edit a rule-based playlist in Rich Media CMS

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

 This article is designated for administrators.

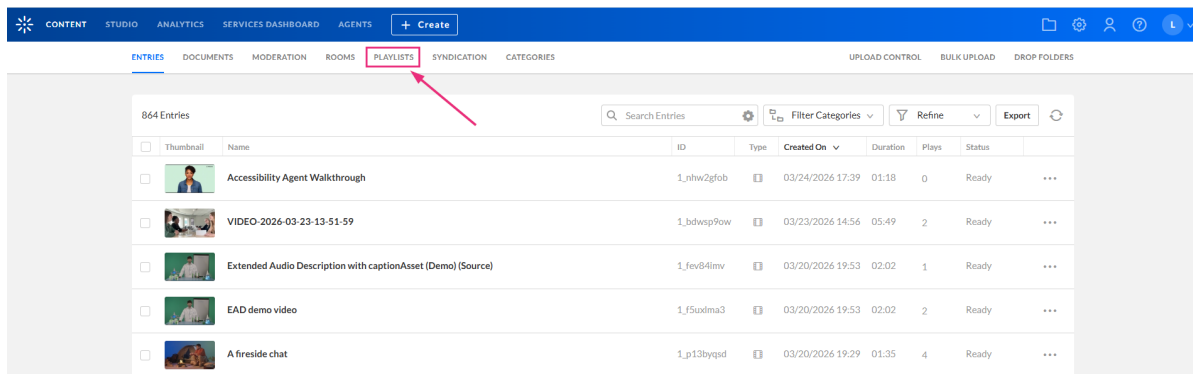
About

You can edit a rule-based playlist in the Rich Media CMS to update its name, description, or the rules that define which entries appear.

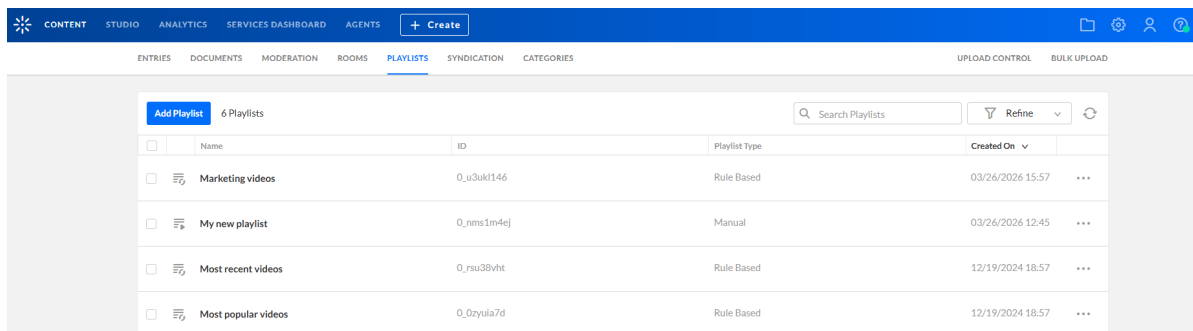
Changes take effect after you save the playlist.

Access your 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 the desired playlist.

Add Playlist 6 Playlists		Search Playlists	Refine		
<input type="checkbox"/>	Name	ID	Playlist Type	Created On	
<input type="checkbox"/>	Marketing videos	0_u3ukl146	Rule Based	03/26/2026 15:57	...
<input type="checkbox"/>	My new playlist	0_nms1m4ej	Manual	03/26/2026 12:45	...
<input type="checkbox"/>	Most recent videos	0_rsu38vht	Rule Based	12/19/2024 18:57	...

The **Metadata** tab displays by default.

Marketing videos

Type: Rule Based | ID: 0_u3ukl146 | 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](#)

Edit playlist metadata

1. On the **Metadata** page, update the following as needed:

- **Name** – The display name of your playlist.
- **Description** – Optional text describing the playlist.
- **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.

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:

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 or modify content

1. Click the **Content** tab.

Marketing videos

Type: Rule Based | ID: 0_u3uk1146 | Creator: @kaltura.com | Creation date: 03/26/2026 | Updated at: 03/26/2026 | Moderation: Auto Approved

Metadata

Content

Users

Metadata

Name: Marketing videos

Description:

Tags:

Categories:

[Browse Categories](#)

The 'Content' page displays.

Marketing videos

Type: Rule Based | ID: 0_u3uk1146 | Creator: @kaltura.com | Creation date: 03/26/2026 | Updated at: 03/26/2026 | Moderation: Auto Approved

Metadata

Content

Users

+ Add Rule 2 Entries in 1 Rules Duration: 00:38

<input type="checkbox"/> Rule Name	No. Entries	Limit	Order By	Duration	
<input type="checkbox"/> Most recent marketing videos	2	100	Most Recent	00:38	...

Add entries

1. On the Content page, click **Add Rule**.

Marketing videos

Type: Rule Based | ID: 0_u3uk1146 | Creator: @kaltura.com | Creation date: 03/26/2026 | Updated at: 03/26/2026 | Moderation: Auto Approved

Metadata

Content

Users

+ Add Rule 2 Entries in 1 Rules Duration: 00:38







<input type="checkbox"/> Rule Name	No. Entries	Limit	Order By	Duration	
<input type="checkbox"/> Most recent marketing videos	2	100	Most Recent	00:38	...

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

Add a rule to your playlist. Cancel **Add**

Rule Name Results Limit (150) Order by: Most Played

33 Entries, Total duration 11:32:06

Thumbnail	Name	ID	Type	Created On	Duration	Plays
	Human_Extended_Audio_Description_with_ca...	0_06g2m37b		06/19/2025 10:38	02:02	14
	Tim Cook explains why Apple manufactures pr...	0_eqqoa5v5		05/20/2025 14:20	01:37	7
	Human Standard Audio description (Cielo24) (...	0_r7shnir		08/21/2025 17:04	01:00	3

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).

Add a rule to your playlist. Cancel **Add**

Rule Name Results Limit (150) Order by: Most Played

33 Entries, Total duration 11:32:06

Thumbnail	Name	ID	Type	Created On	Duration	Plays
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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.

Add a rule to your playlist.

Cancel

Add

Rule Name

Results Limit (100)

Order by: Most Recent





2 Entries, Total duration 00:38

Active Filters:

video

Video with Captions

[Clear All](#)

Thumbnail	Name	ID	Type	Created On	Duration	Plays
	Sample Big Buck Bunny Trailer (HD)	0_kjoys3yu		12/19/2024 18:57	00:33	0
	Sample Kaltura Animated Logo	0_tp6m7qug		12/19/2024 18:57	00:05	0

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

The rule appears in the rules table.

Marketing videos Save ← →

Type: Rule Based | ID: new | Creator: @kaltura.com | Creation date: | Updated at: | Moderation:

Metadata 2 Entries in 1 Rules Duration: 00:38

Content

Users

<input type="checkbox"/>	Rule Name	No. Entries	Limit	Order By	Duration	
<input type="checkbox"/>	Most recent marketing videos	2	100	Most Recent	00:38	...

4. Click **Save** to exit.

Remove entries

1. On the 'Content' page, click the box(es) next to the entry(ies) you want to remove.
2. Click **Remove** at the top.

Rule-based playlist Save ← →

Type: Rule Based | ID: 1_s9b15vdr | Creator: louise. @kaltura.com | Creation date: 10/30/2025 | Updated at: 11/02/2025 | Moderation: Auto Approved

Metadata 350 Entries in 3 Rules **1 Selected** Cancel Duration: 12:42:17

Content

Users

<input type="checkbox"/>	Rule Name	No. Entries	Limit	Order By	Duration	
<input type="checkbox"/>	Rule 1	50	150	Highest Rated	22:21	...
<input type="checkbox"/>	Rule 2	150	150	Entry Name	4:42:03	...
<input checked="" type="checkbox"/>	Most recent	150	150	Most Recent	7:37:53	...

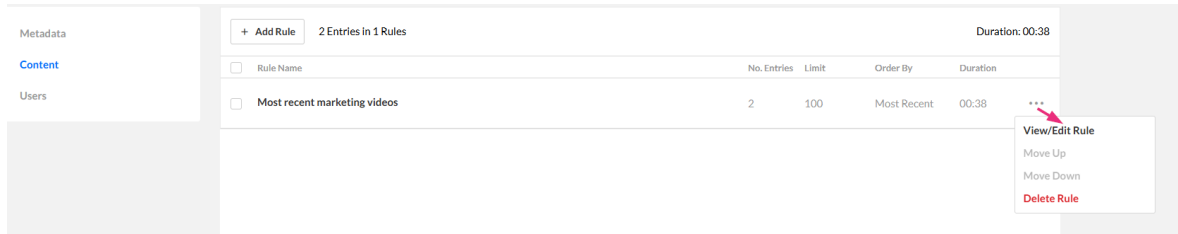
3. Click **Save**.



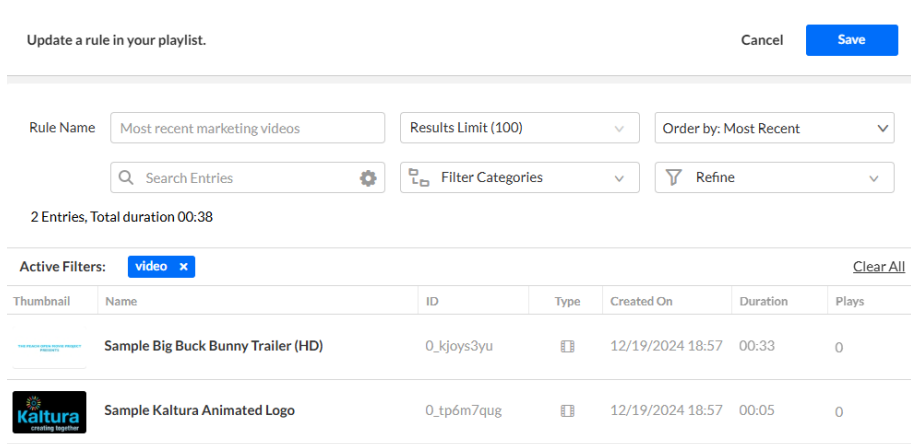
Removing a video from a playlist does not delete it from your content library.

Edit a rule

1. On the 'Content' page, click the **three dots** to the far right of the rule and select **View/Edit rule**.

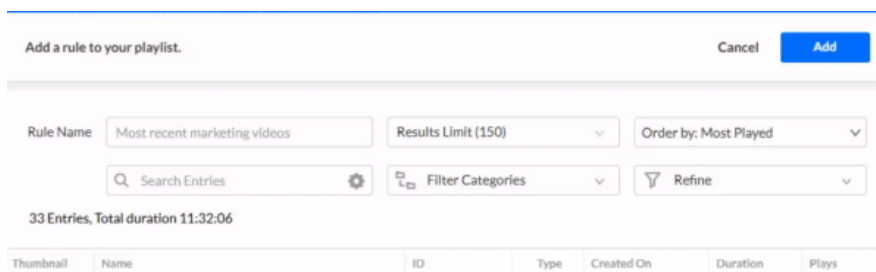


The 'Add a rule to your playlist' window opens.



2. Update any of the following:

- **Rule name**
- **Results Limit** - Use the slider to select how many entries the playlist should include (1-200; default is 200).



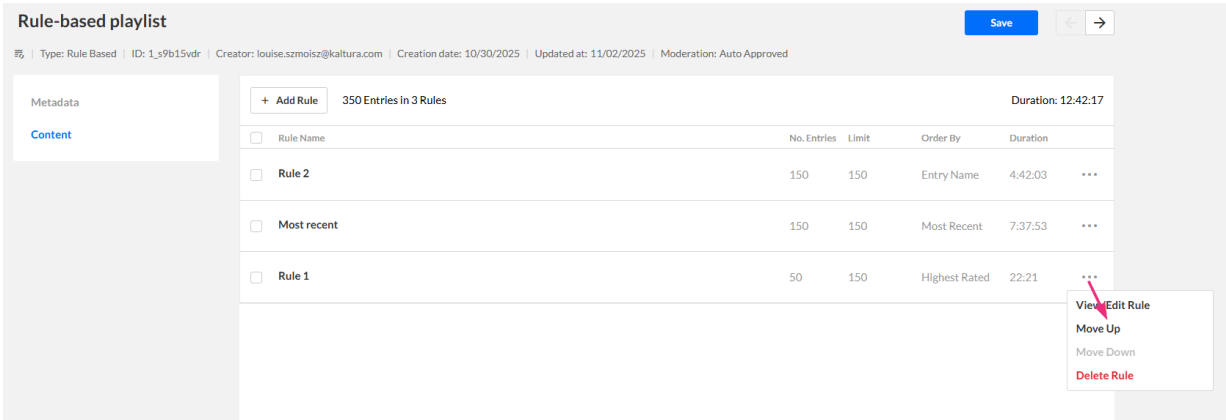
- **Order By** - Edit how to sort entries. The following options are available:
 - Most Played
 - Most Recent
 - Highest Rated

- 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.

3. When you're done editing, click **Save**.

Change order of entries

1. Click the **three dots** to the far right of the entry and select **Move up** or **Move down**.



Rule-based playlist Save ← →

Type: Rule Based | ID: 1_s9b15vdr | Creator: louse.szmoisz@kaltura.com | Creation date: 10/30/2025 | Updated at: 11/02/2025 | Moderation: Auto Approved

Metadata [Content](#)

[+ Add Rule](#) 350 Entries in 3 Rules Duration: 12:42:17

<input type="checkbox"/>	Rule Name	No. Entries	Limit	Order By	Duration	
<input type="checkbox"/>	Rule 2	150	150	Entry Name	4:42:03	⋮
<input type="checkbox"/>	Most recent	150	150	Most Recent	7:37:53	⋮
<input type="checkbox"/>	Rule 1	50	150	Highest Rated	22:21	⋮

View/Edit Rule
Move Up
Move Down
Delete Rule

2. Click **Save**.