

Edit a rule-based playlist in KMC

Last Modified on 11/14/2025 5:10 pm IST



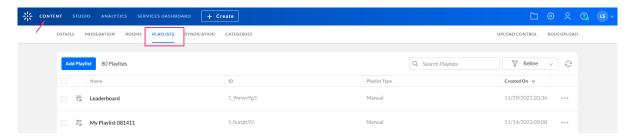
This article is designated for administrators.

About

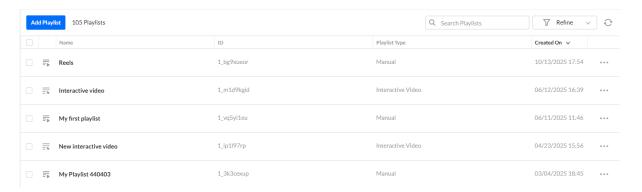
You can edit a rule-based playlist in the KMC to update its name, description, or the rules that define which entries appear. Changes take effect after you save the playlist.

Access a rule-based playlist

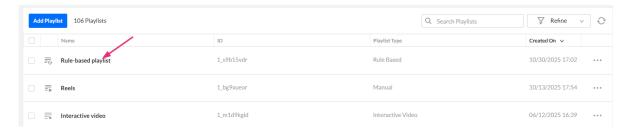
- 1. Log into your KMC.
- 2. Under the **Content** menu, click the **Playlists** tab.



The Playlists page displays.

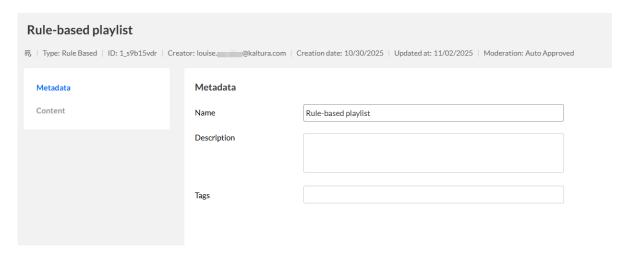


3. Click on the desired playlist's name.



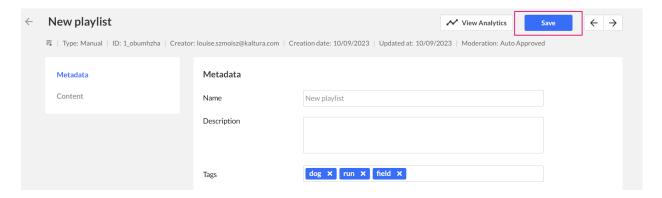
The **Metadata** tab displays by default.





Add or modify metadata

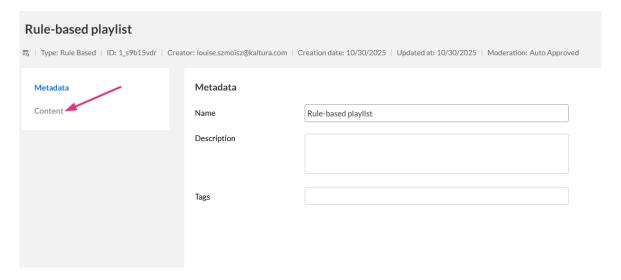
- 1. On the **Metadata** tab, update basic information about the playlist:
- Name The display name for your playlist.
- Description Optional text that helps other users understand the playlist's purpose.
- **Tags** Add keywords to help categorize and find the playlist in search. Type a tag and press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



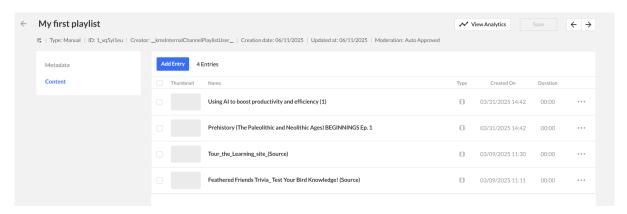
Add or modify content

1. Click the Content tab.





The Content tab displays.



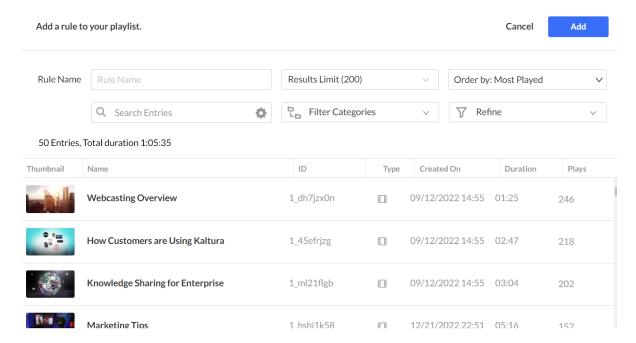
Add entries

1. On the Content tab, click Add Rule.

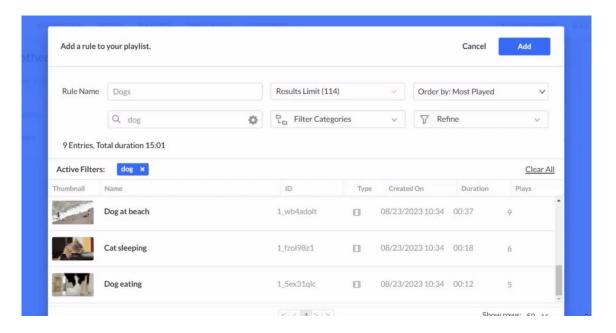


The rule configuration screen displays.



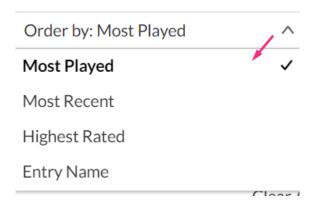


- 2. Configure the rule:
- Rule name
- Results Limit



- Order By Choose how to sort entries. The following options are available:
 - Most Played
 - Most Recent
 - Highest Rated
 - Entry Name

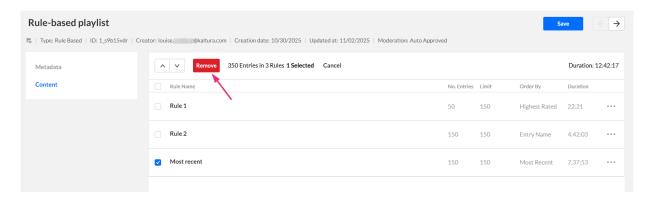




- Filter Categories Use this function to choose which category(ies) will be associated to the playlist.
- Refine Further narrow results using filters such as media type, creation date, or custom metadata. For more information about using the filters function, see our article Search and filter.
- 3. Click Add.

Remove entries

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



3. Click Save.

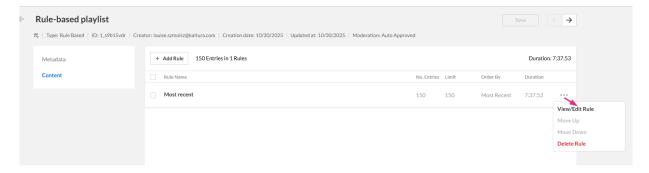


Removing a video from a playlist does not delete it from your content library.

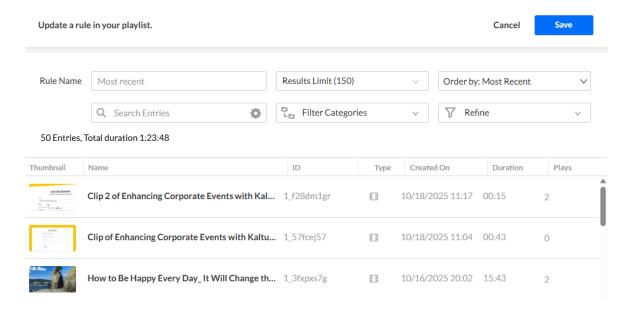
Edit a rule

1. On the Content tab, click the **three-dot menu** to the far right of the desired rule and select **View/Edit rule**.



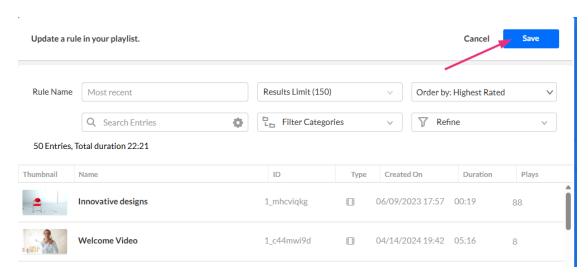


The rule configuration screen displays.



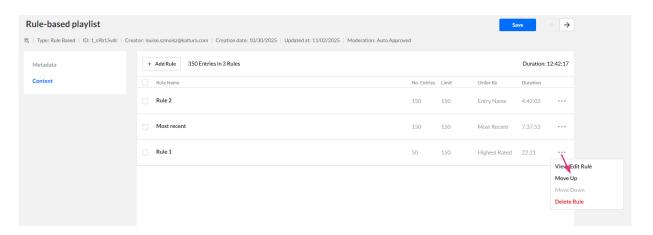
- 2. Update any of the following:
- Rule name
- Free text search
- Category filters
- Refine filters
- Results limit (1-200, default 200)
- Order by:
 - Most Played
 - Most Recent
 - Highest Rated
 - Entry Name
- 3. When you're done editing, click **Save**. The entries table refreshes automatically to show matching results.





Change order of entries

1. Click the **three-dot menu** to the far right of the desired entry and select **Move up** or **Move down**.



2. Click Save.