

# Configure rule actions for Automation Manager

Last Modified on 12/30/2025 1:25 pm IST

 This article is designated for administrators.

## About

**Rule actions** define what [Automation Manager](#) does with media entries that meet a rule's criteria. Actions are applied when a rule runs and can update metadata, manage categories and tags, change ownership, delete entries, or trigger agents.

Each rule can include one action or a combination of actions, depending on the selected options.

## How actions work

- Actions are applied only to entries that meet [all rule criteria](#).
- Actions can run automatically or require approval, based on the rule's review settings.
- Some actions can be combined in the same rule, depending on the action type.

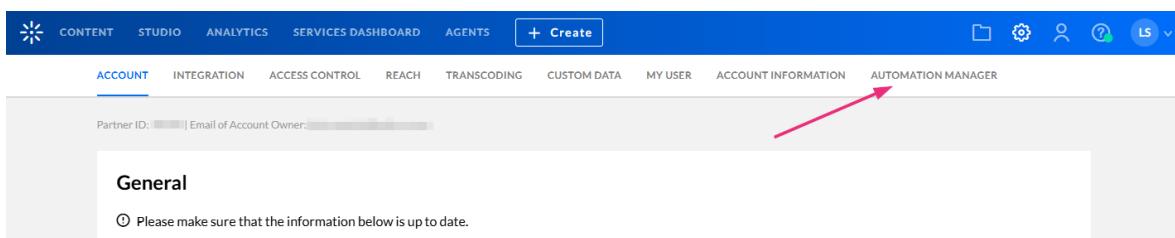
## Access the actions tab

- Log into your Kaltura Management Console.
- In the top navigation menu, click the **settings icon** at the far right.



The Account settings page opens.

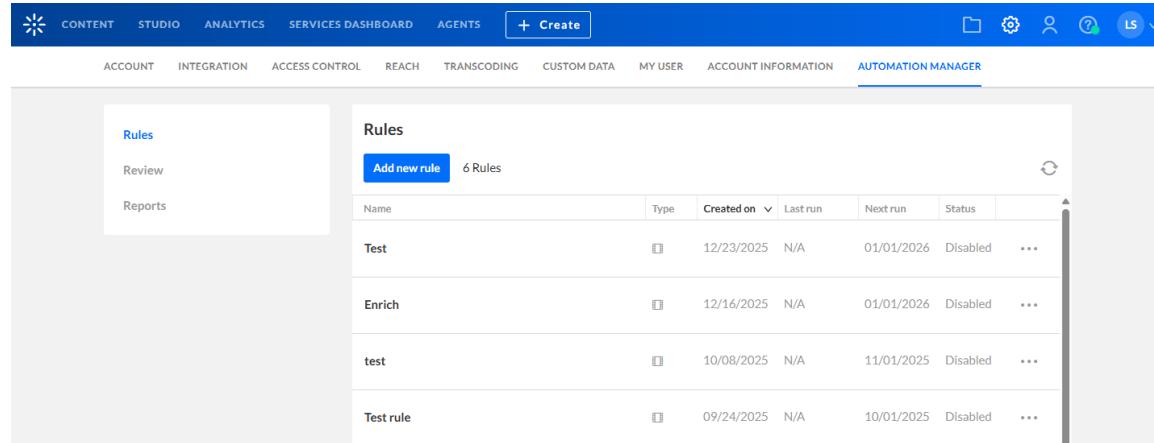
- Click the **Automation Manager** tab at the far right.



If you don't see the automation manager tab in your [KMC](#), you need to enable it

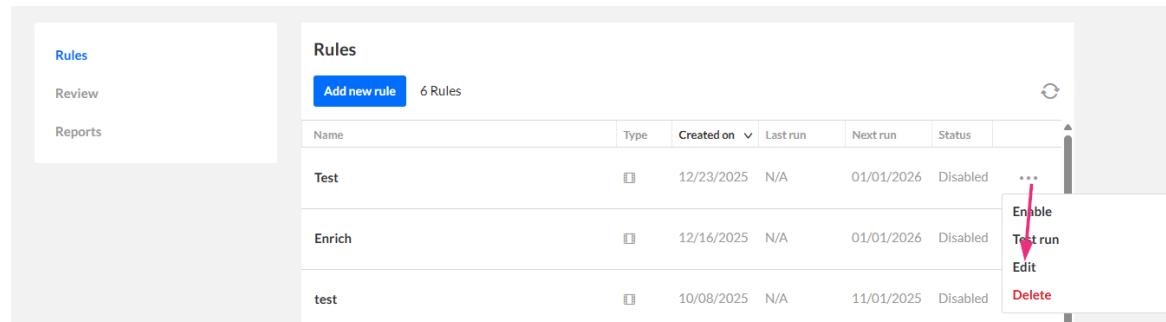
on your account. In addition, only users with certain roles can access the automation manager.

The **Rules** page displays. Here you can view any rules that have already been set up on your account.



Name	Type	Created on	Last run	Next run	Status	More
Test		12/23/2025	N/A	01/01/2026	Disabled	...
Enrich		12/16/2025	N/A	01/01/2026	Disabled	...
test		10/08/2025	N/A	11/01/2025	Disabled	...
Test rule		09/24/2025	N/A	10/01/2025	Disabled	...

4. On the Rules page, click the **three dots** at the end of the row of an existing rule and select **Edit**.



The rule configuration screen opens with the **General** tab selected by default.

5. In the left navigation panel, click **Actions**.

[← Test](#)

Creation date: 12/23/2025 | Updated at: 12/23/2025

<b>General</b>	<b>General</b>
Criteria	Name <input type="text" value="Test"/>
Actions 	Rule type <input type="text" value="VOD rule"/>
Notifications	Description <input type="text"/>
	Rule owner <input type="text" value="XXXXXX@kaltura.com"/> <a href="#">Change owner</a>
	<b>Scheduling</b>
	Start date <input type="text" value="01/01/2026"/>

The 'Actions' page opens.

[← Test](#)

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<b>General</b>	<b>Actions</b>
Criteria	Add actions to be taken on entries that meet the criteria set in the Criteria tab.
<b>Actions</b>	<input type="button" value="Add actions ▾"/>
Notifications	

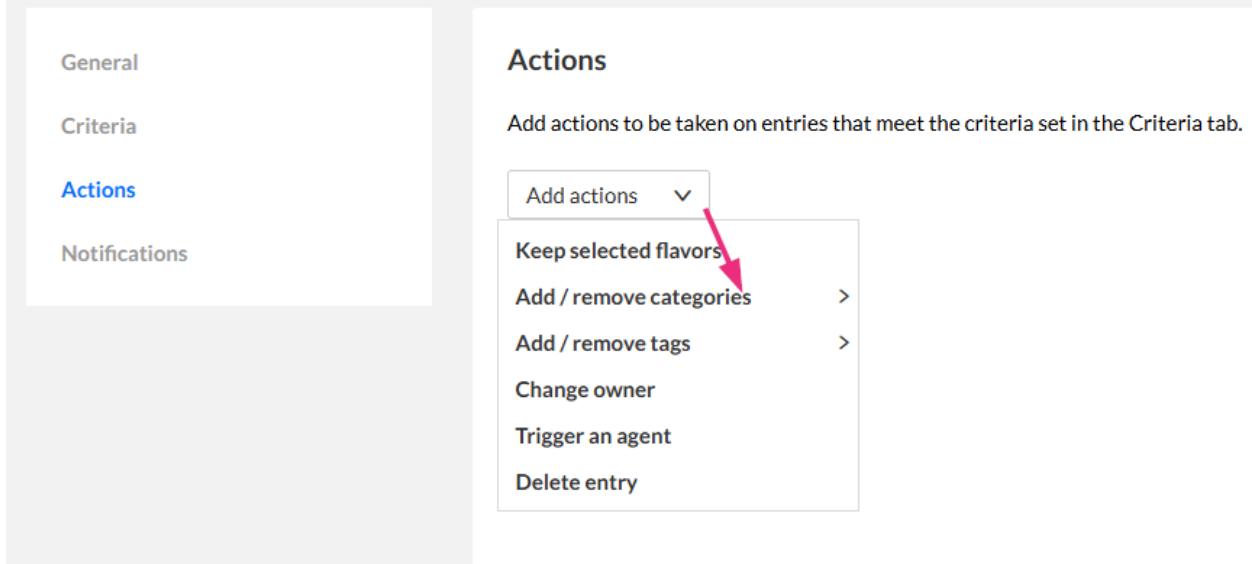
## Add actions to a rule

Actions define what happens to entries that match the rule criteria.

1. On the Actions page, select the desired criterion from the **Add actions** drop-down menu (if the action includes sub-options, select the required option).

## Test

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The Actions tab is selected. The Actions dropdown menu is open, showing the following options:

- Keep selected flavors
- Add / remove categories
- Add / remove tags
- Change owner
- Trigger an agent
- Delete entry

The available actions are as follows:

- **Keep selected flavors** - This action will delete all flavors on the entry except those selected. Use this action to reduce storage usage or standardize available flavors.
- **Add / remove categories** - Adds entries to categories or removes them from selected categories:
  - **Add categories** - select the categories where the entry should be published
  - **Remove categories** - select the categories from which the entry should be removed
- **Add / remove tags** - Adds or removes tags from selected entries:
  - **Add tags** - type in the tags that should be added to the entry
  - **Remove tags** - type in the tags that should be removed from the entry
- **Change owner** - Changes the owner of the selected entries. Use this action to transfer ownership or align entries with organizational changes.
- **Trigger an agent** - Runs a preconfigured agent on all entries matched by the rule. This action lets you deploy a full agent workflow on existing content at scale, for example captioning workflows. For details on creating and configuring agents, see [Create a Kaltura agent](#).



When using **Trigger an agent**, review your rule criteria carefully. If criteria are too broad, the agent may run on more entries than intended.

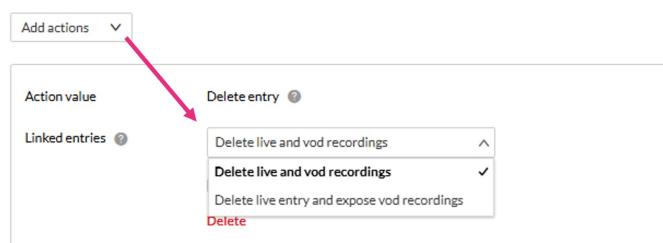
- **Delete entry** - When deleting an entry, you can also choose how to handle any linked entries:

- **For VOD rules:** Select an action from the dropdown:
  - **Delete secondary entries** (default) - Removes the linked secondary entries with the [parent](#) entry.
  - **Save as standalone entries** - Keeps the secondary entries as independent media assets.
- **For Live rules:** Select an action from the dropdown:
  - **Delete live and VOD recordings** - Deletes both the live entry and its recording.
  - **Delete live entry and expose VOD recordings** - Deletes the live entry but makes the recording visible and searchable.

#### Actions

Add actions to be taken on entries that meet the criteria set in the Criteria tab.

Delete action cannot be performed along with additional actions in the same rule



The screenshot shows a 'Actions' configuration interface. At the top, there is a note: 'Add actions to be taken on entries that meet the criteria set in the Criteria tab.' Below this is a radio button group: '(input type="radio") Delete action cannot be performed along with additional actions in the same rule'. A dropdown menu is open, showing the following options:

- Delete entry (highlighted with a red arrow)
- Linked entries (disabled)
- Delete live and vod recordings (selected, indicated by a checkmark)
- Delete live and vod recordings (disabled)
- Delete live entry and expose vod recordings (disabled)
- Delete (disabled)

If the [recycle bin](#) is enabled, you'll see the **Move to recycle bin** option. Selecting it moves the entry there. If you don't select it, the entry is [permanently deleted](#).

2. Click **Save**.