

Review and manage media selected by Automation Manager

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 This article is designated for administrators.

About

When [Automation Manager](#) runs a rule, it scans your media and selects items that meet the rule's criteria. This media appears on the **Review page**, where you can review what was selected and decide whether actions should run.

This article explains how to review selected media, approve or reject actions, and manage the review queue.

How the review process works

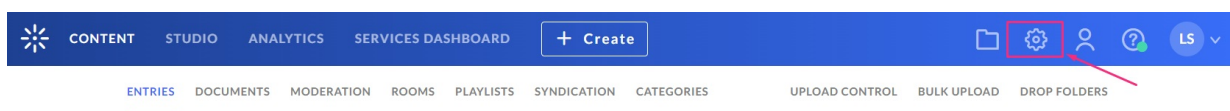
- Automation Manager scans media based on rule criteria.
- Media that meets the criteria appears on the Review page.
- Depending on the rule settings, actions may:
 - run automatically, or
 - require manual approval.
- Approved actions are performed on the scheduled execution date or when triggered manually.



Media selected by a rule appears on the Review page for a limited review period. If no action is taken during that time, the media won't appear again in future runs of the same rule. To review it again, create a new rule with the same settings.

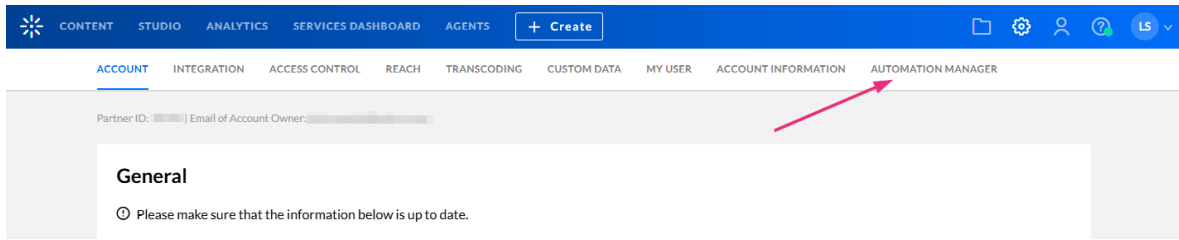
Access the Review page

1. Log into your Rich Media Content Management System.
2. In the top navigation menu, click the **settings icon** at the far right.



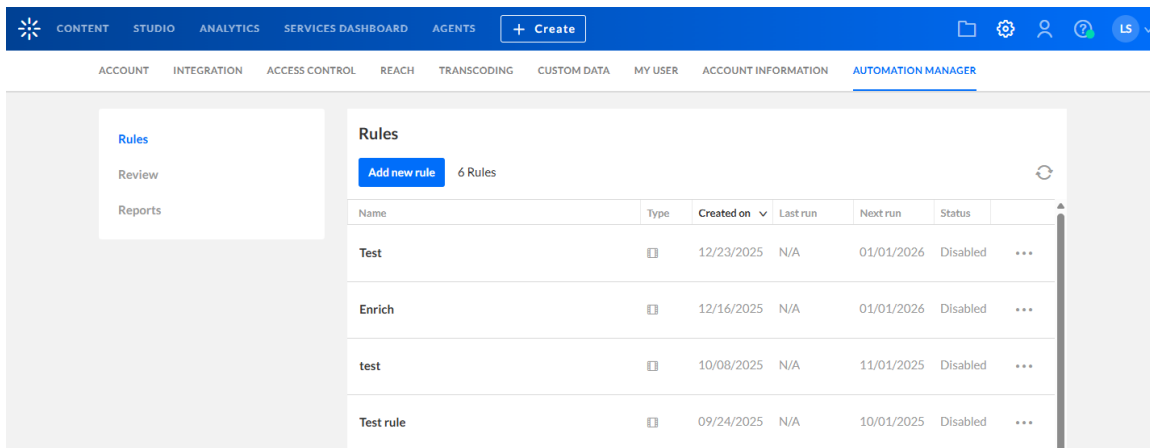
The Account settings page opens.

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



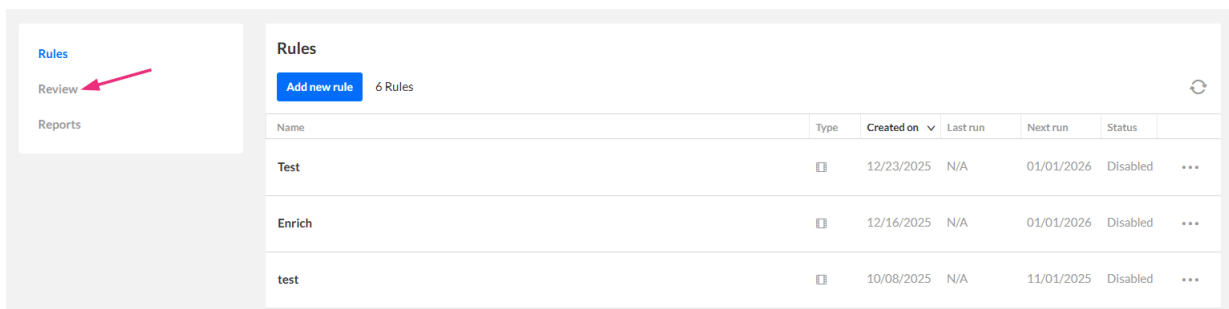
If you don't see the automation manager tab in your Rich Media CMS, you need to enable it on your account. In addition, only users with certain roles can access the automation manager.

The **Rules** page displays.



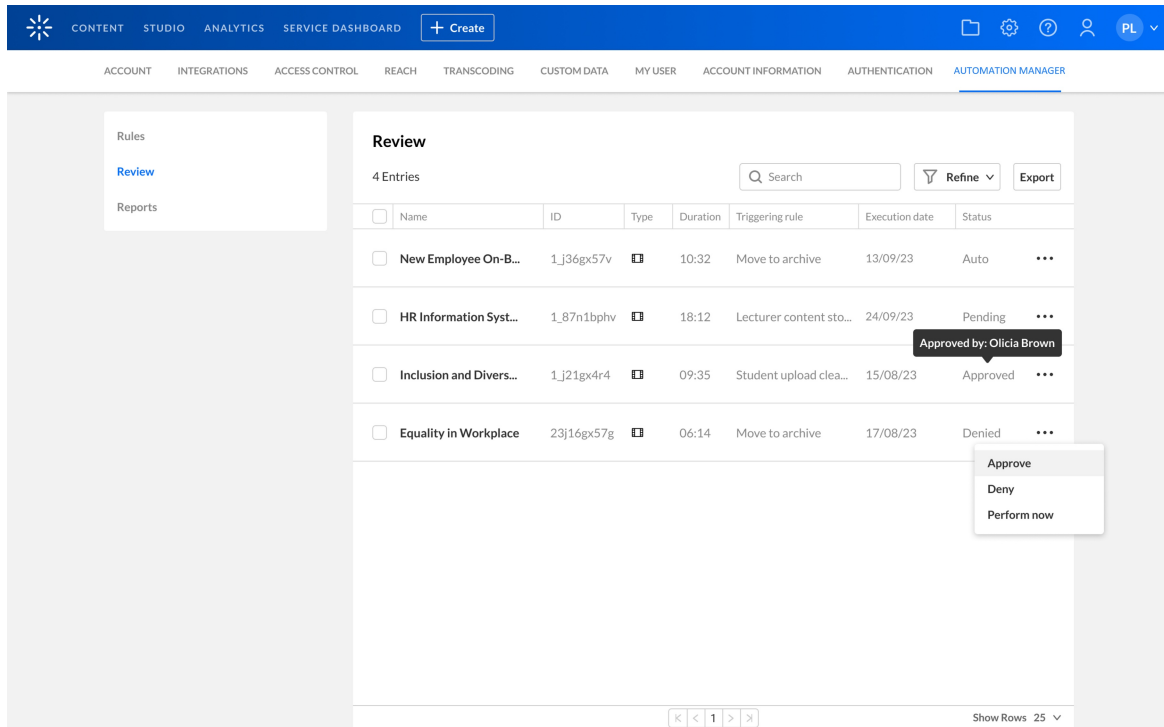
4. In the left navigation panel, click **Review**.

5.



6. The 'Review' page opens.

7.



Review and manage entries

The Review page lists entries that met the criteria of a rule and were added to the review queue. The columns for each entry are:

- **Name** - entry name
- **ID** - entry ID
- **Type** - media type icon (same as in Rich Media CMS entries tab)
- **Duration** - media duration
- **Triggering rule** - the rule that triggered the entry to be added to the review queue
- **Execution date** - the date in which the triggering rule is planned to run
- **Status** - current status that indicates what will happen next. The statuses are as follows:
 - **Pending** - Action requires manual approval before it can run.
 - **Auto** - Action will run automatically without approval.
 - **Approved** - Action has been approved and will run as scheduled.
 - **Rejected** - Action won't run for this media item.

Review media actions

Each media item has a **three-dot menu** at the end of the row with available actions.

Review

4 Entries Refine Export

<input type="checkbox"/>	Name	ID	Type	Duration	Triggering rule	Execution date	Status	
<input type="checkbox"/>	New Employee On-B...	1_j36gx57v	📹	10:32	Move to archive	13/09/23	Auto	⋮
<input type="checkbox"/>	HR Information Syst...	1_87n1bphv	📹	18:12	Lecturer content sto...	24/09/23	Pending	⋮
<input type="checkbox"/>	Inclusion and Divers...	1_j21gx4r4	📹	09:35	Student upload clea...	15/08/23	Approved	⋮
<input type="checkbox"/>	Equality in Workplace	23j16gx57g	📹	06:14	Move to archive	17/08/23	Denied	⋮

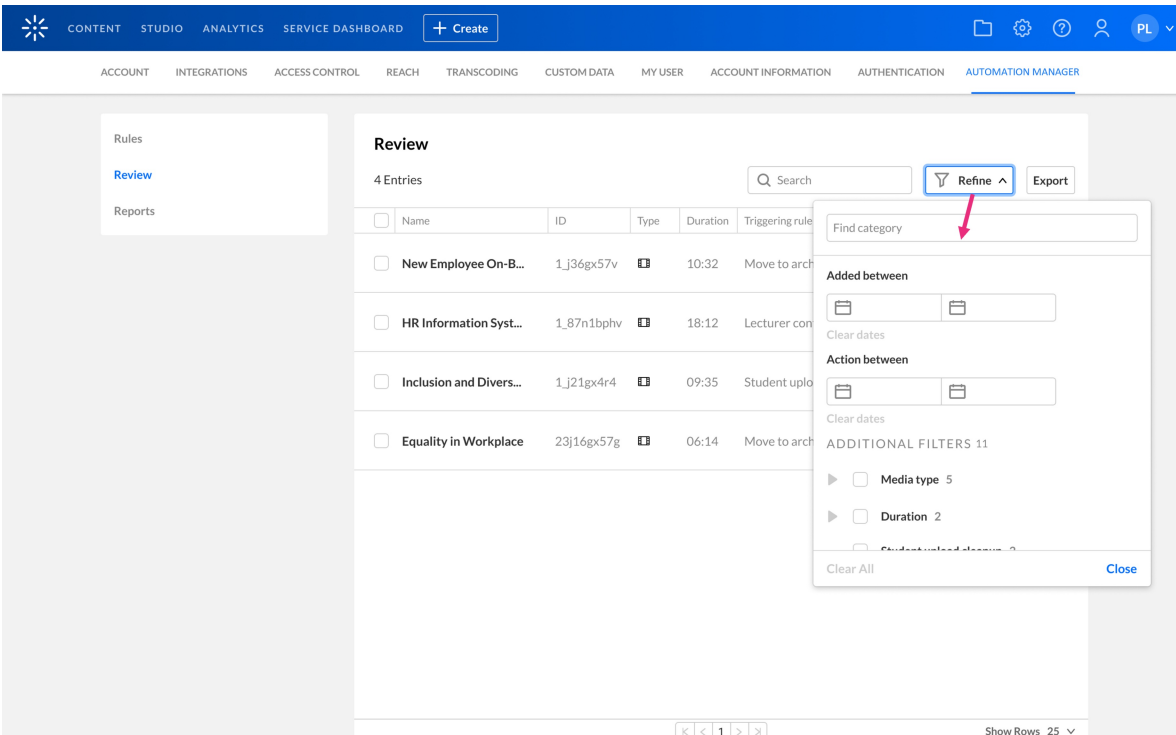
Approve
 Deny
 Perform now

The menu allows you to perform the following actions:

- **Approve** - Allows the configured actions to run.
- **Deny** - Prevents actions from running for this media item.
- **Perform now** - Runs the configured actions immediately.

Search, filter and refine the review queue

You can narrow down the list of media using search and filters.



The screenshot shows the Kaltura Automation Manager interface. The top navigation bar includes 'CONTENT', 'STUDIO', 'ANALYTICS', 'SERVICE DASHBOARD', and a '+ Create' button. Below this, a secondary navigation bar lists various categories like 'ACCOUNT', 'INTEGRATIONS', 'ACCESS CONTROL', etc., with 'AUTOMATION MANAGER' selected. The main content area is titled 'Review' and shows a table of 4 entries. A 'Refine' button is highlighted with a red box, and a dropdown menu is open, showing options for 'Find category', 'Added between', 'Action between', and 'ADDITIONAL FILTERS'. The 'ADDITIONAL FILTERS' section includes 'Media type 5' and 'Duration 2'.

Use the search field to find media by name or ID.

Refine your search using the following filters:

- **Added between** - enter the date the entry was added to the review queue
- **Action between** - enter the date the actions are planned to be performed
- **Additional filters** - you can refine your search using additional filters as follows:
 - **Media type**
 - **Duration**
 - **Owner**
 - **Approval status**
 - **Rules**

Review

4 Entries

Refine ^

<input type="checkbox"/>	Name	ID	Type	Duration	Triggering rule
<input type="checkbox"/>	New Employee On-B...	1_j36gx57v		10:32	Move to arch
<input type="checkbox"/>	HR Information Syst...	1_87n1bphv		18:12	Lecturer con
<input type="checkbox"/>	Inclusion and Divers...	1_j21gx4r4		09:35	Student uplo
<input type="checkbox"/>	Equality in Workplace	23j16gx57g		06:14	Move to arch

ADDITIONAL FILTERS

- ▶ **Media type** 5
- ▼ **Duration** 2
 - Shorter than minutes
 - Longer than minutes
- ▼ **Owner** 1
- ▼ **Actions** 8

Clear All
Close

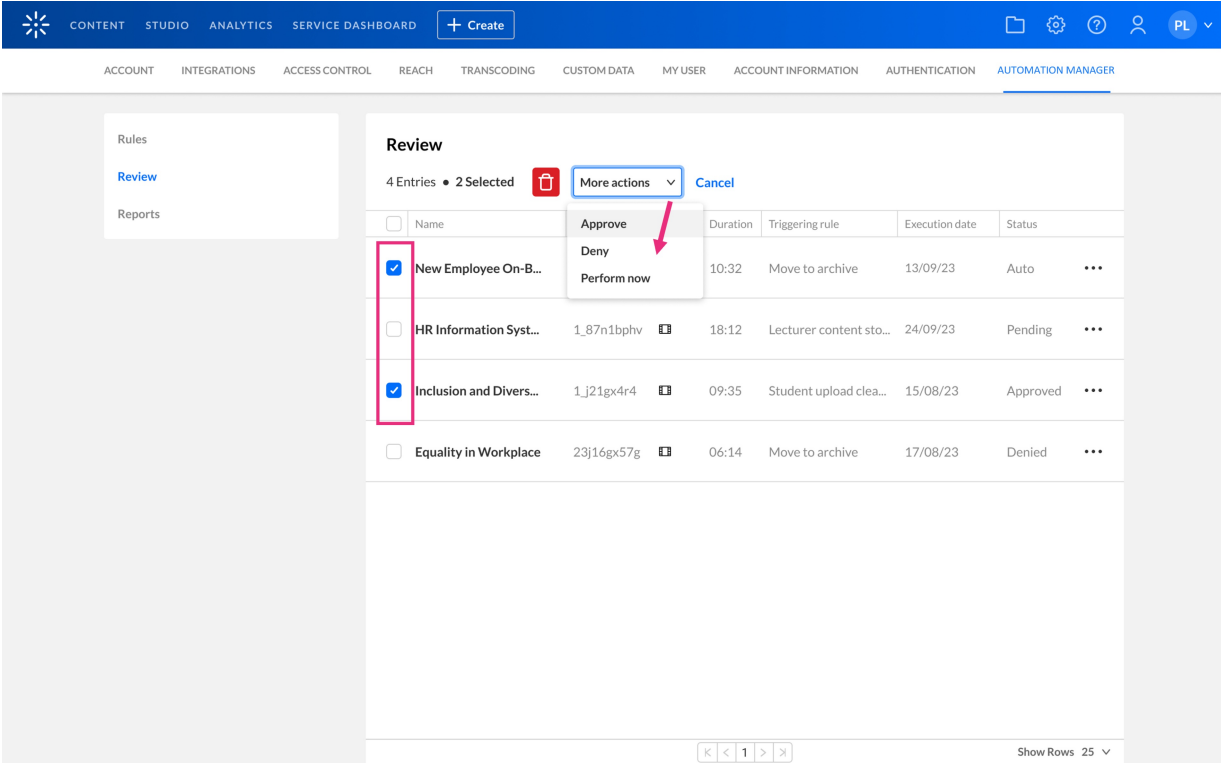
i Looking for an item that met the rule but no longer appears in the review queue? If an entry was flagged but no action (approve or reject) was taken during the review period, it won't show up again in future scans of the same rule, even if it still meets the criteria. To include it again, create a new rule with the same settings.

Bulk actions

Using the **More actions** menu, you can select specific entries (or all entries on the page) and perform the following actions in bulk:

- **Approve**

- **Reject**
- **Perform now** - Executing this rule now will perform the configured actions on all selected entries.



The screenshot shows the Kaltura Automation Manager interface. The top navigation bar includes 'CONTENT', 'STUDIO', 'ANALYTICS', 'SERVICE DASHBOARD', and a '+ Create' button. Below this, a secondary navigation bar lists various system components like 'ACCOUNT', 'INTEGRATIONS', 'ACCESS CONTROL', etc., with 'AUTOMATION MANAGER' selected. The main content area is titled 'Review' and shows '4 Entries • 2 Selected'. A table lists the entries with columns for Name, Duration, Triggering rule, Execution date, and Status. Two entries are selected: 'New Employee On-B...' and 'Inclusion and Divers...'. A 'More actions' dropdown menu is open over the selected entries, with 'Perform now' highlighted. A red box highlights the selected entries in the table, and a red arrow points to the 'Perform now' option in the dropdown.

Name	Duration	Triggering rule	Execution date	Status
<input checked="" type="checkbox"/> New Employee On-B...	10:32	Move to archive	13/09/23	Auto
<input type="checkbox"/> HR Information Syst...	18:12	Lecturer content sto...	24/09/23	Pending
<input checked="" type="checkbox"/> Inclusion and Divers...	09:35	Student upload clea...	15/08/23	Approved
<input type="checkbox"/> Equality in Workplace	06:14	Move to archive	17/08/23	Denied

Export

Click **Export** at the top right to export a CSV file with all entries based on the filtering in the **Review** tab at the time of export.