

Review and manage media selected by Automation Manager

Last Modified on 12/29/2025 11:54 am IST

 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

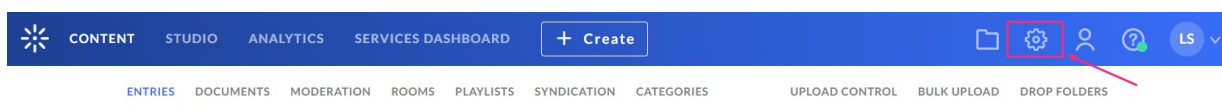
- Automation Manager scans media based on rule criteria.
- Media that meets the criteria appears on the Review page.
- Depending on the rule settings, actions may:
 - run automatically, or
 - require manual approval.
- Approved actions are performed on the scheduled execution date or when triggered manually.



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.

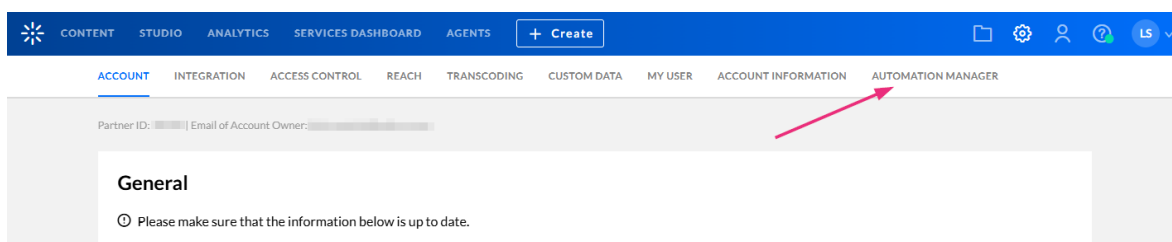
Access the Review page

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



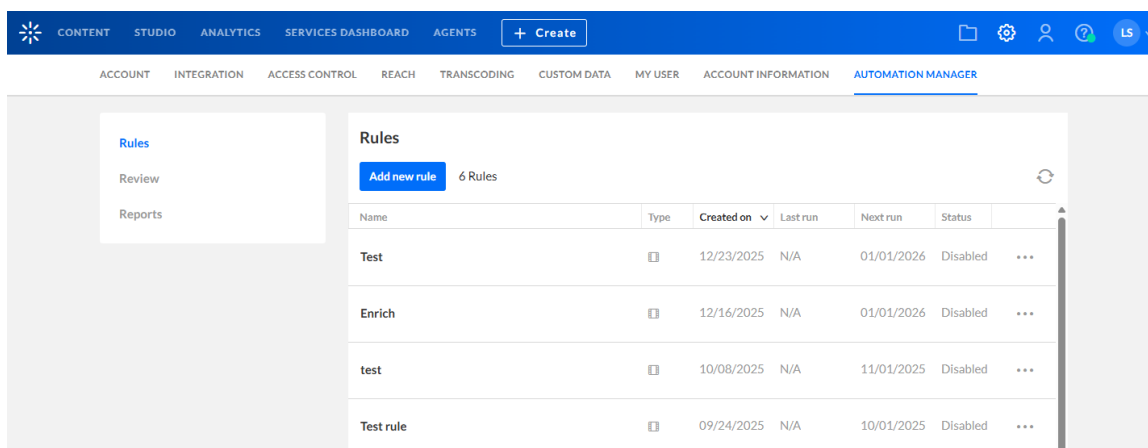
The Account settings page opens.

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



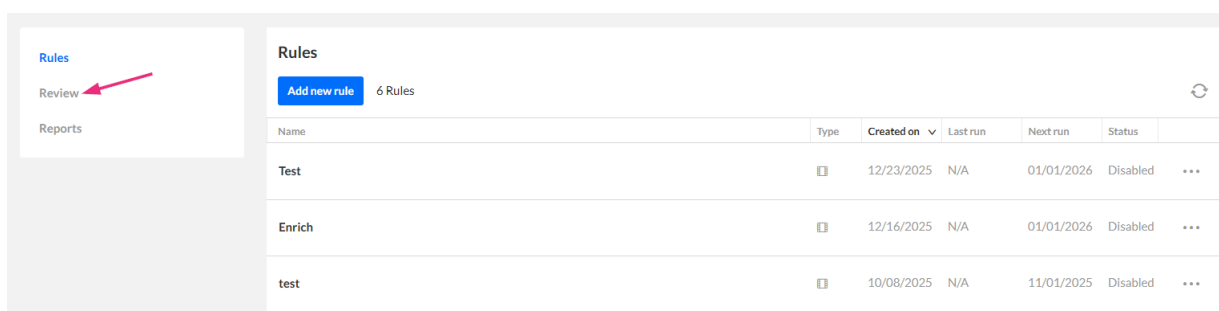
If you don't see the automation manager tab in your KMC, you need to enable it on your account. In addition, only users with certain roles can access the automation manager.

The **Rules** page displays.



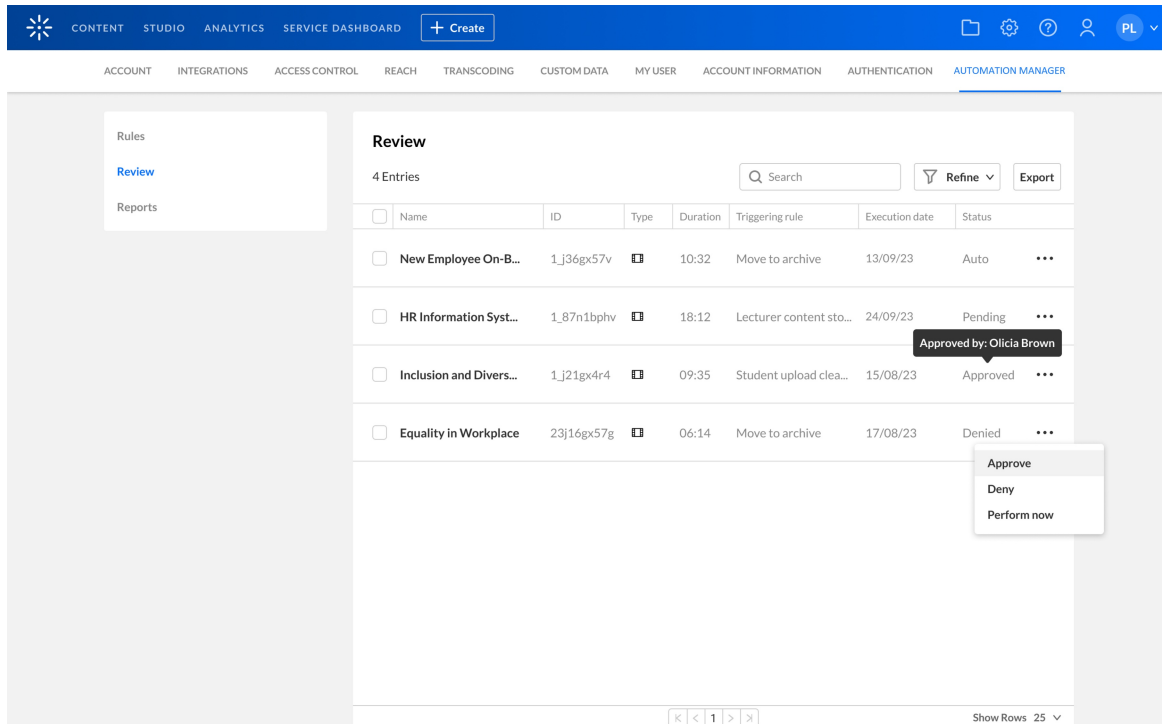
4. In the left navigation panel, click **Review**.

5.



6. The 'Review' page opens.

7.



Review

4 Entries

Search 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	...

Approved by: Olicia Brown

Approve
Deny
Perform now

Show Rows 25

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 KMC 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

<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	<div> <div>...</div> <div> <div>Approve</div> <div>Deny</div> <div>Perform now</div> </div> </div>

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.

CONTENT STUDIO ANALYTICS SERVICE DASHBOARD

+ Create

ACCOUNT INTEGRATIONS ACCESS CONTROL REACH TRANSCODING CUSTOM DATA MY USER ACCOUNT INFORMATION AUTHENTICATION AUTOMATION MANAGER

Rules

Review

Reports

Review

4 Entries

<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

Added between

Clear dates

Action between

Clear dates

ADDITIONAL FILTERS 11

☐ Media type 5
 ☐ Duration 2
 ☐ Student upload clea...

Clear All

Close

Show Rows 25

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

<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

Find category

ADDITIONAL FILTERS

▶ Media type 5

▼ Duration 2

☐ Shorter than 10 minutes

☒ Longer than 2 minutes

▼ Owner 1

Find owner

▼ ☐ Actions 8

Clear All

Close



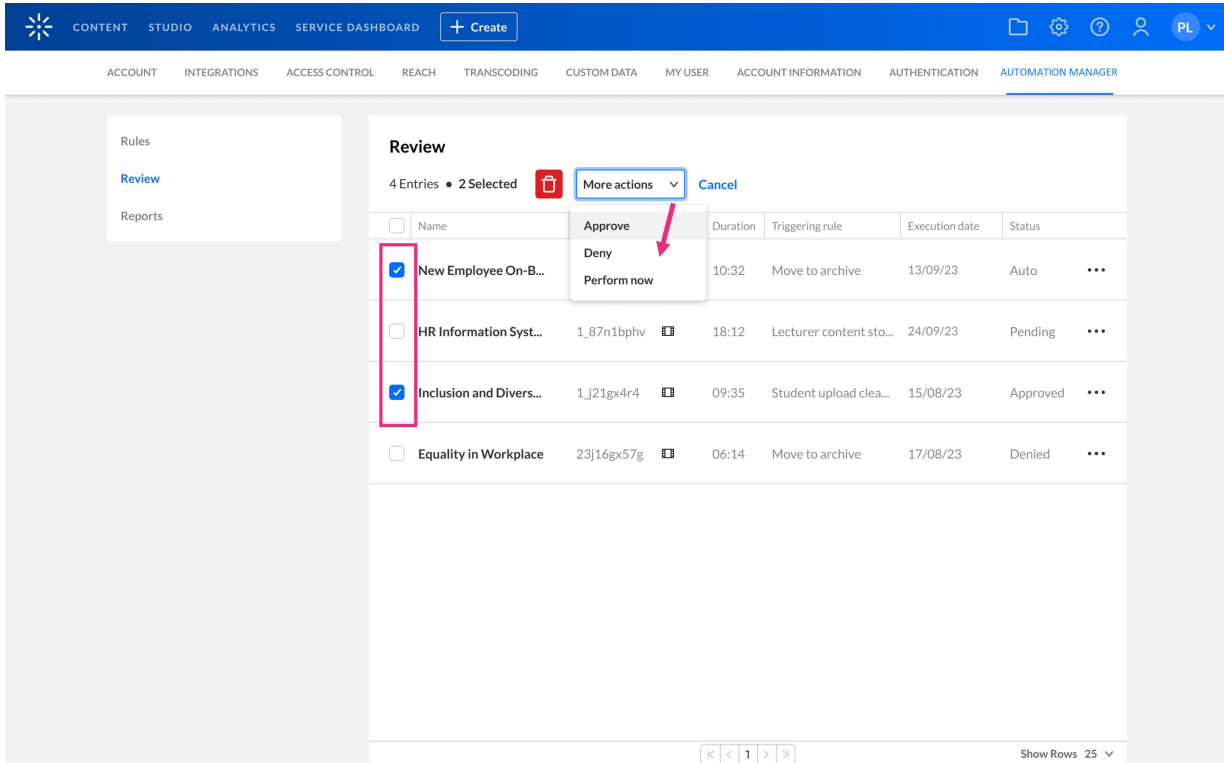
Looking for an item that met the rule but no longer appears in the review queue? If an entry was flagged but no action (approve or reject) was taken during the review period, it won't show up again in future scans of the same rule, even if it still meets the criteria. To include it again, create a new 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 links for ACCOUNT, INTEGRATIONS, ACCESS CONTROL, REACH, TRANSCODING, CUSTOM DATA, MY USER, ACCOUNT INFORMATION, AUTHENTICATION, and AUTOMATION MANAGER. The left sidebar has a 'Rules' section with 'Review' and 'Reports' options. The main area is titled 'Review' and shows '4 Entries • 2 Selected'. A 'More actions' dropdown menu is open, showing options: 'Approve', 'Deny', and 'Perform now'. The table below lists the rules:

<input type="checkbox"/>	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...	1_87n1bphv	18:12	Lecturer content sto...	24/09/23	Pending ...
<input checked="" 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 ...

At the bottom right, there is a 'Show Rows' dropdown set to 25.

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.