

## Actions menu

This article is designated for all users.


The actions menu is a dropdown list of options that you can choose from in order to quickly access the actions you need.

### Access the actions menu

- If your Video Portal has the basic design, click **Actions** on the entry page.
- If your Video Portal has the [Theming module](#) and mediapage feature enabled, click the **3 dots** on the entry page.

See our articles [Theming](#) for more information about the Theming feature set, and [Media page](#) for information about the new media page.

### What's on the menu?

 The options displayed in the Actions menu depend on your Video Portal configuration.

The **Actions** menu can contain the following options or more:

**Edit** - See [Edit Media](#) for more information.

**Publish** - See [Publish Media](#) for more information. (The Publish option is not yet available in the Theming 3 dots menu, but will be very soon.)

**Add to Playlist** - See [Add Media to a Playlist](#).

**Analytics** - See [Category Analytics](#) or [Playlist Analytics Dashboard](#).

**Launch Editor** - See [Kaltura Video Editing Tools](#).

**Delete** - This will delete the entry and move it to the Recycle Bin. For more information about the recycle bin, visit our articles [Recycle bin](#) and [Restore deleted items from the recycle bin](#).

[template("cat-subscribe")]