

Change Media Owner and Add Collaborator

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This article describes how to change media owners and add collaborators to media.

NOTE: If you cannot access this functionality, ask your administrator to give you the required permission.

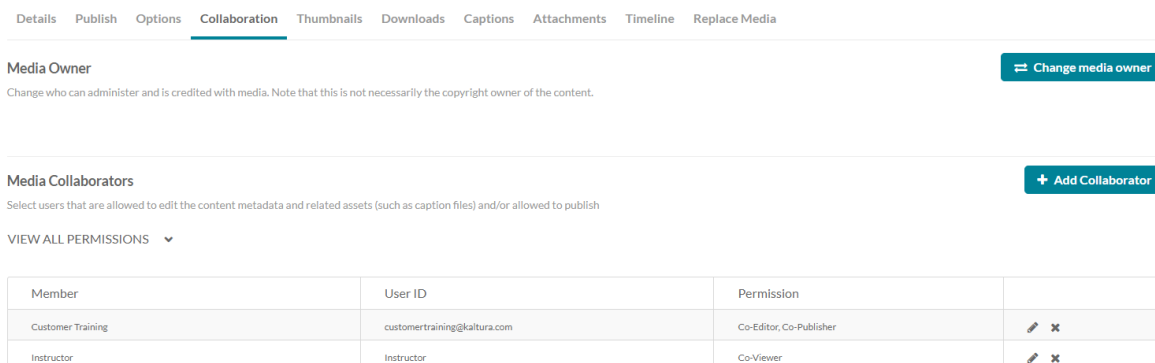
Media owners can change the media ownership (for example in case the owner is leaving the organization and someone needs to take ownership of the media). They may also add co-editors, co-publishers, co-viewers, and Webcasting moderators to their media.

The types of collaborators and their permissions are as follows:





1. Co-Editors - can edit the entry's details and metadata, trim media, replace media, edit captions, edit chapters, and edit slides. Co-editors cannot delete media or add new co-editors and co-publishers. Co-editors can see the analytics page for the media they co-edit.
2. Co-Publishers - can publish media to their entitled Categories or Channels. This option must be enabled by your KMS administrator for this tab to display. Group support may be enabled for the Media Collaboration features. When enabled, you can select groups that may be assigned as co-editors/publishers for an entry.
3. Co-Viewers - are only able to view media and do not have editing or publishing permissions. They are allowed to view unlisted entries.
4. Kaltura Webcasting Moderators - are also added through the Media Collaboration Tab. Only Media Owners can assign Webcasting Moderators for a Kaltura Webcasting event. Only after a Webcasting Moderator is assigned as a collaborator, the Moderator View may be launched through the Actions menu in the Webcast Event URL. Webcast Moderators may send announcements, respond to questions, mark questions in queues, and answer on air.

To change an entry's media owner

1. Access the [Edit Media Page \(https://knowledge.kaltura.com/help/managing-media---editing-entries\)](https://knowledge.kaltura.com/help/managing-media---editing-entries).
2. Click on the Collaboration tab.



The screenshot shows the 'Collaboration' tab selected in the top navigation bar. Below the tabs, there are two main sections: 'Media Owner' and 'Media Collaborators'. The 'Media Owner' section has a 'Change media owner' button. The 'Media Collaborators' section has an 'Add Collaborator' button and a table listing current collaborators.

Member	User ID	Permission	
Customer Training	customertraining@kaltura.com	Co-Editor, Co-Publisher	 
Instructor	Instructor	Co-Viewer	 

3. Click Change media owner.
The Change media owner window is displayed.

Change Media Owner

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.



Cancel

Save

4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and you can use the auto-complete function (from 3rd letter and on).
5. Click Save.

To add Co-Editors, Co-Publishers Co-Viewers, and Webcasting Moderators

1. Access the [Edit Media Page](https://knowledge.kaltura.com/help/managing-media---editing-entries) (<https://knowledge.kaltura.com/help/managing-media---editing-entries>).
2. Click on the Collaboration tab.
3. Click Add Collaborator.
The Add Collaborator window is displayed.

Add a Collaborator



Select permissions:

- ☐ Co-Editor
- ☐ Co-Publisher
- ☐ Co-Viewer

Cancel

Add

- Enter the collaborator's user name or ID or the group's name or ID. You can add users/groups that are available on the site and you can use the auto-complete function (from 3rd letter and on).
- Check the type(s) of permissions for the collaborator you are adding to the media entry.
- Click Add.
- To view the collaborators' permissions click View all Permissions and select the type of collaborator.

Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

+ Add Collaborator

VIEW ALL PERMISSIONS ▾

▼ All Permissions	User ID	Permission	
Co-Editor	customertraining@kaltura.com	Co-Editor, Co-Publisher	
Co-Publisher	Instructor	Co-Viewer	
Co-Viewer			

- Use the editing options/icons in the Actions column to edit/delete the collaboration options.

Your KMS administrator may also configure the option of adding co-editors, co-publishers, co-viewers or Webcast Moderators during upload of an entry in KMS or KAF.

Filtering for Entries to Which You Have Privileges

In My Media, there is a filter to "View Ownership". Selecting one of these filters in the Media Collaboration tab displays the entries where you have that collaborative privilege. The options are:

Ownership

- ☒ Any Owner
 - ☐ Media I Own
 - ☐ Media I Can Edit
 - ☐ Media I Can View
 - ☐ Media I Can Publish
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