


MediaCollaboration module

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 This article is designated for administrators.

About

Follow these steps to configure your media collaboration settings, enabling collaboration features, managing media ownership, and customizing user options.

 To add a user as co-editor, co-publisher, co-viewer, or Webcast moderator, the user must have an applicative user created for them prior to using this feature. An easy way to achieve this is by simply logging into your Content Hubs / legacy Video Portal or LMS integration.

Check out our [Add / remove collaborators](#) user guide.

Configure

1. Go to your Configuration Management console, and click the **MediaCollaboration** module. You can also navigate directly:

`https://{your_site_URL}/admin/config/tab/mediaCollaboration.`

| |
|---------------------------|
| Widgets |
| Search |
| MediaCollaboration |
| PlaylistPage |
| TimeAndDate |
| Modules |
| Accessibility |
| Addcontent |

The MediaCollaboration page displays.

Configuration Management

| Server Tools | MediaCollaboration | |
|---------------------------|-------------------------------------|--|
| Backup Configuration | mediaCollaborationEnabled | <input type="text" value="Yes"/> <small>Enable Media Collaboration feature that includes Changing media owner and editing the co-editors and co-publishers Notice: note that if configuration will be set to 'no' after it was set to 'yes' and in the meantime some entries were added with co-editors and co-publisher, all co-editors and co-publishers will lose their ability to view, edit or publish these entries</small> |
| Player replacement tool | changeOwnerEnabled | <input type="text" value="Yes"/> <small>Enable Changing media owner</small> |
| Global | collaborationEnabledInUploadForm | <input type="text" value="Yes"/> <small>Enable the option to add collaborators (co-editors and co-publishers) in the upload media form.</small> |
| Application | showInSearch | <input type="text" value="Yes"/> <small>Add the option to filter by ownership & collaboration</small> |
| AddNew | excludedGroups | <input type="text"/> <small>Enter comma separated group/user IDs to hide from the collaboration/change media owner users/groups search drop down.</small> |
| Auth | <input type="button" value="Save"/> | |
| Categories | | |
| Channels | | |
| Client | | |
| Debug | | |
| EmailService | | |
| EmailTemplates | | |
| Gallery | | |
| Header | | |
| Languages | | |
| Login | | |
| MediaCollaboration | | |

2. Configure the following:

mediaCollaborationEnabled - Set to 'Yes'. Enabling this feature also allows the media owner to be changed, and co-editors, co-publishers, co-viewers and Webcasting moderators to be edited.



If this configuration is set to 'No' after having been set to 'Yes', and in the meantime some entries were added with collaborators, those collaborators will lose their ability to view, edit or publish these entries.

changeOwnerEnabled - (This field is only available when the MediaCollaboration module is enabled.) The 'change media owner' feature (as shown below) provides the ability to change the owner of the media.



Note that once you pass the ownership to someone else, your access to the media will be removed unless you add yourself as a collaborator first.

collaborationEnabledInUploadForm - Enable the option to add collaborators (co-editors, co-publishers, co-viewers, Webcasting moderators) in the upload media form.



collaborationEnabledInUploadForm does not apply to sites that have [Theming](#) enabled.

showInSearch - Set to 'Yes' to enable filtering by ownership and collaboration.

excludeGroups - Enter the group or user IDs, separated by commas, to hide from the 'Add a Collaborator' and 'Change Media Owner' search (as shown below). This means



that those users and groups will be excluded from the search options; all others can be found.

3. Click **Save**.
