

User Management

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The Users tab is used to add or modify user information.

☰ To add or modify user information

- In the KMS/KAF Admin window select the Manage Users tab.

MANAGE CONFIGURATION	MANAGE USERS	MANAGE GROUPS	KNOWLEDGE BASE	CLEAR THE CACHE	GO TO SITE	LOGOUT
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User Management

Show: All Roles ▼
 All By Name By Email By User ID

<input type="checkbox"/>	User ID	First Name	Last Name	Password	Role	Email	Extra data	Actions
<input type="checkbox"/>	michelle@gr	Michelle		*****	adminRole	michelle@gmail.com	for virtual classroom	<input type="button" value="Edit User"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Debbie_yahoo	Debbie		*****	adminRole	debbie@yahoo.com		<input type="button" value="Edit User"/> <input type="button" value="Delete"/>

Action	Description
Add New User	Add a new MediaSpace user. Define the following fields: <ul style="list-style-type: none"> • User ID • First Name • Last Name • Password • Role • (Optional) Email • (Optional) Extra Data (Additional data about the user)
Delete Checked	Delete all selected users. Note: Exercise caution when you perform this action.
Submit CSV	Import a CSV file to add multiple new users. Note that only "End Users CSV" can be submitted. "End Users Entitlements CSV", "Categories CSV" or "Entries CSV" must be submitted via the KMC. After you submit the CSV you can track the progress of your import from Kaltura Management Console (KMC).

Action	Description
Download CSV	In KMC go to Content and click Upload Control. After the import is processed, click the Users tab on the Users page to view users and edit their properties.
Edit User	Download a CSV file with the Users' information.
Delete	Edit the user fields defined when you added the selected user.
	Delete the selected user.