Edit a gallery

Last Modified on 06/12/2024 12:36 pm IDT

> 👥 **This article is designated for all users.**

About

Gallery owners and managers can edit the gallery's details, theme, and manage users. To learn more about Kaltura's Video Portal galleries, visit Understanding galleries.
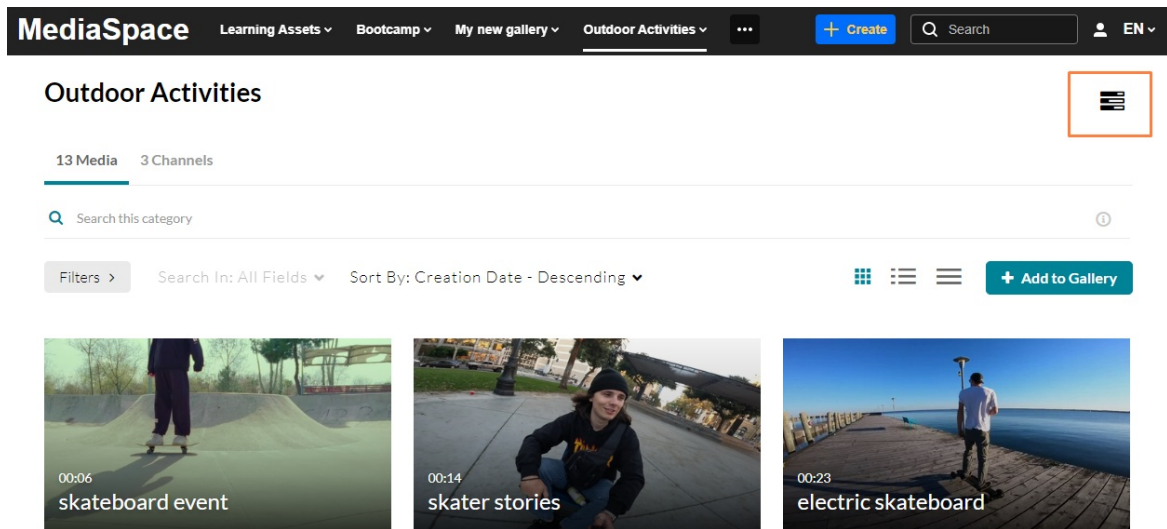
> ⚠ If you can't access your gallery's Edit page, ask your administrator to give you the required permission.
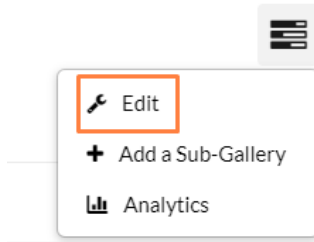
Navigate to the Edit page

1. Log into your video portal.
2. Locate the gallery that you want to edit on the navigation bar and click on it.
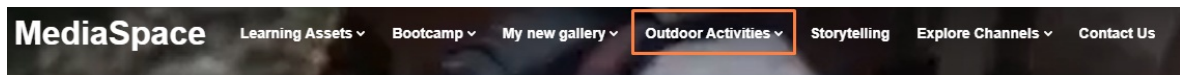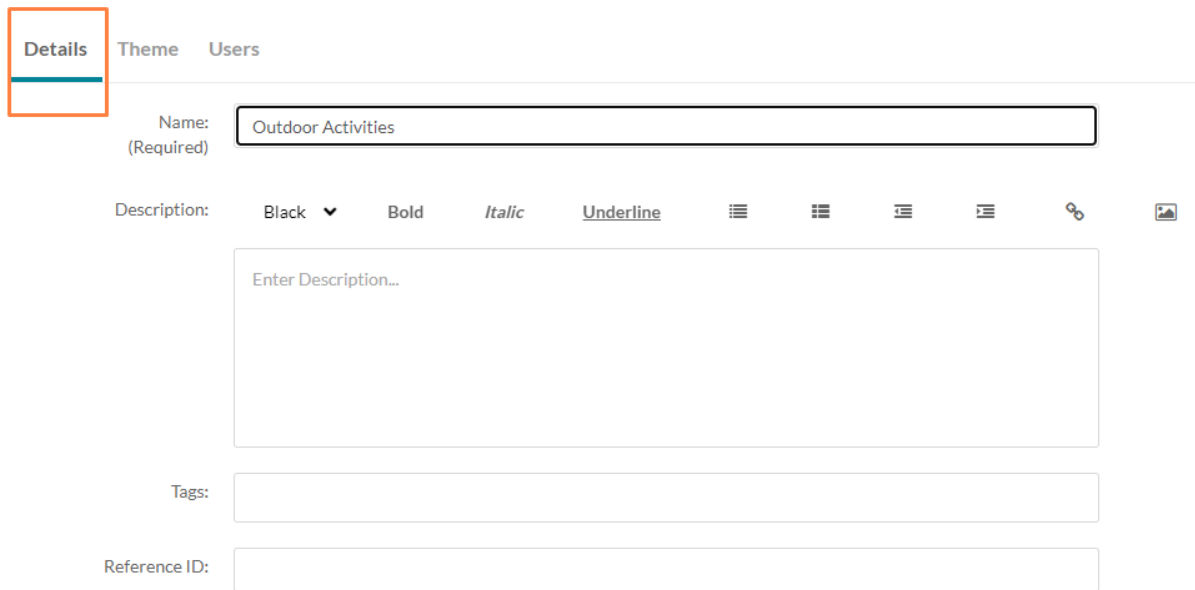

The gallery page displays.

3. Click the edit icon (three bars).
4. Choose **Edit** from the drop-down menu that appears.

The **Details** tab of the Edit page displays.

Details

1. Complete the following fields for your gallery:

   Name – This is the name displayed on the navigation bar and was created when the gallery was created. If you'd like to change it, you can do so by deleting the name and typing a new one.

   Description – Enter a summary of the gallery content which will display on the gallery page.

   Tags – Enter a descriptive tag to use in searches.

   Reference ID - (Optional) Enter an external identifier for supporting integrations with systems external to Kaltura.

2. Edit the **Privacy** settings:

Open - Anyone can view content (including anonymous users) but only administrators and category members can contribute content.

Restricted - All logged in users can view content but only category members can contribute content.

Private - Only category members can view and contribute content.

Note: Sub-categories under a private category will be visible only to members of those sub-categories.

3. (Optional) Edit the **Options** settings:

Options:
- ☐ Moderate content (Media will not appear in category until approved by category manager)
- ☐ Enable comments in category
- ☐ Keep comments private to category.

Moderate content (Media will not appear in category until approved by category manager.)

Enable comments in category.

Keep comments private to category.

4. Scroll down and click **Save**.

A success message appears: 'The information was saved successfully.'

> The information was saved successfully

Theme

1. Set the desired theme for your gallery:

   First tab: Select which tab should show first when the gallery page opens: Media, Channels or Category moderation.

   ⚠ The Channelcategories module must first be enabled by the administrator.

   ✓ Learn how to add channels to your gallery in our articleAssociate a channel to a category.

2. **Gallery Player Set**: A player set contains a list of players, one for each type of media. Media with no player will use the default media player.

   ⚠ The player set must first be configured in theCategorytheme module by the administrator.

   Theme Preference: Choose which theme should take precedence in cases where a themed entry is published in this gallery.

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3. Click **Submit**.

Users

Invite users / groups to your gallery and set their permissions.

> ⚠️ The users that appear in the list are added by the administrator in KMC.

Number of users

The total number of users is displayed.

Filter

If you have a long list of users, you can use the filter to search for users by permission.

Add users

1. Click the **+Add Users** button.

   The Add Users screen displays.

2. Type in the user name.

3. Select permission from the following options:
   - Member

- Contributor
- Moderator
- Manager

4. Click **Add**.

For guidance on permission types, see Understanding galleries roles and permissions.

Edit a user's permission status

1. Click the pencil icon in the **Actions** column next to the user.

   A drop-down list appears in the **Permission** column.
2. Choose the permission type from the drop-down.
3. Click the save icon 💾 to save your changes.

Delete a user

1. In the list, locate the user you want to delete.

2. In the same row, go to the **Actions** column and click the remove icon ⊗ .

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	✏ ⊗ 🔑
Tal Binder	tal.binder@kaltura.com	Moderator	✏ ⊗ 🔑

The user is removed.

Set a user as owner

1. Locate the user you want to assign ownership to on the list.

2. In the same row, go to the **Actions** column and click the key icon.

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	✏ ⊗ 🔑
Tal Binder	tal.binder@kaltura.com	Moderator	✏ ⊗ 🔑
Louise	louise.szmoisz@kaltura.com	Manager	You, Owner

If there is already an owner assigned, a warning message will display: 'Only one owner can be assigned. This change will make the selected user/group the new owner and you will be set as a manager for this category. Would you like to proceed?'

Set Owner

Only one owner can be assigned. This change will make the selected user/group the new owner and you will be set as a manager for this category. Would you like to proceed?

No   Yes

3. Click **Yes** to proceed.

Download a list of users

Click the download icon ⬇ .

![Kaltura logo]

Edit Outdoor Activities

Details   Theme   **Users**

View All Permissions ˅ 3 Users

User/Group Name	User/Group ID	Permission	Actions
Knowledge Center	knowledge@kaltura.com	Manager	

A CSV file is downloaded to your Downloads folder.

	A	B	C	D
1	User/Group Name	User/Group ID	Permission	
2	Knowledge Center	knowledge@kaltura.com	Manager	
3	Tal Binder	tal.binder@kaltura.com	Manager	
4	Louise	louise.szmoisz@kaltura.com	Manager	
5				
6				