

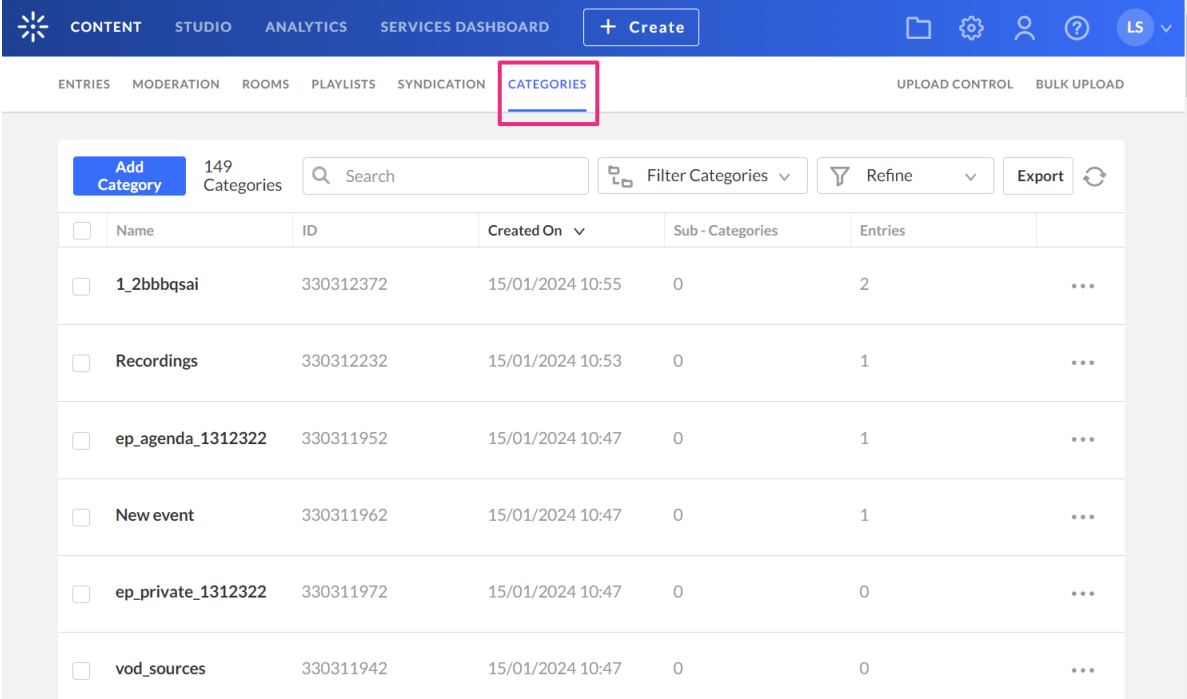
Change category owner

Last Modified on 05/06/2026 8:40 pm IDT

 This article is designated for administrators.

Change owner for one category

1. Log into your Rich Media CMS and select the **Categories** tab.



The screenshot shows the Kaltura Rich Media CMS interface. The top navigation bar includes 'CONTENT', 'STUDIO', 'ANALYTICS', 'SERVICES DASHBOARD', and '+ Create'. The 'CATEGORIES' tab is highlighted in the secondary navigation bar. Below the navigation, there is a search bar and a table of categories. The table has columns for Name, ID, Created On, Sub-Categories, and Entries. The first row is highlighted.

<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	1_2bbbsai	330312372	15/01/2024 10:55	0	2	...
<input type="checkbox"/>	Recordings	330312232	15/01/2024 10:53	0	1	...
<input type="checkbox"/>	ep_agenda_1312322	330311952	15/01/2024 10:47	0	1	...
<input type="checkbox"/>	New event	330311962	15/01/2024 10:47	0	1	...
<input type="checkbox"/>	ep_private_1312322	330311972	15/01/2024 10:47	0	0	...
<input type="checkbox"/>	vod_sources	330311942	15/01/2024 10:47	0	0	...

2. Click on the name or thumbnail of the desired category.
3. The metadata page displays.
4. Click **Entitlements**.

ENTRIES MODERATION ROOMS PLAYLISTS SYNDICATION **CATEGORIES** UPLOAD CONTROL BULK UPLOAD

← **test Louise** View Analytics Save ← →

Parent: [272936632](#) | ID: 330327362 | Sub-Categories: 0 | Entries: 0 | Creation Date: 15/01/2024 | Last Update: 15/01/2024

Metadata

Entitlements

Jump to ▾

Metadata

Name

Description

Tags

Reference ID

i If the **Entitlements** tab is not visible for that category, please refer to our article [How to add entitlements to Categories](#) for detailed instructions.

5. Scroll down to the **Owner** section and click **Change Owner** on the right.

Category Listing ? No Restrictions
Visible to everyone with access to the application page.

Private
Category is visible only to users with specific permissions to access this category content.

Content Publish Permissions ? No Restrictions
Any authorized end-user

Private
Only end-users with specific permission can add content to this category.

Moderate Content ? No

Inherit Users Permissions ? No

Default Permission Level

Owner Not Specified Change Owner

Permitted Users None [Manage Users](#)

6. The **Change Owner** window displays.

Change Owner

Set a new owner for this category

7. Enter the user name or ID. If the selected user is already listed in Kaltura, the user's ID or name is autocompleted.

8. Click **Apply**.

Change Owner

Set a new owner for this category

9. The new owner displays in the **Owner** section.

Inherit Users Permissions No

Default Permission Level

Owner [Change Owner](#)

Permitted Users [Manage Users](#)

10. Click **Save** at the top right.

ENTRIES MODERATION ROOMS PLAYLISTS SYNDICATION **CATEGORIES** UPLOAD CONTROL BULK UPLOAD

← test Louise View Analytics Save ← →

Parent: [272936632](#) | ID: 330327362 | Sub-Categories: 0 | Entries: 0 | Creation Date: 15/01/2024 | Last Update: 15/01/2024

Metadata

[Entitlements](#)

Entitlements

Manage your entitlements settings and specific end-user permissions to content in your applications.

Change owner for multiple categories

1. Log into your Rich Media CMS and select the **Categories** tab.
2. Click the boxes next to the desired categories.
3. The **Bulk Actions** menu displays at the top of the page.
4. Click to open the Bulk Actions menu and select **Change Category Owner**.

149 Categories • 3 Selected 🗑️ Bulk Actions Cancel Export 🔄

<input type="checkbox"/>	Name	ID		Sub - Categories	Entries	
<input type="checkbox"/>	nestedFilters	330311912		0	0	...
<input type="checkbox"/>	1312322EP6f94c0d	330311872		4	1	...
<input type="checkbox"/>	ep_media_event_131...	330311862	15/01/2024 10:46	0	0	...
<input checked="" type="checkbox"/>	New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input checked="" type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input checked="" type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	2	0	...

Bulk Actions dropdown menu:

- Change Category Owner** (highlighted)
- Change the Category Contribution Policy Settings
- Change Category Listing
- Change Content Privacy
- Move Categories
- Add / Remove Tags >

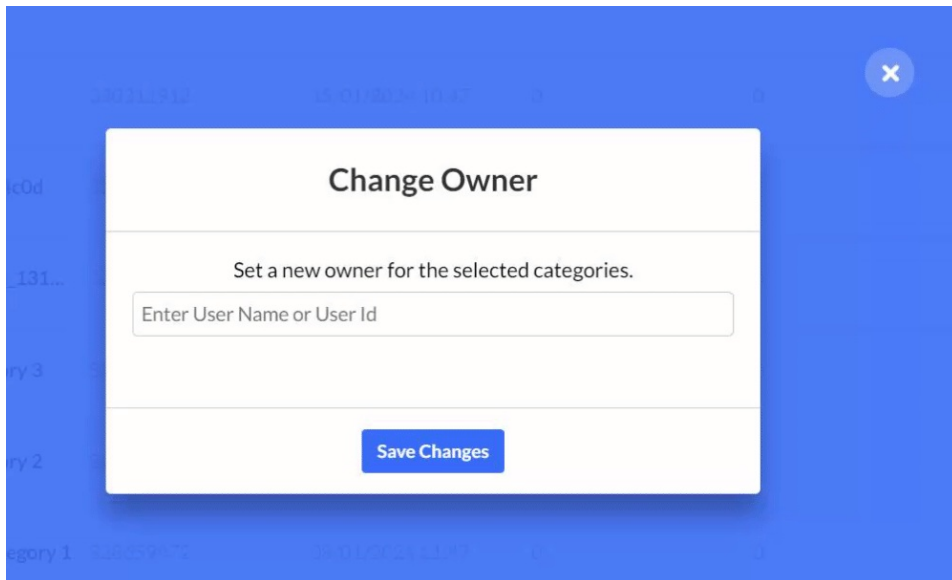
The **Change Owner** window displays.

Change Owner

Set a new owner for the selected categories.

Save Changes

5. Enter the new owner's User Name or User ID.
6. When the selected user is already listed in Kaltura, the user's ID or name is auto completed.



7. Click **Save Changes**.
8. After saving, the user entered is added as the new category owner.