

# Change media ownership - Theming

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28 This article is designated for all users.

## About

Media owners can transfer ownership to someone else, which is useful if the owner is leaving the organization or switching responsibilities. They can also add co-editors, copublishers, co-viewers, and Webcasting moderators. For more information, see our article Add / Remove collaborators.

The Mediacollaboration module must be enabled by your administrator for this functionality to work.

: The instructions below are for Theming users. If you don't have Theming enabled, please refer to our article Change media ownership & add collaborators.

## Change ownership

#### Via My Media

1. From the user menu, select My Media.

Q Search
High Contrast
My Calendar
My Profile
My Playlists
My Channels
My Media
My Powtoons
My Rooms -

The My Media page displays.



Knowled	ge Center Home o	Our Categories Ou	ur Products ~ Resou	rces Multimedia Library Contact us	Resources ~	+ Create Q Search	n EN∼ ↔
	My Media						
	Q Search My-Media	136	6 Results found				
	Clear all filters			Demo - Quiz		:	
2	Sort By	<b>–</b>	ĽŰ,	Quiz • Owner • 0 Plays			
	Media Type	~ 00:	13			Explore	
	Publish Status	Ť		Test DIY 1 studio			
	Webcasts		*	Monday, August 12, 2024, 7:55 PM - 8:55 PM UTC (scheduled)			
	Scheduling	× 🚺		Meeting • Group Co-Editor		Explore	
	Ownership	Ť		Test DIY 1			
	Captions	<b> </b>	*	Monday, August 12, 2024, 3:55 PM - 4:55 PM EDT scheduled			
	Duration	🚺		Webcast • Group Co-Editor		Explore	
	Creation Date	×					

2. Check the box(es) on the top left of the desired entries.

If you want to search for entries according to ownership, see Filter entries by ownership below.

Knowledge Center	Home Our Categories •	•• Resources • + Create	Q Search	≗ EN× ←I
My Media				
Q Search My-Media	136 Results found • 2 S	elected Add to playlist	Delete More actions	
Clear all filters		Dama Outa		
Sort By	× LII.	Demo - Quiz Quiz • Owner • 0 Plays	÷	
Media Type	00:13		Explore	
Publish Status	×	_		
Webcasts	· · · · · · · · · · · · · · · · · · ·	Test DIY 1_studio Monday, August 12, 2024, 7:55 PM - 8:55 PM	UTC (scheduled)	

3. At the top of the My Media page, click the **More actions** menu and select **Transfer ownership**.

This option only appears in the menu if the mediaCollaboration module is enabled and **changeOwnerEnabled** is set to 'Yes'.

My Media			
Q Search My-Media		125 Results found • 3 Selected	Add to playlist The Delete More actions
Clear all filters			Add/Remove collaborators >
Sort By	v	DC-9-50+Pushback.mp4 VOD • Owner • 0 Plays	Transfer ownership
Media Type	~	00:59	Explore

The Transfer ownership window displays.

4. Type the name of the person, people or group you want to transfer ownership to.



≡ 🔆 kaltura	C	ζ Search	💄 EN 🗸
My Media			
Q Search in My Media	a 41 Results found • 2 Selected 🚍 Add to playlist 🕜 Publish 👔 D	Delete : More actions	
Clear all filters Sort by	Enterprise customer tell their story In this captivating collection, we bring you the powerful narratives of esteemed enterprise cu In this captivating collection, we bring you the powerful narratives of esteemed enterprise cu		
Creation date	Transfer ownership	Explore	
Update date A to Z Views	By changing ownership, you will no longer be able to perform any actions on the media or be able to see it in your My Media, unless you are a collaborator on the entry.	customer	
Utews Plays Likes	2305 Q. A	tric culture Explore	
Comments Webcast start date	Adam Mitchell      Adam Mitchell      Provide a control of the second control of th	•	
Webcast and date	Cocal Manual Carter		
Media type 🔷	Ava Taylor      Angela Montgomery      te in enterprise enviro	onments •	
Video Video Quiz	As Aaron Scott     cognize that a resilient and     in able growth. By nurturin     in able growth. By nurturin	engaged	
🗌 Audio		Explore	
Image     Webcasting events	Corporate marketing: key objectives This narrative provides a comprehensive view of the fundamental objectives that guide market	eting efforts	

Below the name field, there's a checkbox that you can check if you want to set yourself as a collaborator on this media.

Transfer owners	ship
By changing ownership, you will no longer be able to media or be able to see it in your My Media, unless entry.c	. ,
Q 🙀 Adam Mitchell 🗙	
Make myself a collaborator	
	Cancel Select

5. When you've finished entering the information, click Select. A confirmation message displays: Are you sure you want to transfer ownership for [x] items? Note: You will no longer be able to see it in your My Media unless you are a collaborator on the entry.



≡ 🔆 kaltura		Q Search	💄 EN 🗸
My Media			
Q Search in My Media 🔹	E 41 Results found • 2 Selected 🚍 Add to playlist	🕜 Publish 👕 Delete 🚦 More ad	tions
Clear all filters Sort by Relevance		of esteemed enterprise customers who	:
Creation date	Transfer ownership	Expl	pre
Update date A to Z Views Plays Likes	Are you sure you want to transfer ownership for 2 items? Note: You will no longer be able to perform any actions on the media or be able to see it in your My Media, unless you are a collaborator on the entry.	ew era ting result-oriented customer vate a customer-centric culture Expl	Jre
Comments Webcast start date Webcast end date	Cancel Transfer ownership	erprises in a hyperconne ingresult-oriented customer eate a customer-centric culture t	
Media type 🔷	Quiz + co cultor + ozz riews + O rubisitio	слри	10
<ul><li>All media</li><li>✓ Video</li><li>✓ Quiz</li></ul>	People first approach: building a resilient workforce Step into the realm of enlightened feadership, where companies rec workforce is the cornerstone of innovation, productivity, and sustain	ognize that a resilient and engaged	:
Audio	Image • Group co-publisher, Owner • 0 Views • 🔒 Private	Expl	re
<ul> <li>Room</li> <li>Image</li> <li>Webcasting events</li> </ul>	Corporate marketing: key objectives This narrative provides a comprehensive view of the fundamental o		:

6. Click **Transfer ownership** to complete the process.

#### Via the media page

1. Access the media page. (You can do this by clicking on the thumbnail of the desired media.)



 Once on the media page, click the three dots menu under the player and select Edit.





The edit page displays with the **Details** tab open by default.

### How Customers are Using Kaltura (Source)



Details Languages	Publish	Options	Collaboration	Thumbnails	Presenters	Downloads	Distribution
Replace Media Displa	ay Chat						
Name: (Required)	How Cust	omers are U	sing Kaltura (Source	2)			
Description:	Black	<ul> <li>Bold</li> </ul>	Italic	Underline	≡ ≣	<u>l</u>	<u>م</u>

3. Click the **Collaboration** tab.

 $\bigcirc$ : For this tab to display, it must be enabled by your administrator.

4. Click Change media owner.



Details Languages Publish Options Col	laboration Thumbnails Presenters D	ownloads Distribution	Captions Attachments	Timeline
Replace Media Display Chat				
Media Owner				
Change who can administer and is credited with media. Note	that this is not necessarily the copyright owner of the	content.		
			💙 🔁 Chang	e media owner
Media Collaborators				
Select users that are allowed to edit the content metadata an	d related assets (such as caption files) and/or allowed	to publish		
VIEW ALL PERMISSIONS			<b>+</b> Ad	d Collaborator
Member	User ID	Permission		
Louise Smith	louise. @kaltura.com	Co-Editor, Co-Publishe	er 🖋	×

#### The Change Media Owner window displays.

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.	
Type user or group name	<b>(</b> )
Cancel Save	

5. Type in the user's name or group name you want to transfer ownership to.

• Once you change ownership you will not be able to edit this media and it will no longer appear in your My Media list.

6. Click Save.

#### Filter entries by ownership

1. On the left side of the **My Media** page, click on the **Ownership** filter to display the options.



#### My Media

Q Search My-Media	125 Results fo	Ind	
Clear all filters Sort By Media Type	~ 00:59	DC-9-50+Pushback.mp4 VOD • Owner • 0 Plays	: C> Explore
Publish Status Webcasts Scheduling	Learning	Kaltura Learning.mp4 VOD • Owner • 11 Plays	: Explore
Ownership Any Owner Media I or My Group Owns Media My Group Owns	Ĵ	Test interactive session Monday, July 15, 2024, 9:01 PM - 10:01 PM Meeting • Group Co-Editor	I UTC (scheduled)
Media I Can Edit Media I Can View Media I Can Publish Captions	tottura Learning 01:48	Tour the Learning site           VOD • Owner • 19 Plays	Explore

Select one or more of the filters.
 The results display immediately.

Q. Search My-Media         ear all filters         brt By       •         adia Type       •         ablish Status       •         ebcasts       •         cheduling       •         Any Owner       •         Media I or My Group Owns       •         Media I Can Edit       •         Media I Can View       •	ly Media
hedia I Can View	C Search My-Media
edia Type	ar all filters
ublish Status     •       ebcasts     •       ebcasts     •       heduling     •       mership     ^       Any Owner     •       Media I or My Group Owns     •       Media I Can Edit     •       Media I Can View     •	rt By 🗸
ebcasts	dia Type 🗸 🗸
heduiling   wmership Any Owner  Media I or My Group Owns  Media I Can Edit  Media I Can View	blish Status 🗸 🗸
wrership     ^       Any Owner	ebcasts ~
Any Owner Media I or My Group Owns Media My Group Owns Media I Can Edit Media I Can View	heduling ~
Media I or My Group Owns Media My Group Owns Media I Can Edit Media I Can View	vnership ^
Owns Media My Group Owns Media I Can Edit Media I Can View	
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A A A A A A A A A A A A A A A A A A A	Media I Can View
Media I Can Publish	Media I Can Publish