

Add / Remove collaborators - Theming

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28 This article is designated for all users.

About

Media owners can add collaborators such as co-editors, co-publishers, co-viewers, and Webcasting moderators to their media. This will make the media available in the collaborators' personal My Media. Note that adding a collaborator doesn't change that user's overall video portal role, in other words, a user with a viewer role added as a coeditor or co-publisher can only edit or publish the specific media they've been assigned to.

Note that your administrator can also configure the option of adding co-editors, copublishers, co-viewers or Webcast Moderators during upload of an entry in KMS or KAF.

For information about transferring ownership, check out our article Change media ownership.

: 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.

Via My Media

Add collaborators

1. From the user menu, click 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.

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



3. Click the **More actions** menu at the top of the page and choose **Add/Remove collaborators.**

Reso	urces v 🕂 Create 🔍 🤉	Search 🙎 EN 🗸 🔶 I
Add to playlist	Delete More actions	
	Add/Remove collaborators >	Add collaborators
	Transfer ownership	Remove collaborators

A This option only appears in the menu if the mediaCollaboration module is enabled.

4. Choose Add collaborators from the menu.

➡ Add to playlist	Delete More actions	
	Add/Remove collaborators >	Add collaborators
	Transfer ownership	Remove collaborators

The **Add collaboration** window displays.



Add Collaboration

Select users who will have permission to view, publish, and/or edit the media.

 Viewer / Webcast Moderator
 Publisher
 Editor

 Search collaborators

 Cancel
 Add

- 5. Select the permissions you want your collaborator to have:
- Viewer / Webcast moderator
- Publisher
- Editor

Add	Collaboration
Select users who will have permis	ssion to view, publish, and/or edit the media.
Viewer / Webcast Moderator	Publisher Editor
Search collaborators	,

6. Start typing a name in the text field. A drop-down list will automatically show the users and groups available. Check the boxes next to each name to select them.

Add

Cancel

Add Collaboration	
Select users who will have permission to view, publish, and/or edit the me	dia.
Viewer / Webcast Moderator Viewer / Webcast Moderator	
tal	^
TB @kaltura.com ()	
Cancel	Add

7. When you've finished adding collaborators and setting permissions, click Add.



Add Collaboration

Select users who will have permise	n to view, publish, and/or edit the media.
Viewer / Webcast Moderator	Publisher Editor
Search collaborators	@kaltur X
	Cancel Add

A success message displays: Media successfully updated.

Remove collaborators

1. From the user menu, click 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.

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



3. Click the More actions menu at the top of the page and choose Add/Remove

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collaborators.

Reso	urces v 🕂 Create 🔍 S	Search EN • •
Add to playlist	Delete More actions	
_ ;		
	Add/Remove collaborators >	Add collaborators
	Transfer ownership	Remove collaborators

- A This option only appears in the menu if the mediaCollaboration module is enabled.
- 4. Choose **Remove collaborators** from the menu.



The Remove collaboration window displays.

Remove Collaboration	
Revoke user's permission to view, publish, and/or edit the media.	
Viewer / Webcast Moderator Publisher Editor	
Search collaborators	~
Cancel	Update

- 5. Select the permissions you want your collaborator to have:
- Viewer / Webcast moderator
- Publisher
- Editor



Remove Collaboration	
Revoke user's permission to view, publish, and/or edit the media.	
Viewer / Webcast Moderator Veblisher Editor	
Search collaborators	
Cancel	Update

6. Start typing a name in the text field. A drop-down list will automatically show the users and groups available. Check the boxes next to each name to select them.

1

Remove Collaboration	
Revoke user's permission to view, publish, and/or edit the media.	*
Viewer / Webcast Moderator 🗸 Publisher 🗌 Editor	
@kaltura.co X , @@kaltur X	
Search collaborators	
Cancel Update	•

- When you've finished adding collaborators and setting permissions, click **Update**. A success message displays:
- 8. Media successfully updated.



Via the Edit page

Add collaborators

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





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

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g

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

3. Click the **Collaboration** tab.

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

4. Click +Add Collaborator.

Details Languages Publish Options	Thumbnails Presenter	s Downloads	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.									
							=	Change me	dia owner
Media Collaborators Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish									
VIEWALL PERMISSIONS + Add Collaborator									
Member	User ID			Permi	ission				
Louise Smith	@kaltura.com			Co-Edit	or, Co-Publisher		d	×	

The Add a Collaborator window displays.



Add a Collaborator		
Type user or group name	~	
Select permissions:		
Co-Editor		
Co-Viewer		
	Cancel Add	

5. Enter the collaborator's user name or ID or the group's name or ID.

Add a Collaborator		
😩 🖬 🖬 d. @kaltura.com (T	© ۲)
Select permissions:		
Co-Editor		
Co-Publisher		
Co-Viewer		
	Cancel Add	

6. Choose the type(s) of permissions for the collaborator you are adding to the media entry.

The types of collaborators and their permissions are as follows:

- **Co-Viewer** Can only view this media and doesn't have editing or publishing permissions.
- **Co-Publisher** Can publish this media to their entitled Categories or Channels.
- **Co-Editor** Can edit this media's details and metadata, trim media, replace media, edit captions, edit chapters, and edit slides. Co-editors can't delete media or add new co-editors and co-publishers. Co-editors can see the analytics page for the media they co-edit.
- Kaltura Webcasting Moderators Only media owners can assign Webcasting Moderators for a Kaltura Webcasting event. Only after a Webcasting Moderator is assigned as a collaborator, the Moderator View is launched through the Actions menu in the Webcast Event URL. Webcast Moderators can send announcements,



respond to questions, mark questions in queues, and answer on air. Note: This is a webcast feature, and only available on webcasting entries. Co-viewer option isn't available with this feature.

7. Click Add.

The collaborator is added.

Media Collaborators Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish VIEW ALL PERMISSIONS						
Member	User ID	Permission				
Tal 🖩 = 🔤	kaltura.com	Co-Publisher	ø ×			

To view the collaborators' permissions, click **View all Permissions** and select the type of collaborator.

Remove a collaborator

You can search for collaborators according to permission type by using the **View all permissions** drop-down options.

Media Collaborators							
Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish							
VIEW ALL PERMISSIONS V				+ Add Collaborator			
✓ All Permissions		User ID	Permission				
Co-Editor		@kaltura.com	Co-Editor	8 ×			
Co-Publisher		@kaltura.com	Co-Publisher	∂ ×			
Co-Viewer							

1. To remove a collaborator, click the **x** at the far right.

Media Collaborators Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish VIEW CO-PUBLISHERS Add Collaborator 						
Member	User ID	Permission				
Jennifer	@kaltura.com	Co-Editor	ø ×			
та	@kaltura.com	Co-Publisher, Co-Viewer	8 X			

A confirmation message displays: *Are you sure you want to remove* [user name] *as a media collaborator?*

Delete Confirmation
Are you sure you want to remove a lange @kaltura.com as a media collaborator?
Cancel Delete

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2. Click Delete.

The collaborator is removed.

Change a collaborator's permissions

1. To change a collaborator's permissions, click the **pencil icon** at the far right.

VIEW CO-PUBLISHERS V			+ Add Collaborator
Member	UserID	Permission	L
Tal minim	@kaltura.com	Co-Publisher	×

The Edit a collaborator window displays.

2. Edit the permissions as desired. In the example below we are adding the role of Coviewer to their current role of Co-publisher.

Edit a Collaborator				
(Required) Select Permissions:	Co-Editor Co-Publisher Co-Viewer			
		Cancel	Update	
Click Update . The changes display. Media Collaborators Select users that are allowed to edit the content metadata and related as: VIEW CO-PUBLISHERS •	ets (such as caption files) and/or allowed to publish		+ Add Collaborator	
Member	User ID	Permission		
Jennifer I	@kaltura.com	Co-Editor Co-Publisher, <mark>Co-Viewer</mark>	# ×	
			p	