

## Add / Remove collaborators - Theming

Last Modified on 08/15/2024 2:45 pm IDT


 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 co-editor 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, co-publishers, 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](#).

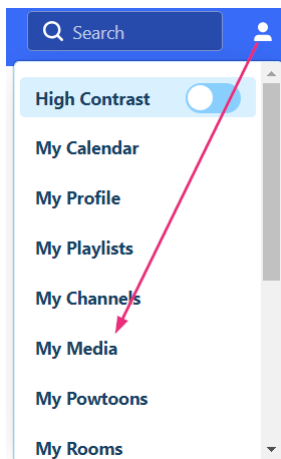
 The [Mediacollaboration module](#) must be enabled by your administrator for this functionality to work.

 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**.

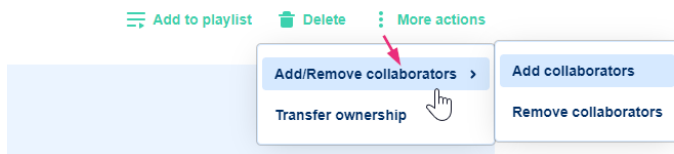
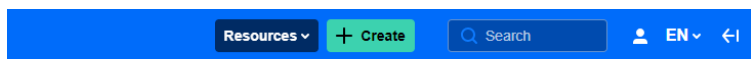



The **My Media** page displays.

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

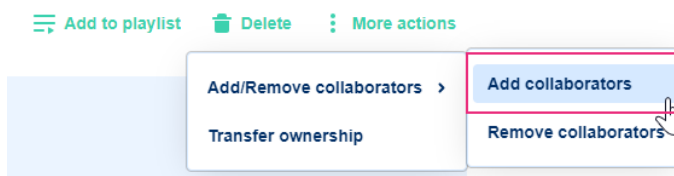


3. Click the **More actions** menu at the top of the page and choose **Add/Remove collaborators**.



 This option only appears in the menu if the [mediaCollaboration module](#) is enabled.

4. Choose **Add collaborators** from the menu.



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 permission to view, publish, and/or edit the media.

Viewer / Webcast Moderator  Publisher  Editor

Search collaborators ▼

[Cancel](#) [Add](#)

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 Collaboration

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

Viewer / Webcast Moderator  Publisher  Editor

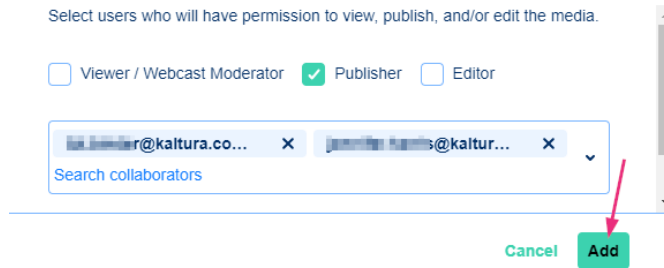
tal ^

TB [redacted]@kaltura.com ([redacted])

[Cancel](#) [Add](#)

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

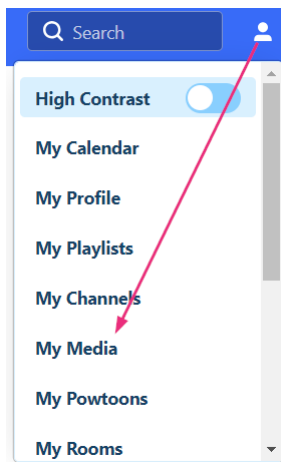
### Add Collaboration



A success message displays: *Media successfully updated.*

### Remove collaborators

1. From the user menu, click **My Media**.



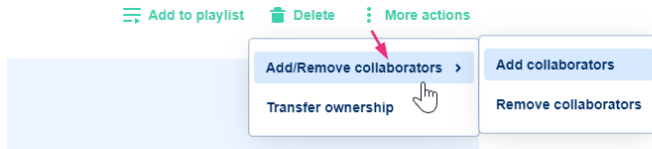
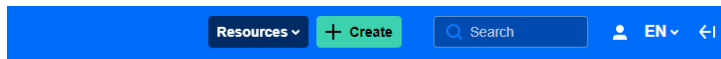
The **My Media** page displays.


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



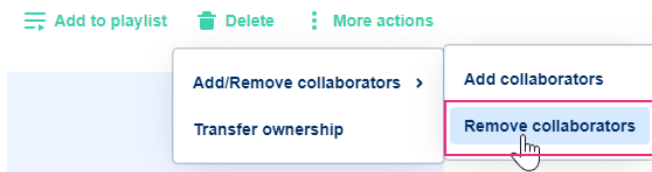
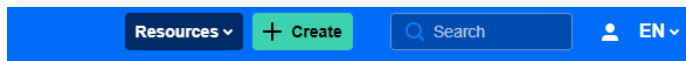
3. Click the **More actions** menu at the top of the page and choose **Add/Remove**

## collaborators.



 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

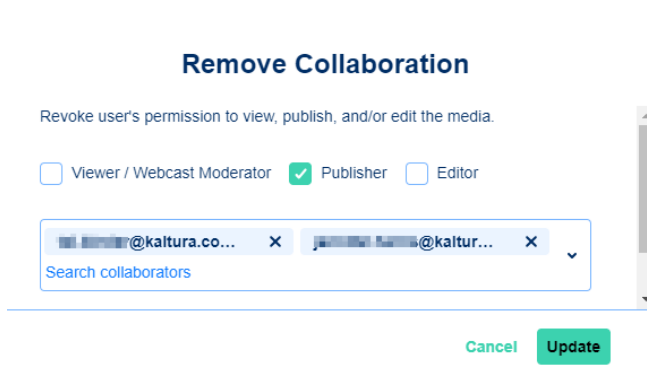
Revoke user's permission to view, publish, and/or edit the media.

Viewer / Webcast Moderator  Publisher  Editor

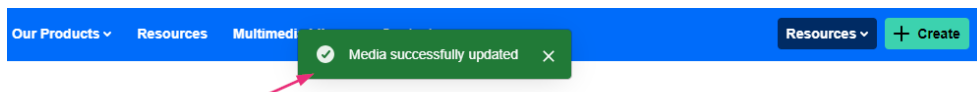
Search collaborators

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.



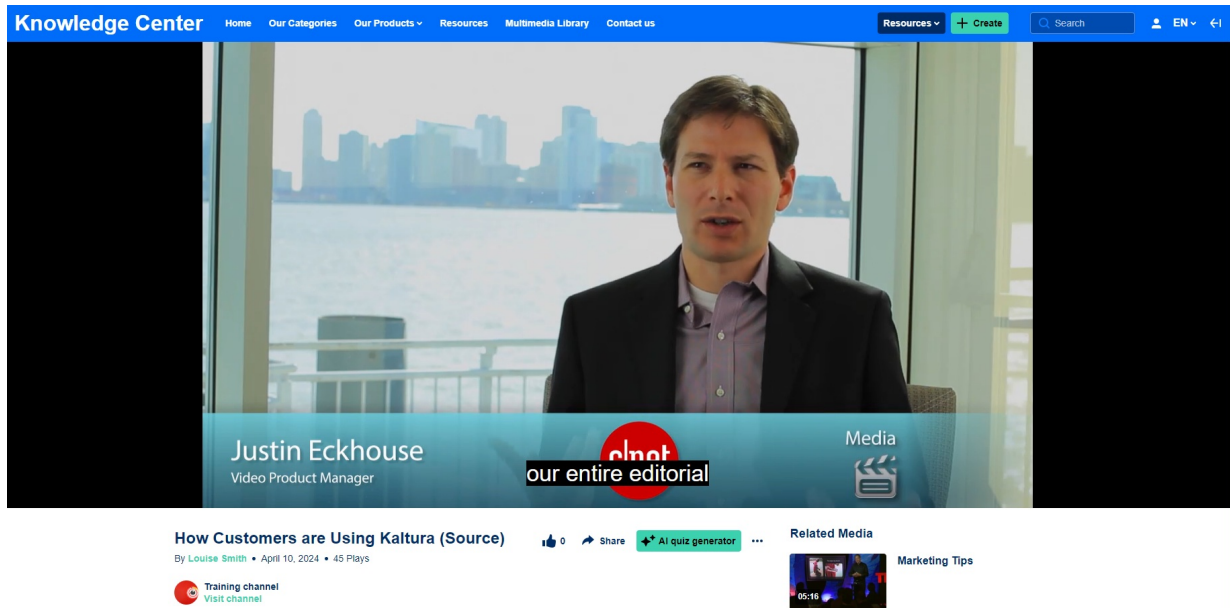
7. When you've finished adding collaborators and setting permissions, click **Update**. A success message displays:
8. *Media successfully updated.*



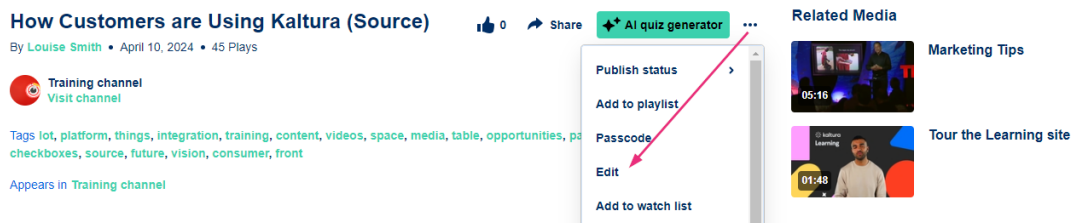
## Via the Edit page

### Add collaborators

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**.

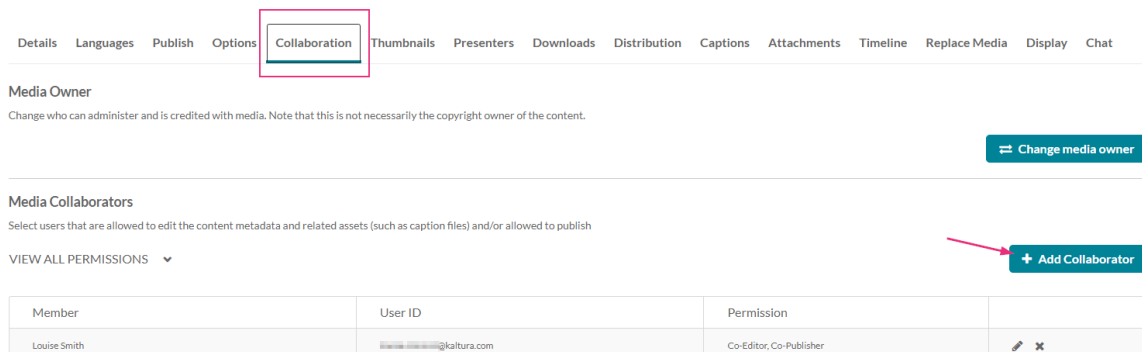


The edit page displays with the **Details** tab open by default.

- Click the **Collaboration** tab.

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

- Click **+Add Collaborator**.



The **Add a Collaborator** window displays.

Add a Collaborator

Select permissions:

Co-Editor

Co-Publisher

Co-Viewer

Cancel Add

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

Add a Collaborator

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 ▾ + Add Collaborator

Member	User ID	Permission	
Tal [Avatar]	tal@kaltura.com	Co-Publisher	

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 ▾ + Add Collaborator

- ✓ All Permissions
- Co-Editor
- Co-Publisher
- Co-Viewer

Member	User ID	Permission	
[Avatar]	[Avatar]@kaltura.com	Co-Editor	
Tal [Avatar]	tal@kaltura.com	Co-Publisher	

### 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 [Avatar]	jennifer@kaltura.com	Co-Editor	
Tal [Avatar]	tal@kaltura.com	Co-Publisher, Co-Viewer	

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 [Avatar]@kaltura.com as a media collaborator?

Cancel
Delete



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 ▾ + Add Collaborator

Member	User ID	Permission	
Tal Miller	tal.miller@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 Co-viewer to their current role of Co-publisher.

### Edit a Collaborator

Enter a Collaborator:  (Required)

Select Permissions:  Co-Editor  
 Co-Publisher  
 Co-Viewer





Cancel Update

3. Click **Update**.

The changes display.

**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 Higgins	jennifer.higgins@kaltura.com	Co-Editor	 
Tal Miller	tal.miller@kaltura.com	Co-Publisher, <b>Co-Viewer</b>	 

[template("cat-subscribe")]