Manage Rich Media CMS user roles and permissions

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

This article is designated for administrators.

About

Roles in Rich Media Content Management System (Rich Media CMS) define what functionalities users can access and perform. By creating custom roles or editing existing ones, administrators can tailor user permissions to align with specific responsibilities.

This article explains how to access the Roles page, create and manage roles, and configure permissions.

Default roles available

- **Publisher/Administrator:** Full access to all Rich Media CMS options enabled for the account.
- **Manager**: Full access except the Administration tab (user and role management) and account/integration settings.
- **Content Uploader**: Can upload files and has view-only access to entries and categories
- **Content Moderator:** Can access the Moderation tab to approve or reject entries.
- **Player Designer:** Can access the Studio tab to manage player options, excluding advertisements.
- **EP_ADMIN:** A system role automatically assigned to Kaltura Events administrators.

Users with the Publisher/Administrator role can access the Configuration Management console via direct links:
Video portal - `https://<partner_id>.mediaspace.kaltura.com/admin`
KAF - `https://<partner_id>.kaf.kaltura.com/admin`

Access the Roles page

1. Log into your Rich Media CMS.

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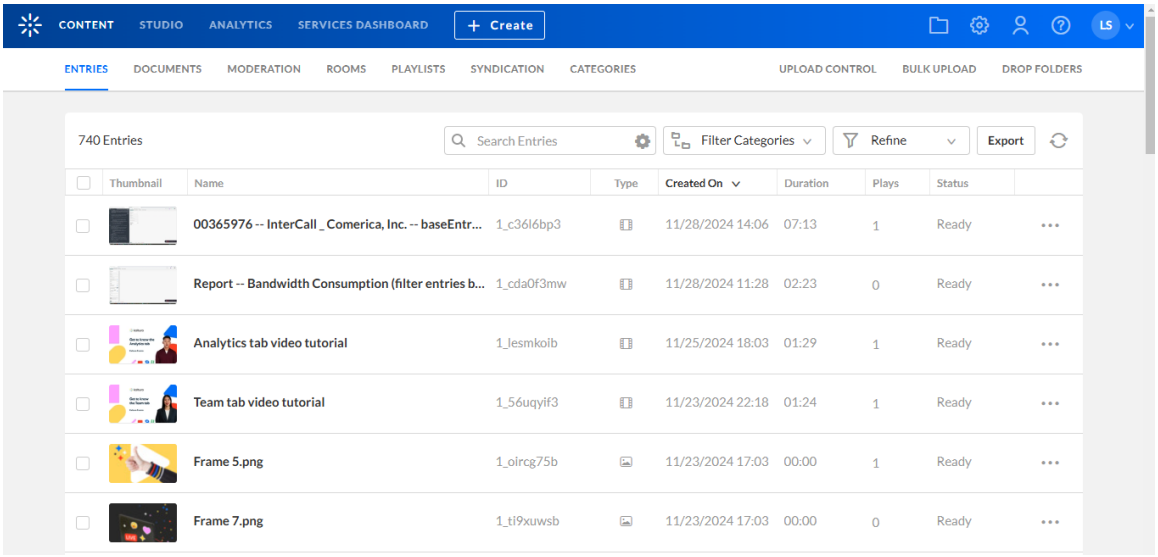
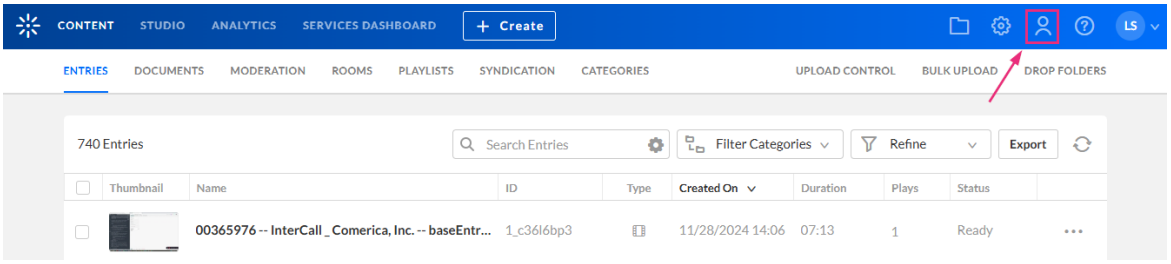
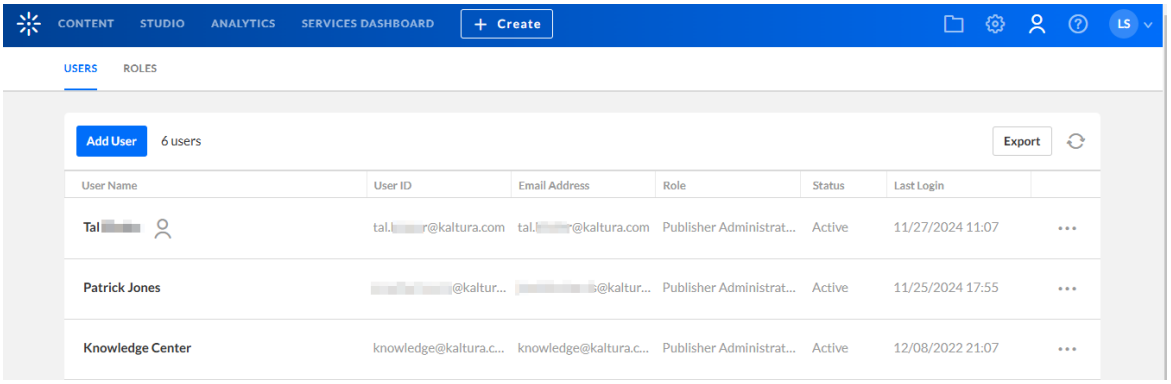


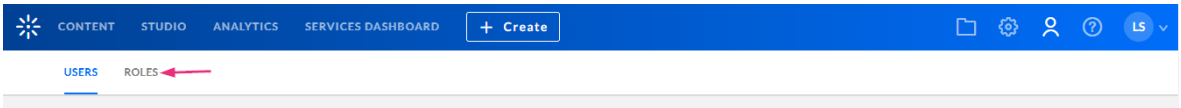
2. Click the **Administration icon** at the far right.



The **Users** page displays.



3. Click the **Roles** tab.



The 'Roles' page displays.

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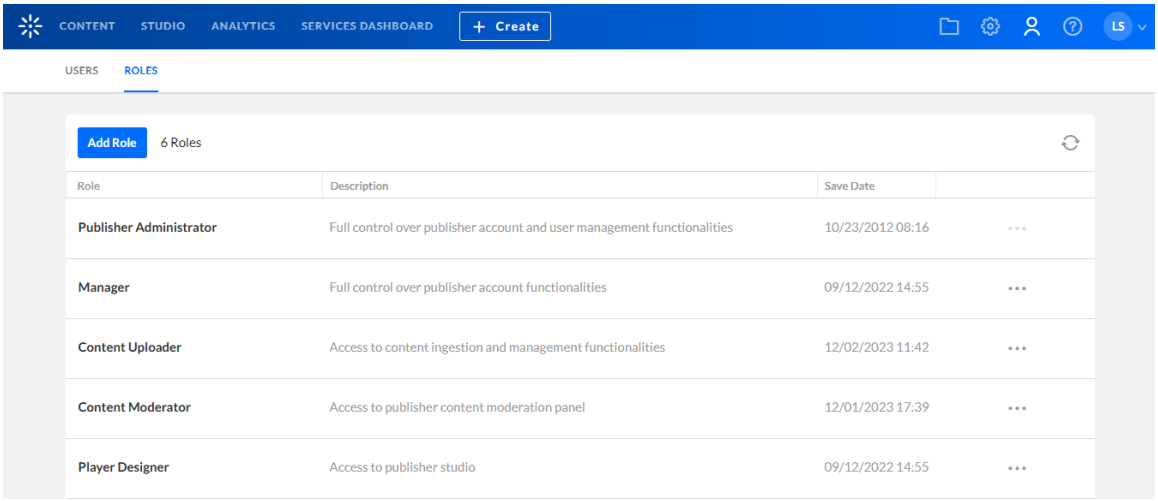
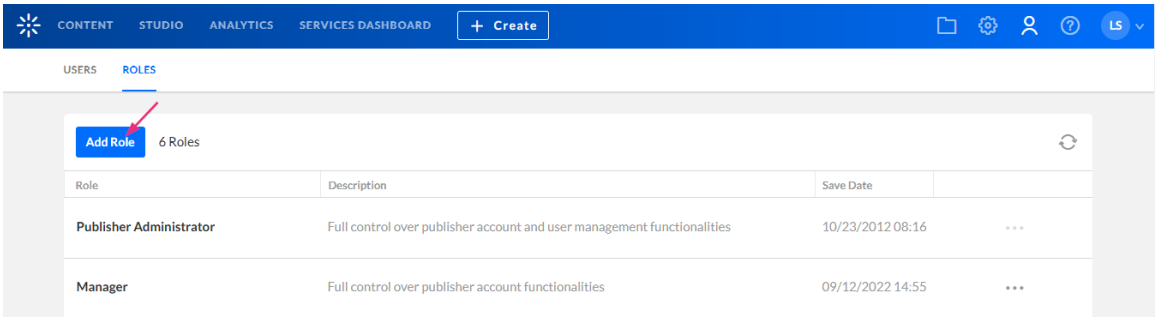
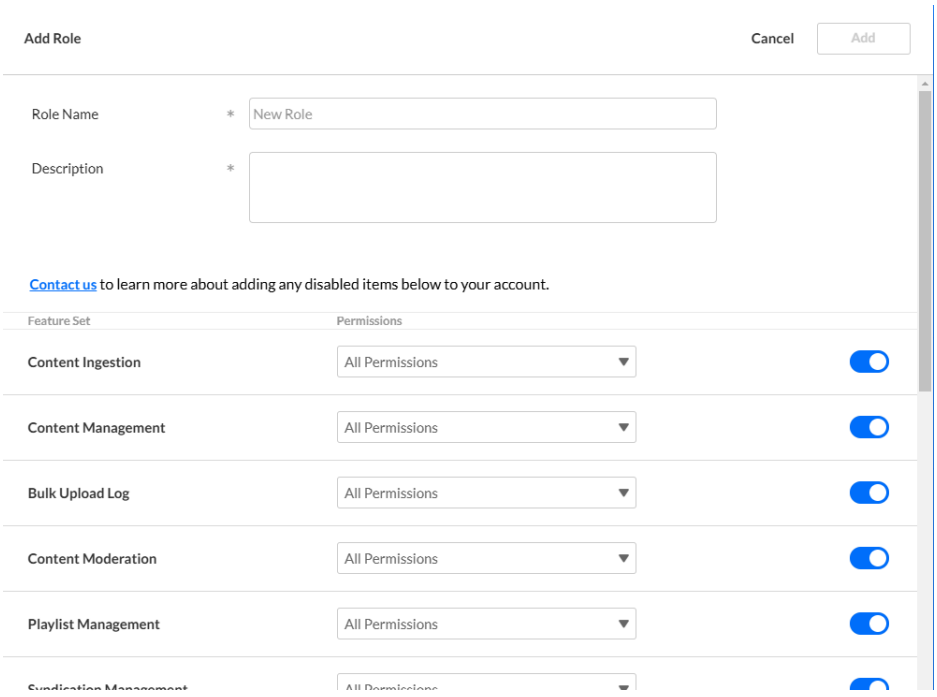


Create a custom role

1. On the 'Roles' page, click **Add Role**.



The 'Add Role' window opens.



2. Enter the **role name** and a **description** of the role's purpose or allowed actions.

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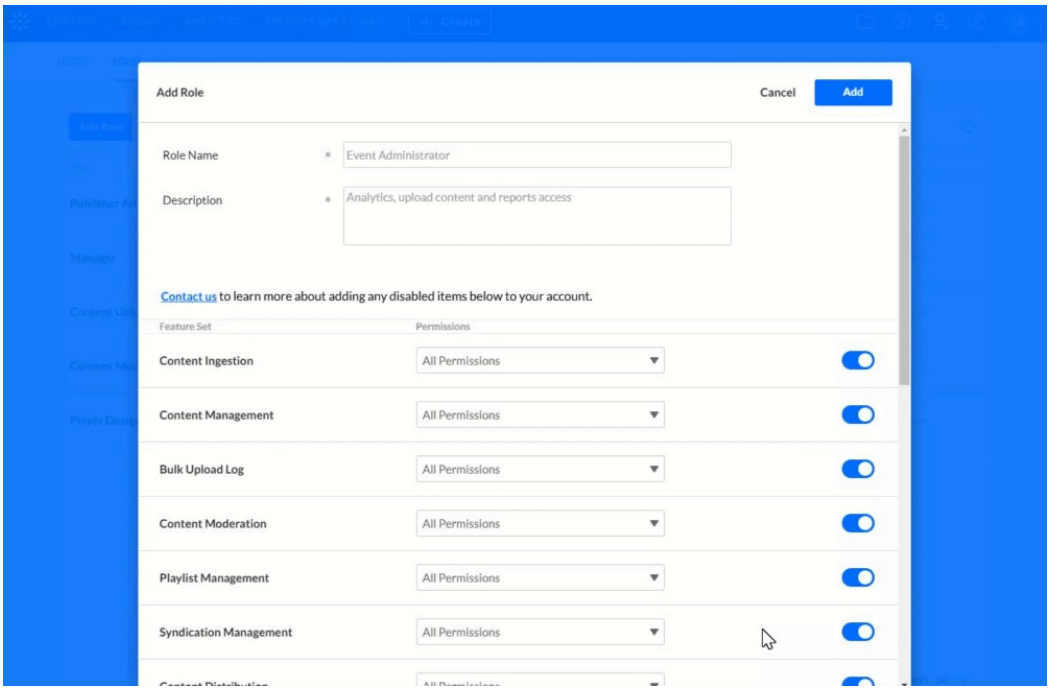
3. Select the **permissions** for this role using the drop-down menus or by toggling permissions on/off. Refer to the table below for a full list of permissions.

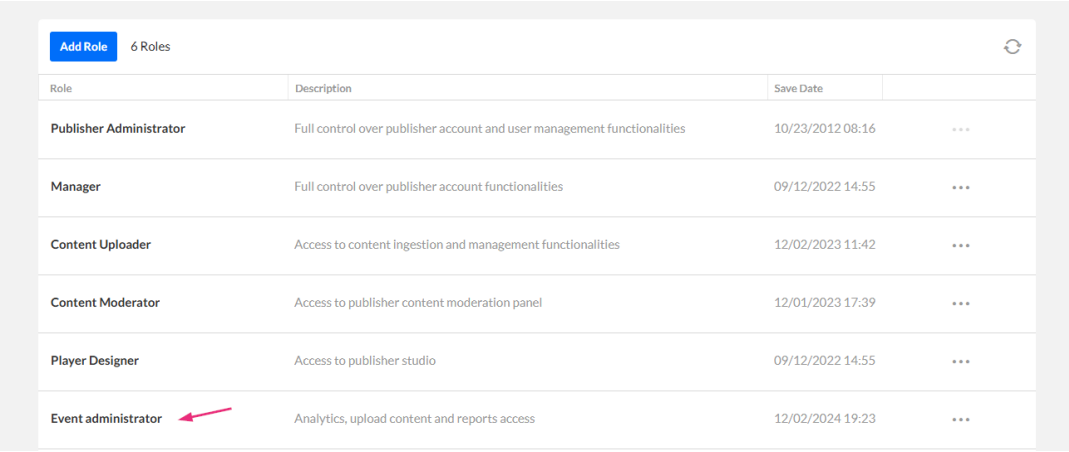
   Permission levels:

- **All Permissions** – Grants access to all Rich Media CMS functionalities listed under the permission group.
- **Custom** - Allows partial access based on selected permissions.
- **View-Only** – No editing permissions.



4. Click **Add** at the top right.

The new role appears in the list.



The following table lists all the available permissions in Rich Media CMS:

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Feature Set Feature Set	Permissions Permissions
Content Ingestion	• **All Permissions** • Upload from Desktop • Import Files & Bulk Upload • Set Link to Files on Remote Storage • Match Media Files from Drop Folder • Import from Web • Record from Webcam • Prepare Video Entry • Prepare Audio Entry • Prepare Live Stream Entry
Content Management	• **All Permissions** • Modify Metadata • View / Modify Reference name • Modify Entry or Playlist's Category • Modify Thumbnail • Modify Scheduling • Modify Access Control • Modify Custom Data • Modify Entry's User Settings • Delete Content • Grab Embed Code • Add Media to an Entry • Replace Entry's Media • Approve Media Replacement • Manage Flavors • Clipping • Edit Categories • Edit Category's Entitlement Settings • Update Live Stream • Download Files • Edit Entry Advertisement • Edit Entry Captions • Edit Related Files
Bulk Upload Log	• **All Permissions** • Download Bulk Upload Files

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Feature Set	Permissions
Bulk Upload Log	• Delete Bulk Upload Items
Content Moderation	• **All Permissions** • Approve/Reject Content • Moderate Metadata • Moderate Custom Metadata
Playlist Management	• **All Permissions** • Create Playlists • Modify Playlists • Delete Playlists • Grab Playlist Embed Code
Syndication Management	• **All Permissions** • Create Syndication Feeds • Modify Syndication Feeds • Delete Syndication Feeds
Content Distribution	• **All Permissions** • Select Distribution Points • Distribute • Remove Distributed Content
Drop Folders Control	• **All Permissions** • Delete Files
Studio	• **All Permissions** • Create Players • Modify Players • Delete Players • Select Player Content
Set Advertising Settings	
Video Analytics	
Account Settings	• **All Permissions** • Modify Account Settings
	• **All Permissions**

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Feature Set	Permissions
Integration Settings	• Modify Integration Settings
Access Control Settings	• **All Permissions** • Create Access Control Profiles • Modify Access Control Profiles • Delete Access Control Profiles
Transcoding Settings	• **All Permissions** • Create Transcoding Profiles • Modify Transcoding Profiles • Delete Transcoding Profiles
Custom Metadata Settings	• **All Permissions** • Add Custom Metadata Schemas • Modify Custom Metadata Schemas • Delete Custom Metadata Schemas
Application Token	• Create Token • Modify Token • Delete Token
Administration	• **All Permissions** • Create Users • Modify Users • Delete Users • Create Roles • Modify Roles • Delete Roles • End-User Bulk Upload

Edit a role

1. Next to the desired role, click the **three dots** and select **Edit**.

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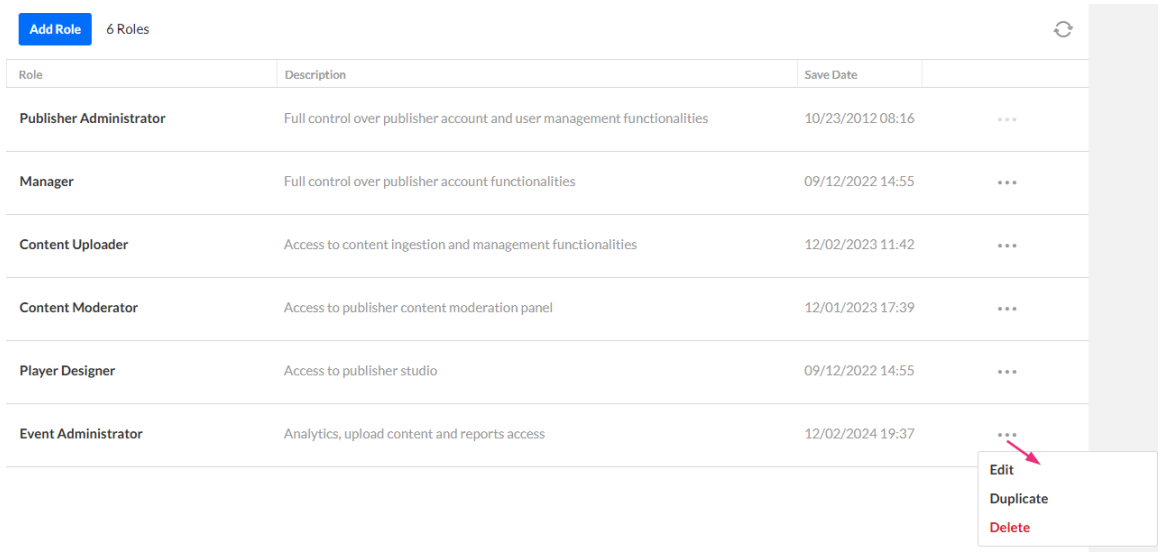
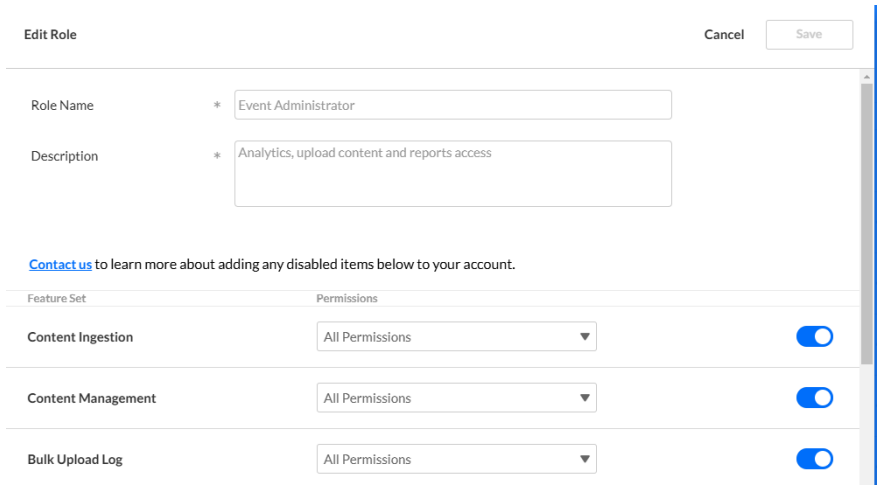


The 'Edit role' window opens.



2. Update the role name, description, or permissions.

- The **Publisher** role can't be edited.
- Changes to a user role only take effect after the associated Rich Media CMS user logs in. For smoother updates, we recommend editing roles when users assigned to them are not logged in.

To access the ‘Manage Groups’ page for specific roles such as **Content Uploader**, **Content Moderator**, **Player Designer**, or other Rich Media CMS roles, set the Administration feature to **View Only** (by toggling off the permissions). Failure to do so may result in an error when trying to open the ‘Manage Groups’ page.

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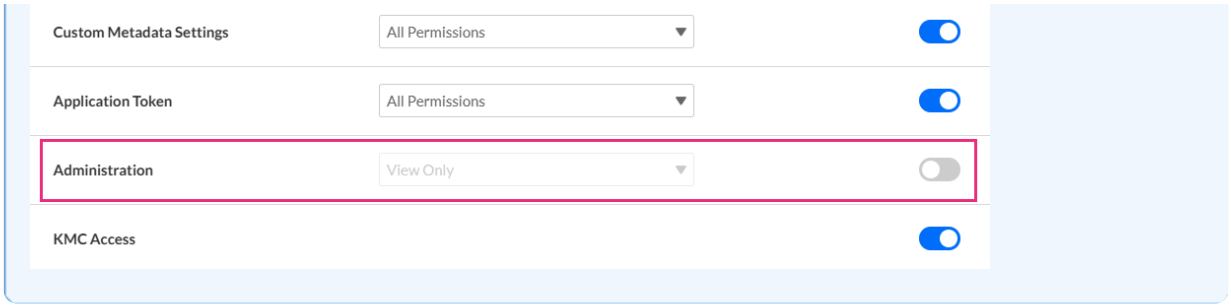
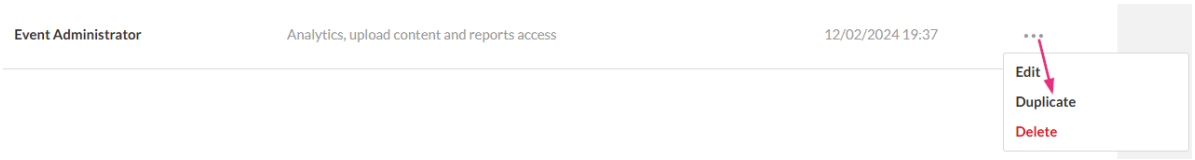


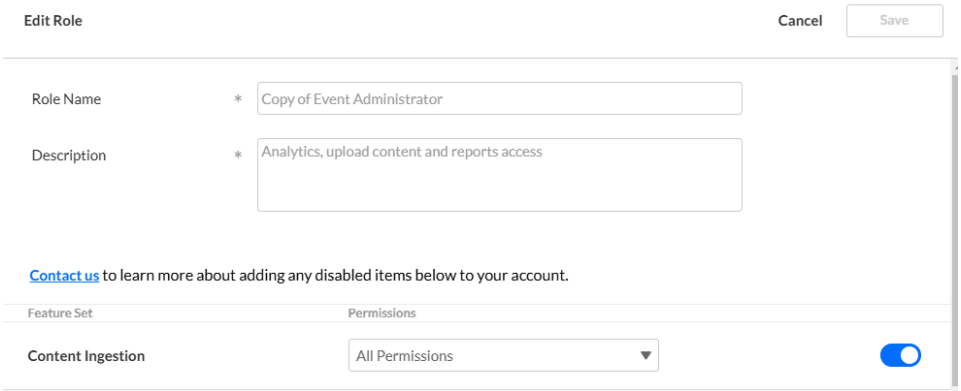
3. When you've finished editing, click **Save** at the top right.

Duplicate a role

1. Next to the desired role, click the **three dots** and select **Duplicate**.



2. The **Edit role** window displays where you can edit the name, description and permissions of the role.

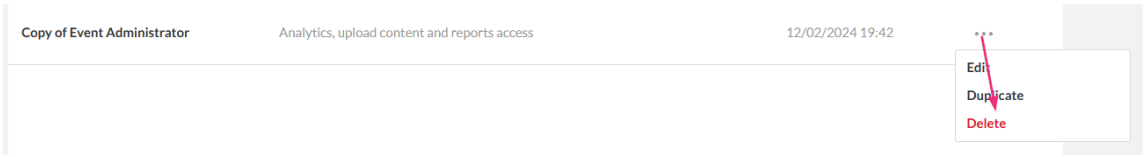


The duplicated role inherits all permissions from the original.

Delete a role

Deleting a role is permanent and cannot be undone. If users are assigned to the role, assign them a different role before deleting it.

1. Next to the desired role, click the **three dots** and select **Delete**.



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A confirmation message displays: *Are you sure you want to delete the selected role?*

2. Click **Yes** to continue.

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