

# Create and manage roles in KMC

Last Modified on 12/04/2024 3:39 pm IST


 This article is designated for administrators.

## About

Roles in Kaltura Management Console (KMC) 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 provides a step-by-step guide on how to access the Roles page, create, edit, duplicate, or delete roles, and manage permissions for optimal control of your KMC environment.

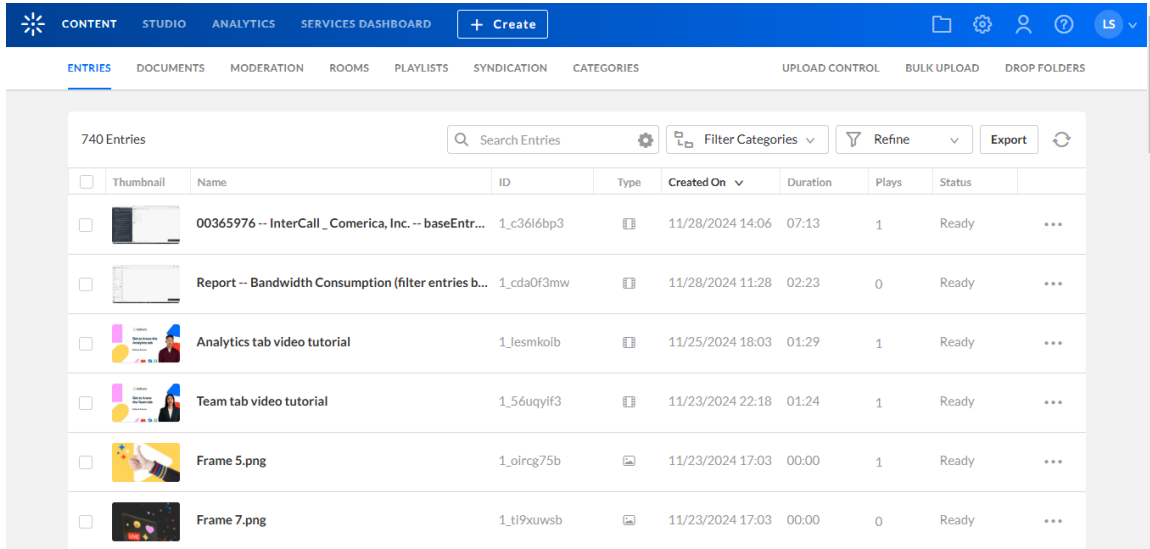
## Default roles available

- **Publisher/Administrator:** Full access to all KMC 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 in the Content tab.
- **Content Moderator:** Access to the Moderation tab to approve/reject entries.
- **Player Designer:** Access to the Studio tab to manage player options, excluding advertisements.
- **EP\_ADMIN:** Automatically assigned to Kaltura Events admins for delineation.

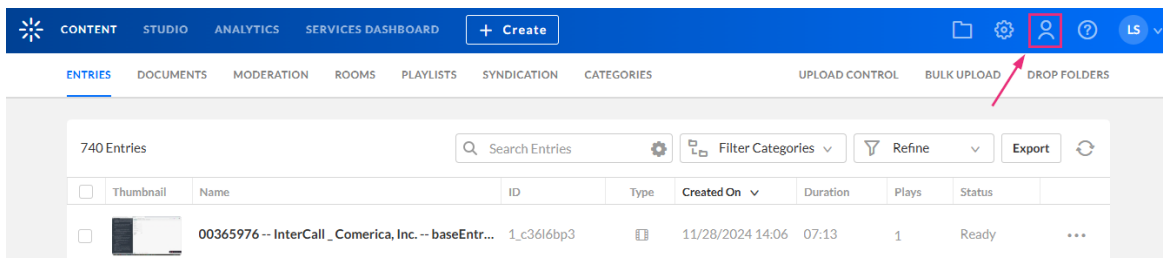
 Users with the Publisher/Administrator role can access the Configuration Management console via direct links:  
**Video portal** - [https://<partner\\_id>.mediaspace.kaltura.com/admin](https://<partner_id>.mediaspace.kaltura.com/admin)  
**KAF** - [https://<partner\\_id>.kaf.kaltura.com/admin](https://<partner_id>.kaf.kaltura.com/admin)

## Access the Roles page

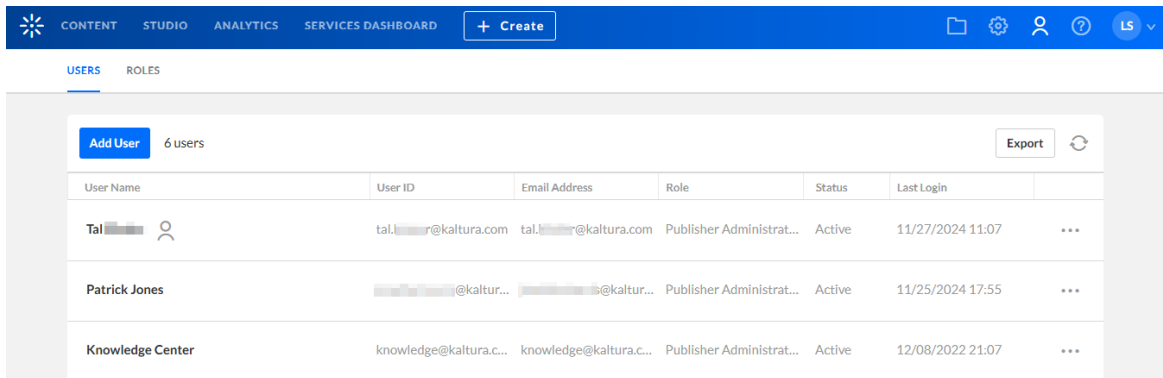
1. Log into your KMC.  
The Content page displays.



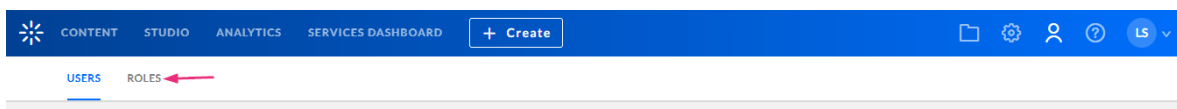
2. Click the **Administration icon** at the top right.



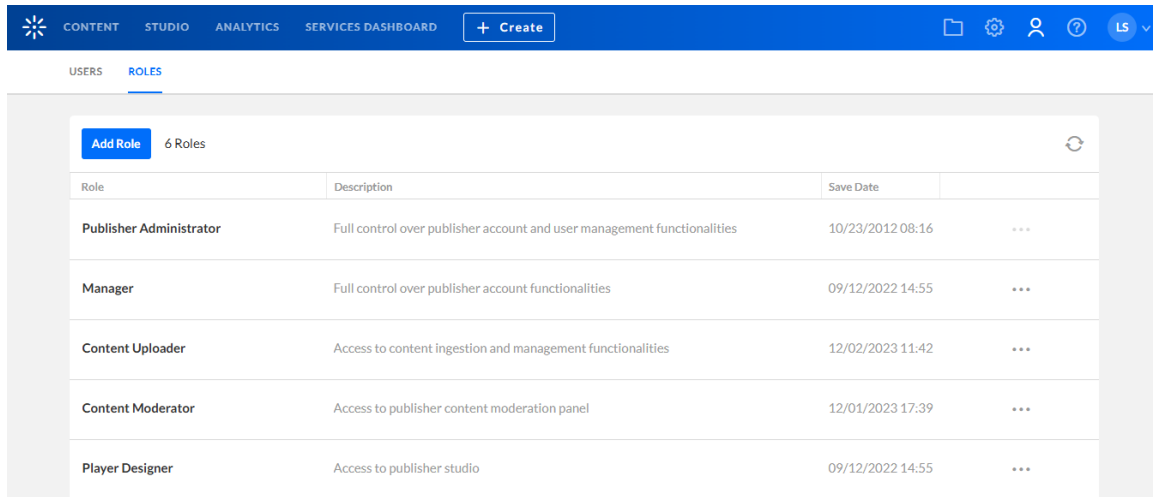
The **Users** page displays.



3. Click the **Roles** tab.

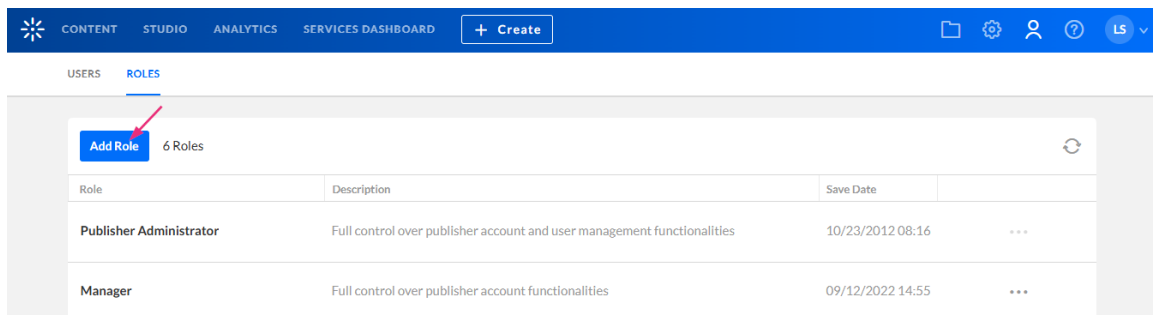


The Roles page displays.



## Create a custom role

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



The Add Role window displays.

Add Role
Cancel

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Role Name \*

Description \*

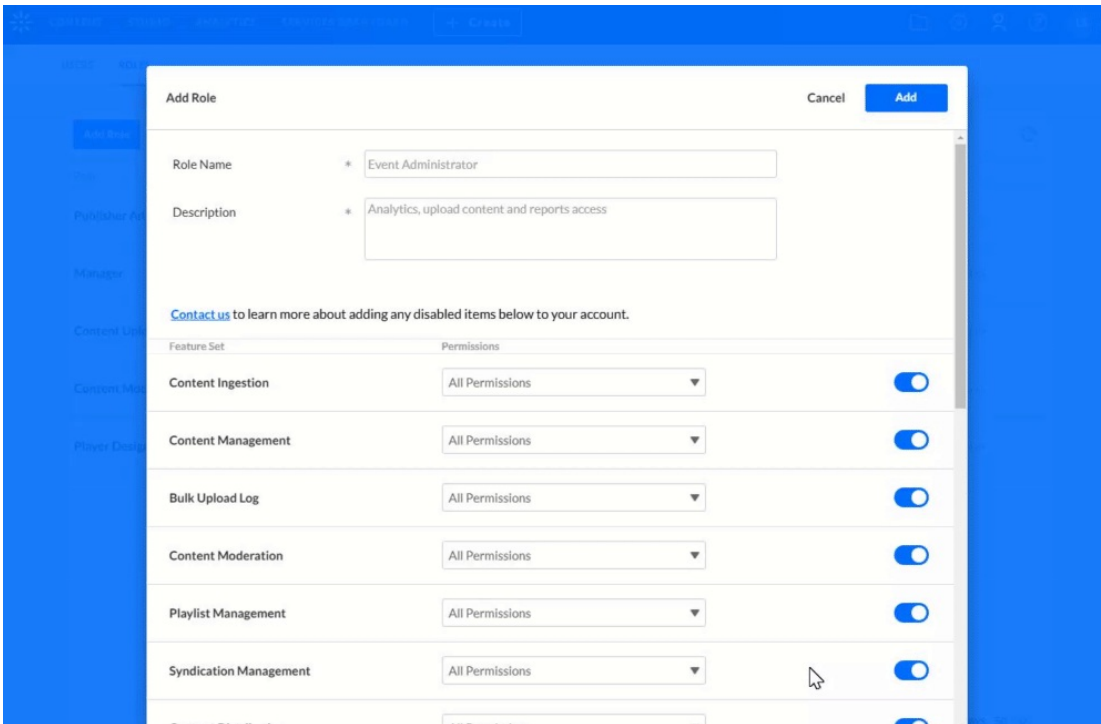
[Contact us](#) to learn more about adding any disabled items below to your account.

Feature Set	Permissions	
Content Ingestion	<input style="width: 150px;" type="text" value="All Permissions"/>	<input checked="" type="checkbox"/>
Content Management	<input style="width: 150px;" type="text" value="All Permissions"/>	<input checked="" type="checkbox"/>
Bulk Upload Log	<input style="width: 150px;" type="text" value="All Permissions"/>	<input checked="" type="checkbox"/>
Content Moderation	<input style="width: 150px;" type="text" value="All Permissions"/>	<input checked="" type="checkbox"/>
Playlist Management	<input style="width: 150px;" type="text" value="All Permissions"/>	<input checked="" type="checkbox"/>
Subscription Management	<input style="width: 150px;" type="text" value="All Permissions"/>	<input type="checkbox"/>

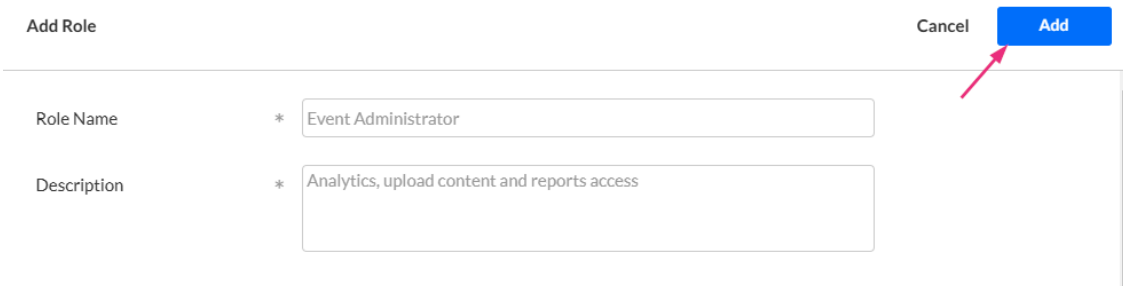
2. Enter the **role name** and a **description** of the role’s purpose or allowed actions.
3. Select the **permissions** for this role using the drop-down menus or by toggling permissions on/off. Refer to the table [below](#) for a full list of permissions.

Permission levels:

- **All Permissions** – Grants access to all KMC functionalities listed under the permission group.
- **Custom** - Allows partial access to specific functionalities, showing the number of permissions selected.
- **View-Only** – Disables editing by toggling permissions off, leaving the group in view-only mode.



#### 4. Click **Add**.



The new role appears in the list of roles.

Role	Description	Save Date	
<b>Publisher Administrator</b>	Full control over publisher account and user management functionalities	10/23/2012 08:16	...
<b>Manager</b>	Full control over publisher account functionalities	09/12/2022 14:55	...
<b>Content Uploader</b>	Access to content ingestion and management functionalities	12/02/2023 11:42	...
<b>Content Moderator</b>	Access to publisher content moderation panel	12/01/2023 17:39	...
<b>Player Designer</b>	Access to publisher studio	09/12/2022 14:55	...
<b>Event administrator</b> ←	Analytics, upload content and reports access	12/02/2024 19:23	...

The following table demonstrates all the available role permissions in KMC:

Feature Set	Permissions
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Feature Set	Permissions
Content Ingestion	<ul style="list-style-type: none"> <li>• All Permissions</li> <li>• Upload from Desktop</li> <li>• Import Files &amp; Bulk Upload</li> <li>• Set Link to Files on Remote Storage</li> <li>• Match Media Files from Drop Folder</li> <li>• Import from Web</li> <li>• Record from Webcam</li> <li>• Prepare Video Entry</li> <li>• Prepare Audio Entry</li> <li>• Prepare Live Stream Entry</li> </ul>
Content Management	<ul style="list-style-type: none"> <li>• All Permissions</li> <li>• Modify Metadata</li> <li>• View / Modify Reference name</li> <li>• Modify Entry's Category</li> <li>• Modify Thumbnail</li> <li>• Modify Scheduling</li> <li>• Modify Access Control</li> <li>• Modify Custom Data</li> <li>• Modify Entry's User Settings</li> <li>• Delete Content</li> <li>• Grab Embed Code</li> <li>• Add Media to an Entry</li> <li>• Replace Entry's Media</li> <li>• Approve Media Replacement</li> <li>• Manage Flavors</li> <li>• Clipping</li> <li>• Edit Categories</li> <li>• Edit Category's Entitlement Settings</li> <li>• Update Live Stream</li> <li>• Download Files</li> <li>• Edit Entry Advertisement</li> <li>• Edit Entry Captions</li> <li>• Edit Related Files</li> </ul>
Bulk Upload Log	<ul style="list-style-type: none"> <li>• All Permissions</li> <li>• Download Bulk Upload Files</li> <li>• Delete Bulk Upload Items</li> </ul>

Feature Set	Permissions
Content Moderation	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Approve/Reject Content</li> <li>• Moderate Metadata</li> <li>• Moderate Custom Metadata</li> </ul>
Playlist Management	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Create Playlists</li> <li>• Modify Playlists</li> <li>• Delete Playlists</li> <li>• Grab Playlist Embed Code</li> </ul>
Syndication Management	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Create Syndication Feeds</li> <li>• Modify Syndication Feeds</li> <li>• Delete Syndication Feeds</li> </ul>
Content Distribution	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Select Distribution Points</li> <li>• Distribute</li> <li>• Remove Distributed Content</li> </ul>
Drop Folders Control	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Delete Files</li> </ul>
Studio	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Create Players</li> <li>• Modify Players</li> <li>• Delete Players</li> <li>• Select Player Content</li> </ul>
Set Advertising Settings	
Video Analytics	
Account Settings	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Modify Account Settings</li> </ul>
Integration Settings	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Modify Integration Settings</li> </ul>

Feature Set	Permissions
Access Control Settings	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Create Access Control Profiles</li> <li>• Modify Access Control Profiles</li> <li>• Delete Access Control Profiles</li> </ul>
Transcoding Settings	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Create Transcoding Profiles</li> <li>• Modify Transcoding Profiles</li> <li>• Delete Transcoding Profiles</li> </ul>
Custom Metadata Settings	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Add Custom Metadata Schemas</li> <li>• Modify Custom Metadata Schemas</li> <li>• Delete Custom Metadata Schemas</li> </ul>
Application Token	<ul style="list-style-type: none"> <li>• Create Token</li> <li>• Modify Token</li> <li>• Delete Token</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• <b>All Permissions</b></li> <li>• Create Users</li> <li>• Modify Users</li> <li>• Delete Users</li> <li>• Create Roles</li> <li>• Modify Roles</li> <li>• Delete Roles</li> <li>• End-User Bulk Upload</li> </ul>

## Edit

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



**Add Role** 6 Roles ↻

Role	Description	Save Date	
<b>Publisher Administrator</b>	Full control over publisher account and user management functionalities	10/23/2012 08:16	...
<b>Manager</b>	Full control over publisher account functionalities	09/12/2022 14:55	...
<b>Content Uploader</b>	Access to content ingestion and management functionalities	12/02/2023 11:42	...
<b>Content Moderator</b>	Access to publisher content moderation panel	12/01/2023 17:39	...
<b>Player Designer</b>	Access to publisher studio	09/12/2022 14:55	...
<b>Event Administrator</b>	Analytics, upload content and reports access	12/02/2024 19:37	...

Edit

Duplicate

Delete

The Edit role window displays.

**Edit Role** Cancel

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Role Name \*


Description \*


[Contact us](#) to learn more about adding any disabled items below to your account.

Feature Set	Permissions	
Content Ingestion	<input type="text" value="All Permissions"/>	<input checked="" type="checkbox"/>
Content Management	<input type="text" value="All Permissions"/>	<input checked="" type="checkbox"/>
Bulk Upload Log	<input type="text" value="All Permissions"/>	<input checked="" type="checkbox"/>

## 2. Make your edits.

- ✓ Changes to a user role only take effect after the associated KMC user logs in. For smoother updates, we recommend editing roles when users assigned to them are not logged in.

 The Publisher role is not editable.

 To access the 'Manage Groups' page for specific roles, such as Content Uploader, Content Moderator, Player Designer, or other KMC 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.

Custom Metadata Settings	All Permissions	<input checked="" type="checkbox"/>
Application Token	All Permissions	<input checked="" type="checkbox"/>
Administration	View Only	<input type="checkbox"/>
KMC Access		<input checked="" type="checkbox"/>

3. When you've finished editing, click **Save**.

Edit Role
Cancel **Save**

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Role Name \*

Description \*

[Contact us](#) to learn more about adding any disabled items below to your account.

Feature Set	Permissions	
Content Ingestion	Custom (8 Selected)	<input checked="" type="checkbox"/>

## Duplicate

Duplicating a role lets you quickly create a new KMC user role with similar permissions to an existing one. The new role copies the original's permissions, which you can easily adjust using the Edit option.

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

Event Administrator	Analytics, upload content and reports access	12/02/2024 19:37	... Edit Duplicate Delete
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2. The **Edit role** window displays where you can edit the name, description and permissions of the role.

**Edit Role** Cancel

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Role Name \*

Description \*

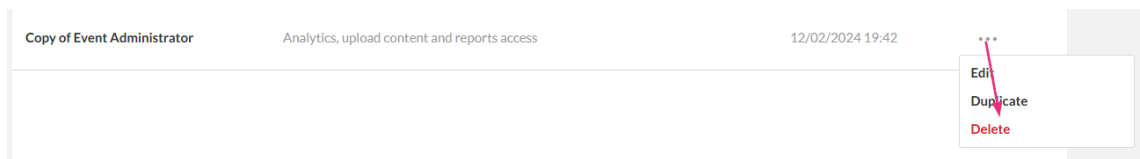
[Contact us](#) to learn more about adding any disabled items below to your account.

Feature Set	Permissions	
Content Ingestion	<input type="text" value="All Permissions"/>	<input checked="" type="checkbox"/>


## Delete

Deleting a role is permanent and cannot be undone. If KMC admin users are associated with the role, you must assign them a different role before deleting the existing one.

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



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

 **Confirm Delete**

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Are you sure you want to delete the selected role?  
(Copy of Event Administrator)

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2. Click **Yes**.