

Manage KMC user roles and permissions

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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.



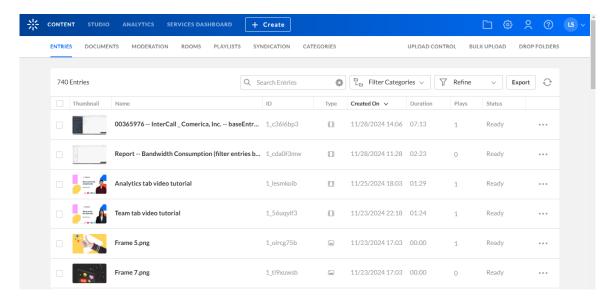
Users with the Publisher/Administrator role can access the Configuration Management console via direct links:

Video portal - https://<partner id>.mediaspace.kaltura.com/admin KAF - https://<partner id>.kaf.kaltura.com/admin

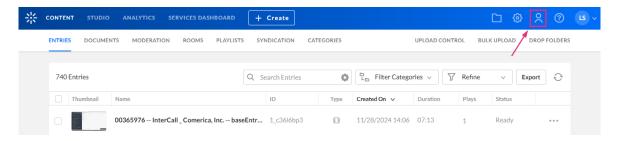
Access the Roles page

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

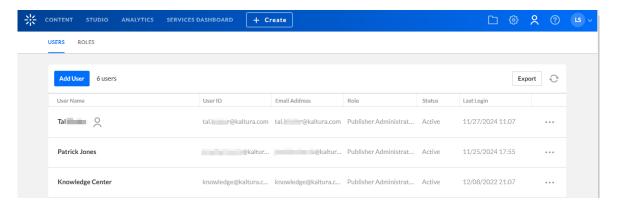




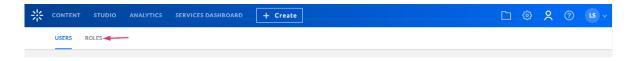
2. Click the **Administration icon** at the top right.



The **Users** page displays.

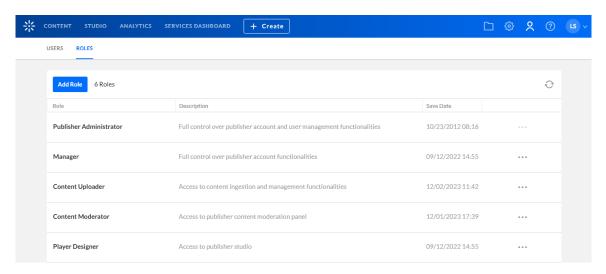


3. Click the Roles tab.



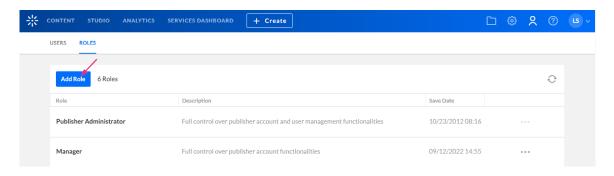
The Roles page displays.



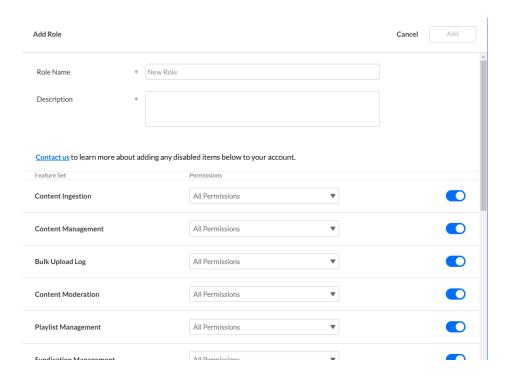


Create a custom role

1. On the Roles page, click Add Role.



The Add Role window displays.



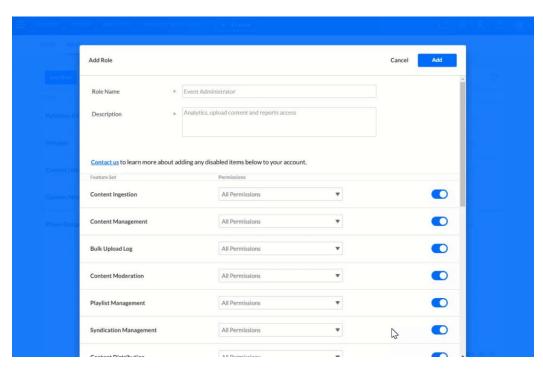
2. Enter the **role name** and a **description** of the role's purpose or allowed actions.



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.

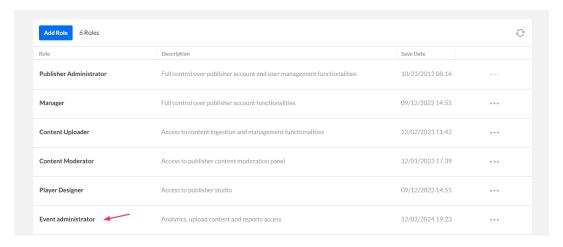


4. Click Add.



The new role appears in the list of roles.





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

Feature Set	Permissions
	All Permissions
	Upload from Desktop
	Import Files & Bulk Upload
	Set Link to Files on Remote Storage
	Match Media Files from Drop Folder
Content Ingestion	Import from Web
	Record from Webcam
	Prepare Video Entry
	Prepare Audio Entry
	Prepare Live Stream Entry
	All Permissions
	Modify Metadata
	View / Modify Reference name
	Modify Entry's Category
	Modify Thumbnail
	Modify Scheduling
	Modify Access Control
	Modify Custom Data
	Modify Entry's User Settings
	Delete Content
	Grab Embed Code
Content Management	Add Media to an Entry
, , , , , , , , , , , , , , , , , , ,	Replace Entry's Media
	Approve Media Replacement



Feature Set	Per Manage Flavors
	Clipping
	Edit Categories
	Edit Category's Entitlement Settings
	Update Live Stream
	Download Files
	Edit Entry Advertisement
	Edit Entry Captions
	Edit Related Files
	All Permissions
Bulk Upload Log	Download Bulk Upload Files
24 0 p. 10 4.0 4.0 4.0 4.0 4.0 4.0 4.0 4.0 4.0 4.	Delete Bulk Upload Items
	All Permissions
	Approve/Reject Content
Content Moderation	Moderate Metadata
	Moderate Custom Metadata
	All Permissions
	Create Playlists
Playlist Management	Modify Playlists
,	Delete Playlists
	Grab Playlist Embed Code
	All Permissions
Syndication Management	Create Syndication Feeds
	 Modify Syndication Feeds
	Delete Syndication Feeds
	All Permissions
	Select Distribution Points
Content Distribution	Distribute
	Remove Distributed Content
5 5 11 5 11	All Permissions
Drop Folders Control	Delete Files
	All Permissions



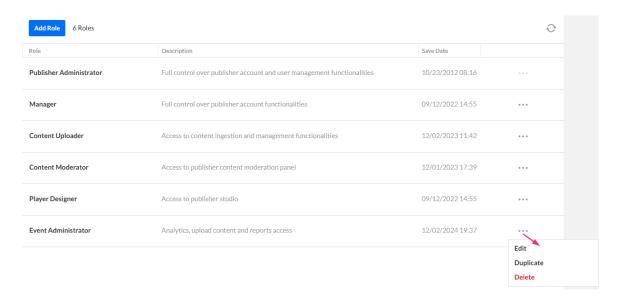
Feature Set	Permission Stayers
Studio	Modify Players
	Delete Players
	Select Player Content
et Advertising Settings	
deo Analytics	
	All Permissions
ccount Settings	Modify Account Settings
	All Permissions
ntegration Settings	Modify Integration Settings
	All Permissions
	Create Access Control Profiles
ccess Control Settings	Modify Access Control Profiles
	Delete Access Control Profiles
	All Permissions
	Create Transcoding Profiles
anscoding Settings	Modify Transcoding Profiles
	Delete Transcoding Profiles
	All Permissions
als a Maladala C III	Add Custom Metadata Schemas
ustom Metadata Settings	Modify Custom Metadata Schemas
	Delete Custom Metadata Schemas
	Create Token
pplication Token	Modify Token
	Delete Token
	All Permissions
	Create Users
	Modify Users
ministration	Delete Users
IIIIIIIISU AUUII	Create Roles
	Modify Roles



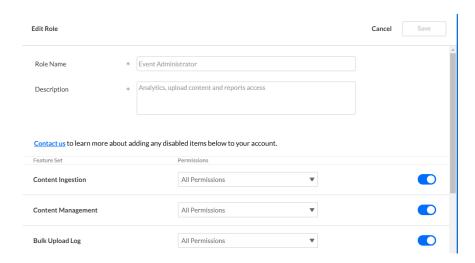
Feature Set	Permissions les
	End-User Bulk Upload

Edit

1. Next to the desired role, click the **three-dot menu** and select **Edit**.



The Edit role window displays.

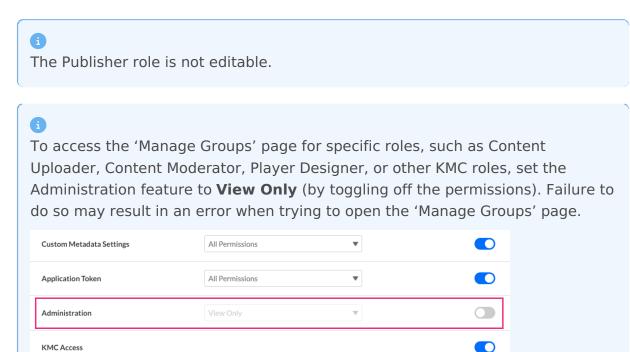


2. Make your edits.

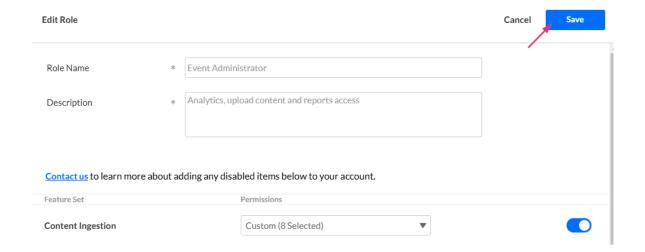


Changes to a user role only take effect after the associated KMC user logs in. For smoother updates, we recommend editing roles when users assigned to them are not logged in.





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



Duplicate

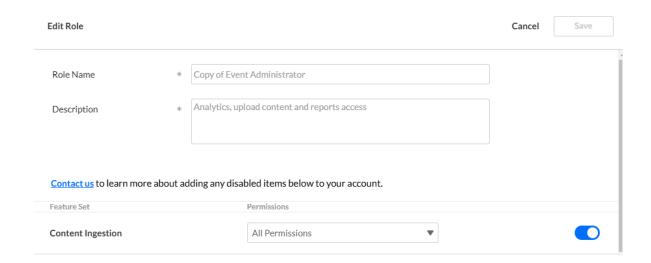
Duplicating a role lets you quickly create a new KMC user role with similar permissions to an existing one. The new role copies the original's permissions, which you can easily adjust using the Edit option.

1. Next to the desired role, click the **three-dot menu** and select **Duplicate**.





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



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-dot menu** and select **Delete**.



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

2. Click Yes.