

Manage end-users for an entry

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 This article is designated for administrators.

About

The **Users** tab on the entry details page lets you assign editing and publishing permissions for other users on a specific entry. This allows additional users to edit metadata, publish content, or view entry details across applications where the entry appears.

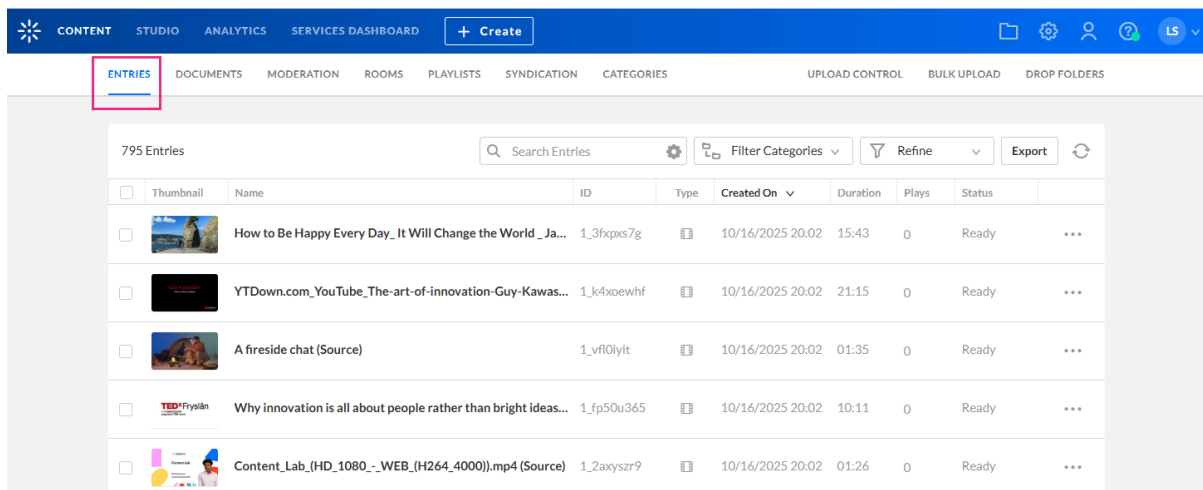
You can assign users as co-editors, co-publishers, or co-viewers, depending on the level of access you want to grant.

- **Co-editors** can edit the entry's metadata.
- **Co-publishers** can publish the entry anywhere they have publishing rights.
- **Co-viewers** can view the entry's metadata and details but cannot make changes.

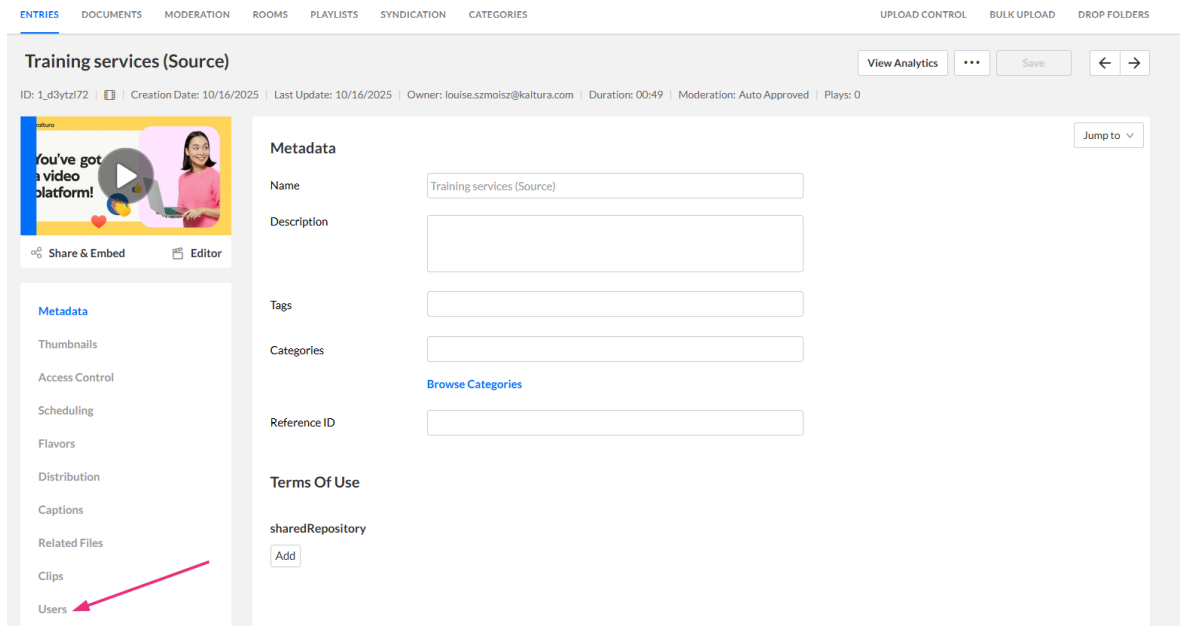
Access the Users tab

1. Log into your Rich Media Content Management System.

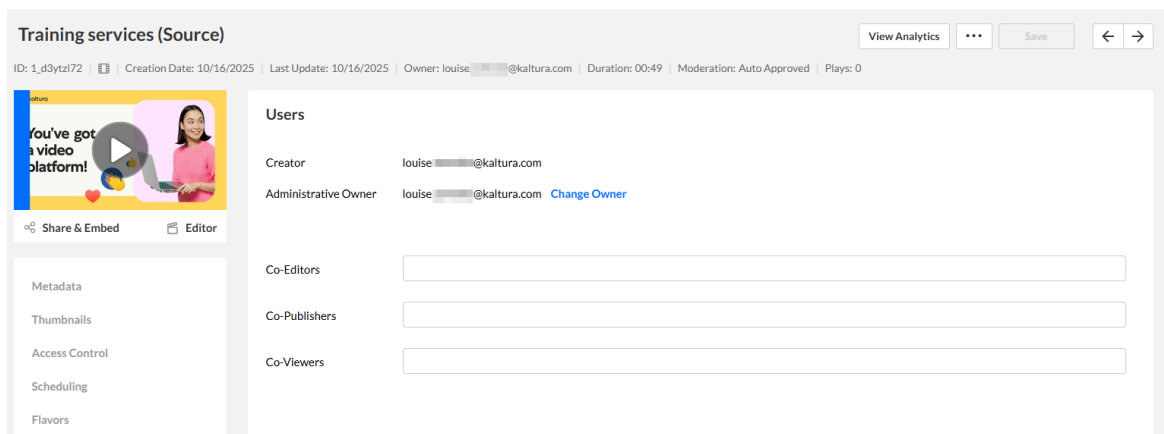
The **Entries** page displays by default.



2. Click on the desired entry's title or thumbnail.
The entry details page displays.
3. In the left panel, select **Users**.



The Users tab displays.



The Users tab provides information about the users that are associated with the entry:

- **Creator** - Usually the person who uploaded the media to Kaltura.
- **Administrative Owner** - The user in charge of managing the entry. By default, it's the creator, but you can change it here.

Manage users and permissions

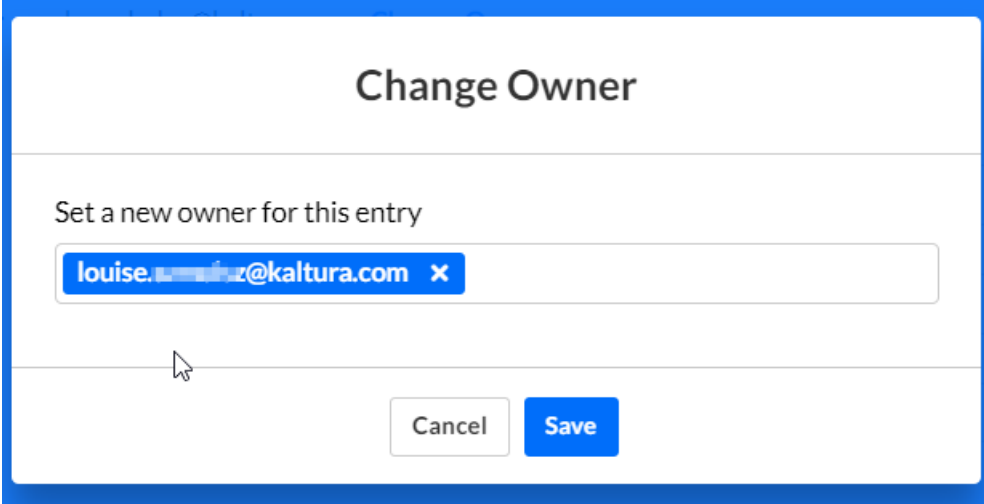
1. Click **Change Owner** to reassign the entry's administrative owner.

Users

Creator	knowledge@kaltura.com
Administrative Owner	knowledge@kaltura.com Change Owner

The 'Change Owner' box displays.

2. Search for a user by name or ID, then select them from the list.



The image shows a 'Change Owner' dialog box with a blue border. The title is 'Change Owner'. Below the title, it says 'Set a new owner for this entry'. There is a text input field containing 'louise. [redacted]@kaltura.com' with a blue background and a close button (X) on the right. Below the input field, there are two buttons: 'Cancel' and 'Save'.

3. Click **Save**.
4. Click **Save** at the top right before exiting the Users tab.

Assigning co-editors, co-publishers, or co-viewers gives users access across applications where the entry is available.