

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.

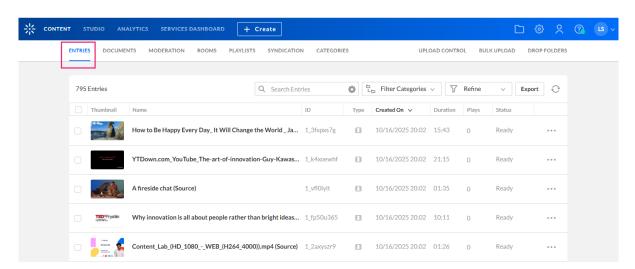
You can assign users as co-editors, co-publishers, or co-viewers, depending on the level of access you want to grant.

- 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 Kaltura Management Console.

The **Entries** page displays by default.

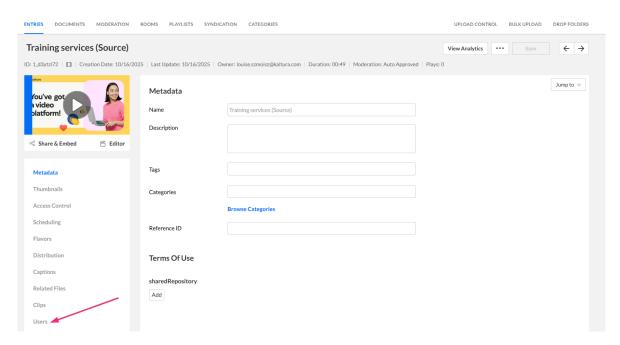


2. Click on the desired entry's title or thumbnail.

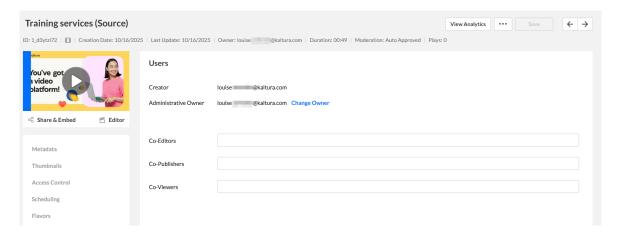
The entry details page displays.

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.

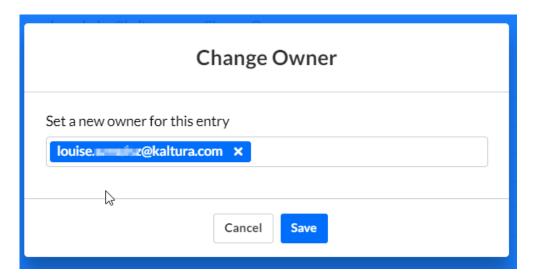


Users



The 'Change Owner' box displays.

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



- 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.