

## Manage gallery users & permissions - Theming

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 This article is designated for all users.

### About

You can manage who has access to your gallery and what they can do from the **Roles & permissions** tab.

The Roles & permissions tab is available for galleries only and appears if it's enabled by your admin.



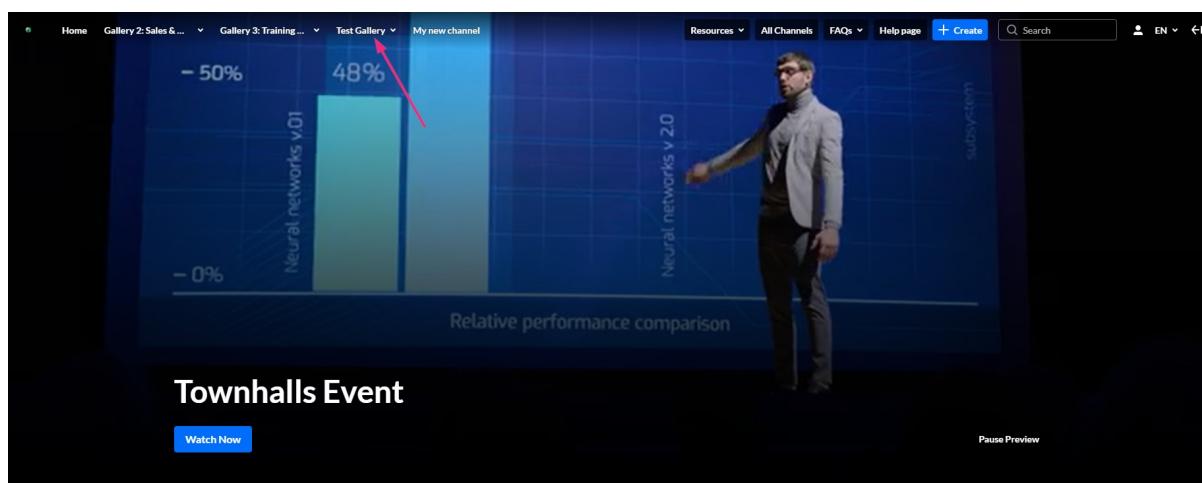
The instructions below are for **Theming** users. If you don't have Theming enabled, please refer to our article [Edit a gallery](#).

### Who can use this

- Gallery owners
- Gallery managers

### Access the Roles & permissions tab

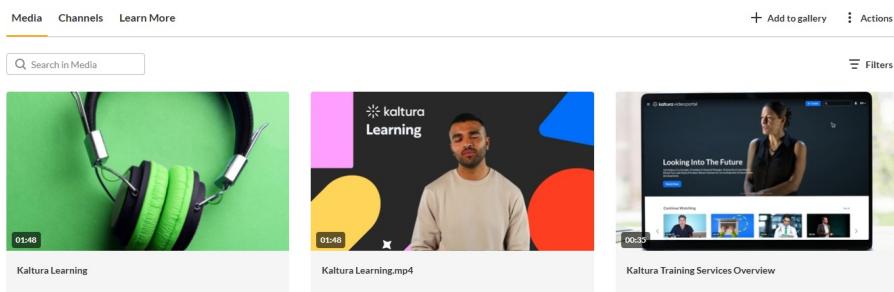
1. From the top navigation bar, select the gallery.



The gallery page opens.

## Test Gallery

A central hub for company-wide materials



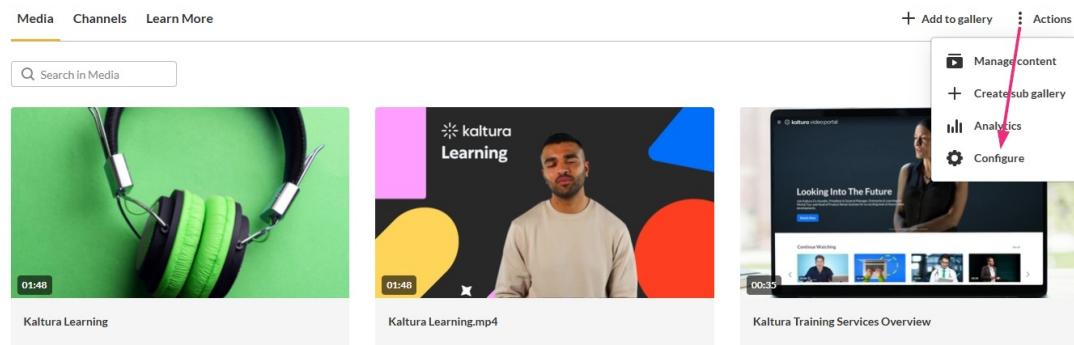
2. At the far right, click the **Actions** menu and select **Configure**.



You must enable the Channel Theming UI module for 'Configure' to appear in the Actions menu.

## Test Gallery

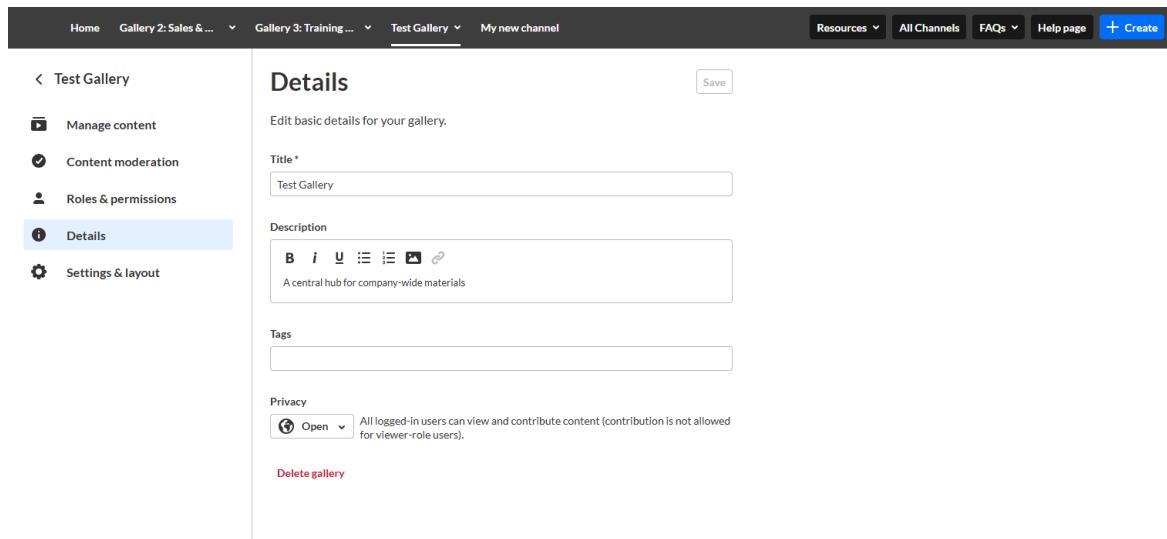
A central hub for company-wide materials



The configure page opens on the **Details** tab by default with a left-hand navigation.

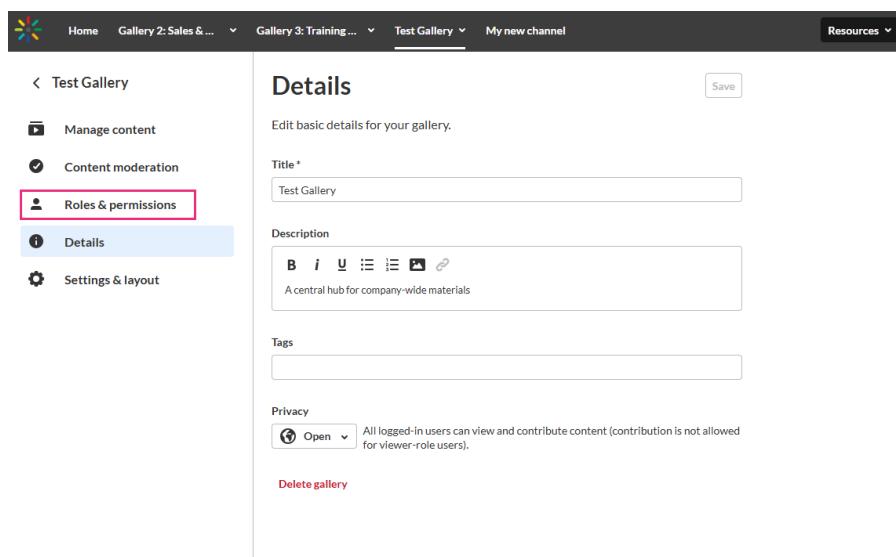


The screenshot below shows an example of the configure page. If 'channeledit' is set to 'Yes' in the Theming module, the page will appear as shown. If it is set to 'No', the page will look different.



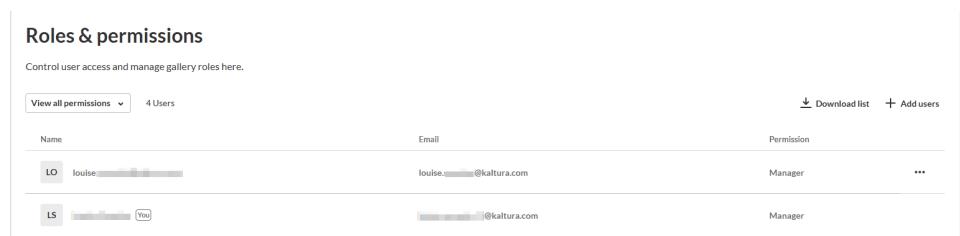
The 'Roles & permissions' link in the left sidebar is highlighted with a blue box.

### 3. In the left navigation panel, click **Roles & permissions**.



The 'Roles & permissions' link in the left sidebar is highlighted with a red box.

The 'Roles & permissions' page displays.



Name	Email	Permission
louis...@kaltura.com	louis...@kaltura.com	Manager
you...@kaltura.com	you...@kaltura.com	Manager

The Roles & permissions page shows all users and groups that have access to the gallery.

For each user, you can see:

- **Name** (with profile image or initials)

- **Email** (depending on site configuration)
- **ID** (depending on site configuration)
- **Permission** (role assigned in the gallery)

The gallery owner is clearly marked with 'Owner' and 'You' labels (when applicable) and can't be edited or removed.

## Manage gallery users and permissions

Filter users by permission

Use the **View all permissions** drop-down menu to filter the list by role. This helps you quickly find users with a specific permission, such as managers or contributors.

The **user** count updates based on the selected filter.

### Roles & permissions

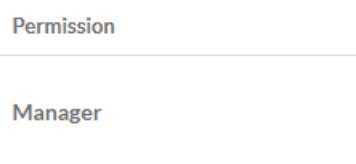
Control user access and manage gallery roles here.



		Email	Permission	
View all permissions	Member	@kaltura.com	Manager	...
	Contributor		Manager	
	Moderator	You	Manager	
	Manager		Manager	
LS	Louise Smith	Owner		

## Add users to a gallery

1. Click **Add users** at the far right.

Permission
Manager

The 'Add users' window opens.

## Add users

Select users who will have permission to view, publish, or edit content in this gallery.

**Select permissions**

Member  Contributor  Moderator  Manager

Search users

Cancel

Add

2. Under **Select permissions**, choose the permission you want to assign:

- **Member** - Can view gallery content.
- **Contributor** - Can view content and add media to the gallery.
- **Moderator** - Can review and approve or reject content submitted to the gallery.
- **Manager** - Has full control of the gallery, including managing content, users, and settings.



For a detailed breakdown of permissions, see [Gallery roles and permissions](#).

3. In the **Search users** field, start typing a user's name, and select the user from the list and press 'enter' to add them.

## Add users

Select users who will have permission to view, publish, or edit content in this gallery.

**Select permissions**

Member  Contributor  Moderator  Manager

BD Brian Dean X Search users

Cancel

Add

Repeat to add additional users.

4. Click **Add** to confirm your selection.

All selected users are added to the gallery with the chosen permission.



All users added in the same action receive the same permission.

## Update user permissions

1. Click the **three dots** at the end of the user's row.
2. Select **Edit user**.

### Roles & permissions

Control user access and manage gallery roles here.

Name	Email	Permission	
LO louise [REDACTED]@kaltura.com	louise [REDACTED]@kaltura.com	Manager	
LS [REDACTED] [You]	[REDACTED]@kaltura.com	Manager	
LS Louise Smith Owner	[REDACTED]@kaltura.com	Manager	

The 'Edit user' window opens.

## Edit user

Change the user's permissions to view, publish, and/or edit content in this gallery.

### Select permissions

Member  Contributor  Moderator  Manager

Cancel

**Update**

3. Under **Select permissions**, choose the new permission:

- **Member**
- **Contributor**
- **Moderator**
- **Manager**

4. Click **Update** to save your changes.

The user's permission is updated immediately.



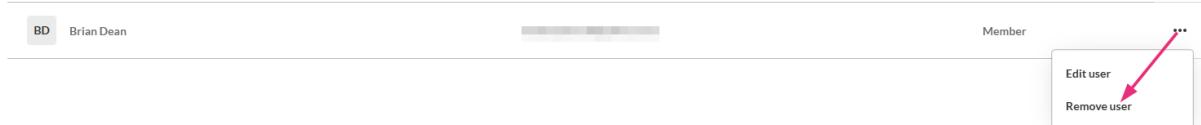
### Good to know

- You can't edit permissions for the gallery owner.
- Permission changes apply only to this gallery.
- You can update one user at a time.

## Remove users from a gallery

If a user no longer needs access, you can remove them from the gallery.

1. Click the **three dots** at the end of the user's row.
2. Select **Remove user**.
3. Confirm the removal when prompted.



### Good to know

- Removing a user revokes their access to this gallery only.
- The user's media and account aren't deleted.

## Download the user list

To download a CSV list of all users who have access to the gallery, click **Download list**.

### Roles & permissions

Control user access and manage gallery roles here.

View all permissions		5 Users	Download list	Add users
Name	Email	Permission	...	
LO louise [REDACTED]	louise [REDACTED]@kaltura.com	Manager	...	

The downloaded file includes user details and assigned permissions.