

# Manage gallery users & permissions - Theming

Last Modified on 02/06/2026 10:53 pm IST

 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.



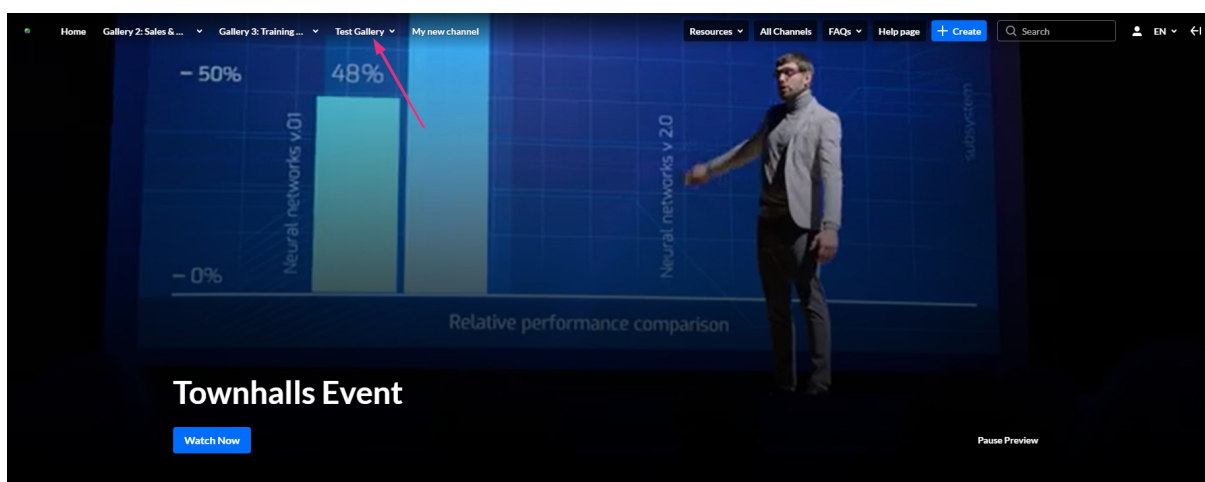
The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Edit a gallery](#).

## Who can use this

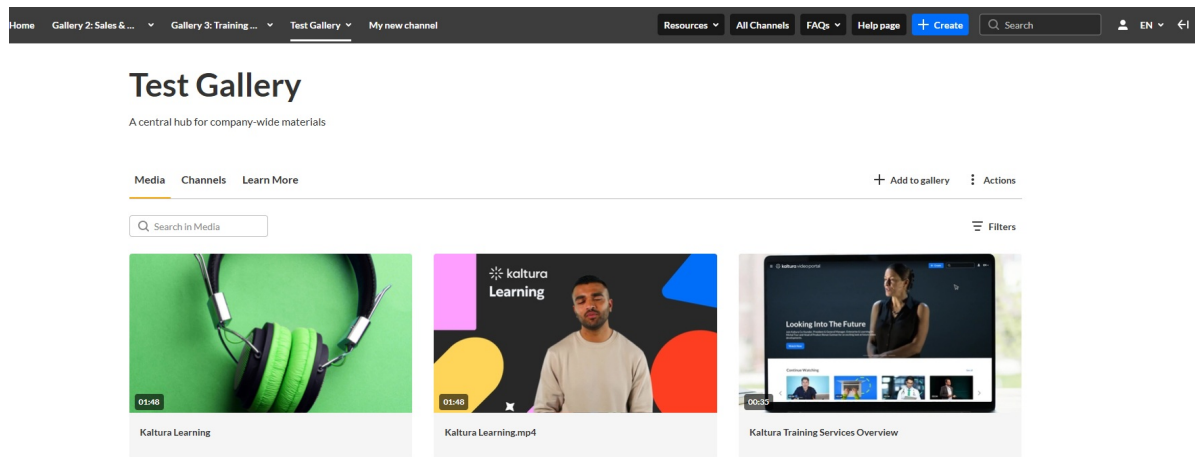
- Gallery owners
- Gallery managers

## Access the Roles & permissions tab

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



The gallery page opens.



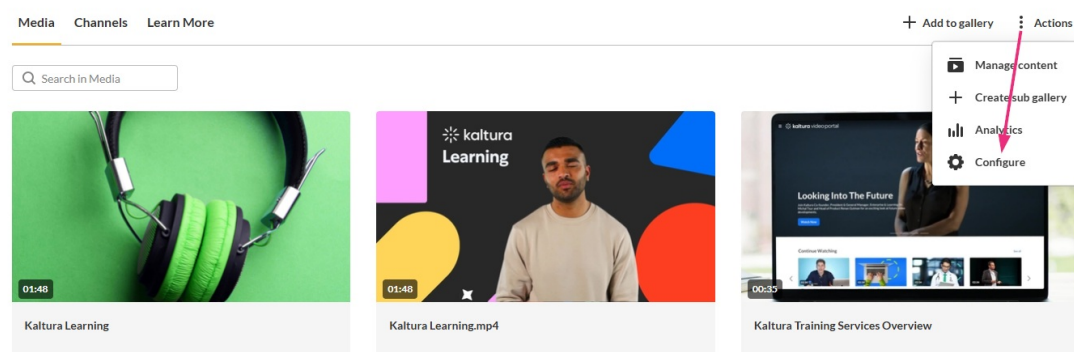
2. At the far right, click the **Actions** menu and select **Configure**.



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

## Test Gallery

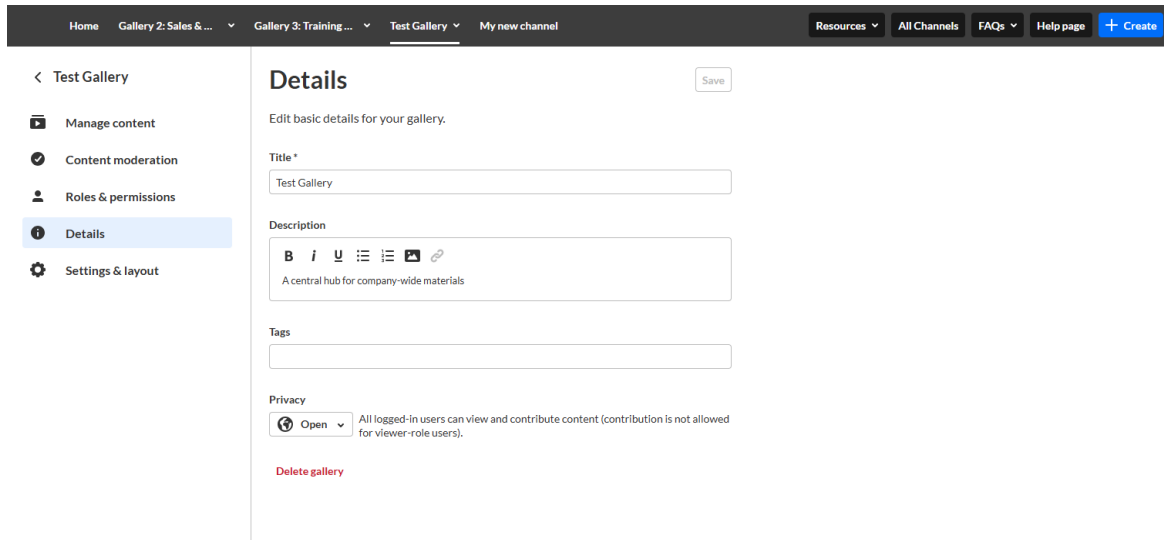
A central hub for company-wide materials



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.



Home Gallery 2: Sales & ... Gallery 3: Training ... Test Gallery My new channel Resources All Channels FAQs Help page Create

< Test Gallery

Manage content Content moderation Roles & permissions **Details** Settings & layout

## Details

Edit basic details for your gallery.

Title\*  
Test Gallery

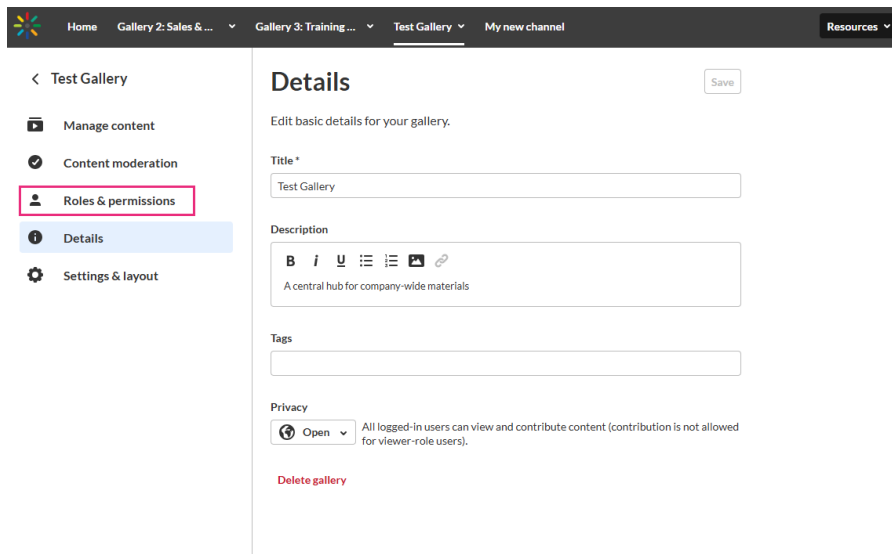
Description  
A central hub for company-wide materials

Tags

Privacy  
Open All logged-in users can view and contribute content (contribution is not allowed for viewer-role users).

Delete gallery

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



Home Gallery 2: Sales & ... Gallery 3: Training ... Test Gallery My new channel Resources

< Test Gallery

Manage content Content moderation **Roles & permissions** Details Settings & layout

## Details

Edit basic details for your gallery.

Title\*  
Test Gallery

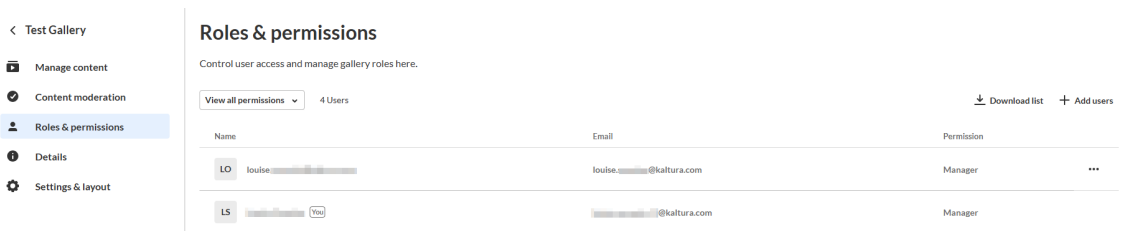
Description  
A central hub for company-wide materials

Tags

Privacy  
Open All logged-in users can view and contribute content (contribution is not allowed for viewer-role users).

Delete gallery

The 'Roles & permissions' page displays.



< Test Gallery

Manage content Content moderation **Roles & permissions** Details Settings & layout

## Roles & permissions

Control user access and manage gallery roles here.

View all permissions 4 Users Download list Add users

Name	Email	Permission
LO louise. [profile image]	louise. [redacted]@kaltura.com	Manager ***
LS [profile image]	[redacted]@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.

View all permissions ^	4 Users	Download list	Add users
View all permissions	Email	Permission	
Member	@kaltura.com	louis...@kaltura.com	Manager ...
Contributor			
Moderator	You	@kaltura.com	Manager
Manager		@kaltura.com	Manager
LS Louise Smith Owner			

### Add users to a gallery

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

Download list	Add users
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.

View all permissions ▾

5 Users

Download list

+ Add users

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

Edit user

Remove user

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.



The downloaded file includes user details and assigned permissions.