

Manage playlist ownership and permissions in Rich Media CMS

Last Modified on 05/06/2026 8:40 pm IDT

 This article is designated for administrators.

About

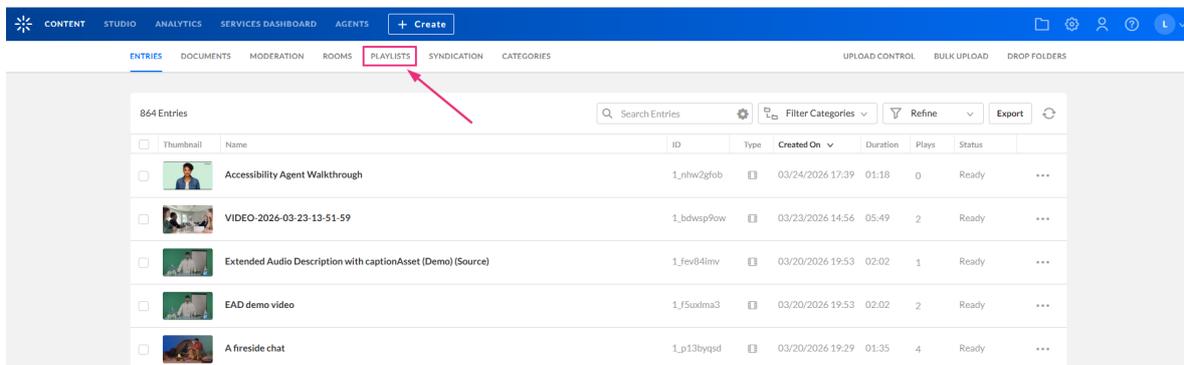
You can manage ownership and permissions for a playlist by assigning an owner and adding collaborators with different permission levels, such as editing, publishing, or viewing.



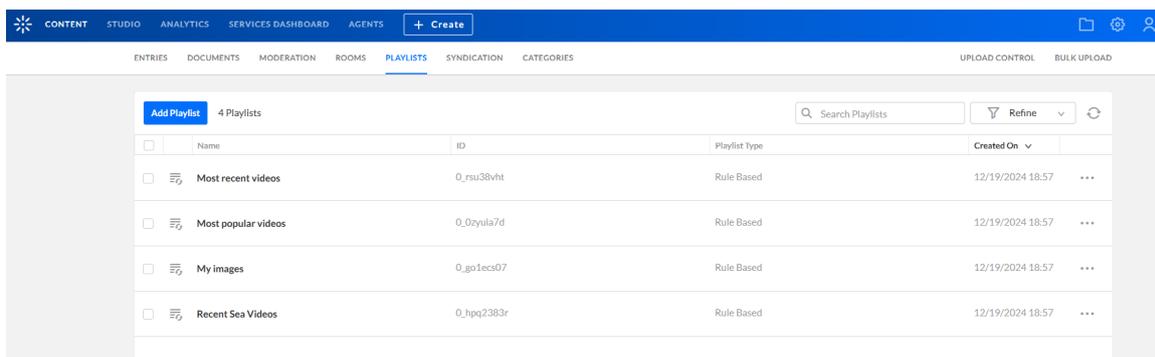
To learn more about roles and permissions, visit our article [Manage user accounts in Rich Media CMS](#).

Access the Users tab

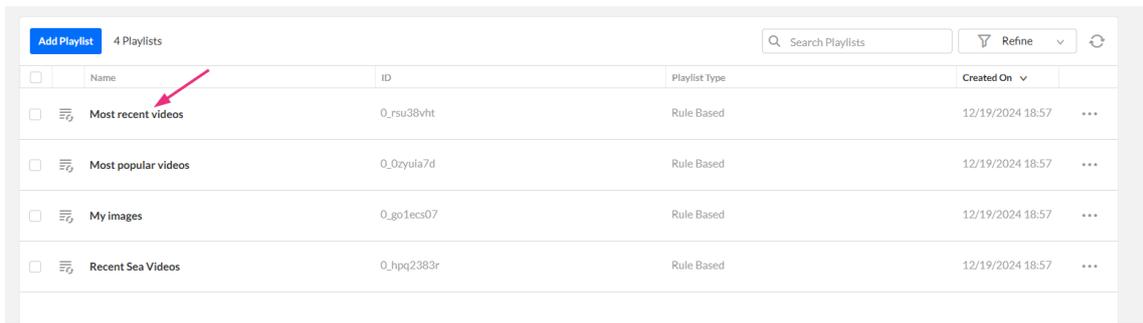
1. Log into your Rich Media CMS.
2. Click the **Playlists** tab at the top of the page.



The 'Playlists' page displays.

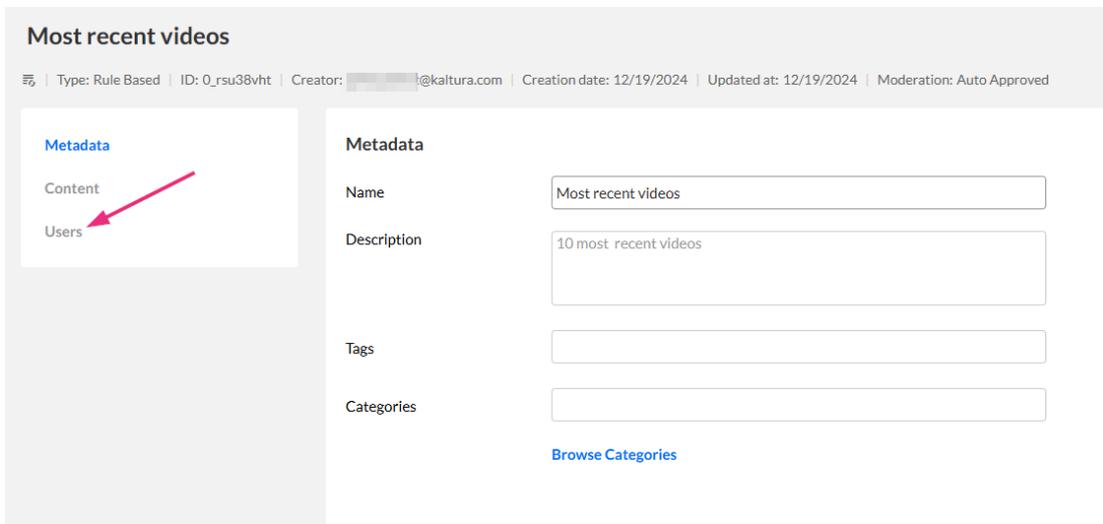


3. Select the desired playlist.



The playlist details page displays.

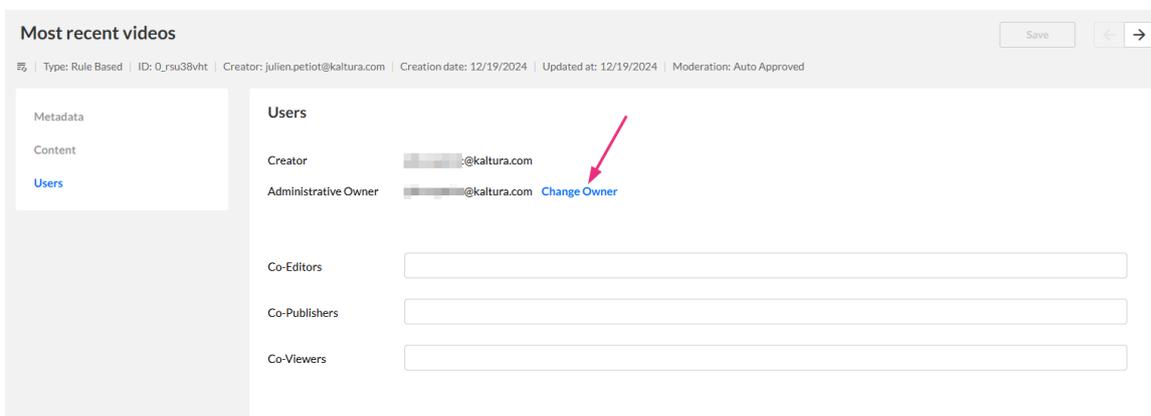
4. In the left panel, click the **Users** tab.



The 'Users' page opens.

Change the playlist owner

1. On the Users page, next to the owner, click **Change Owner**.



The 'Change Owner' window opens.

Change Owner

Set a new owner for this entry

2. Type a user's name in the search field, then select the user from the list.
3. Click **Save**.

Change Owner

Set a new owner for this entry

The new owner replaces the current one.

Add or remove collaborators

You can assign users to the following roles:

- **Co-editors** - can edit the playlist
- **Co-publishers** - can publish the playlist
- **Co-viewers** - can view the playlist but can't edit or publish

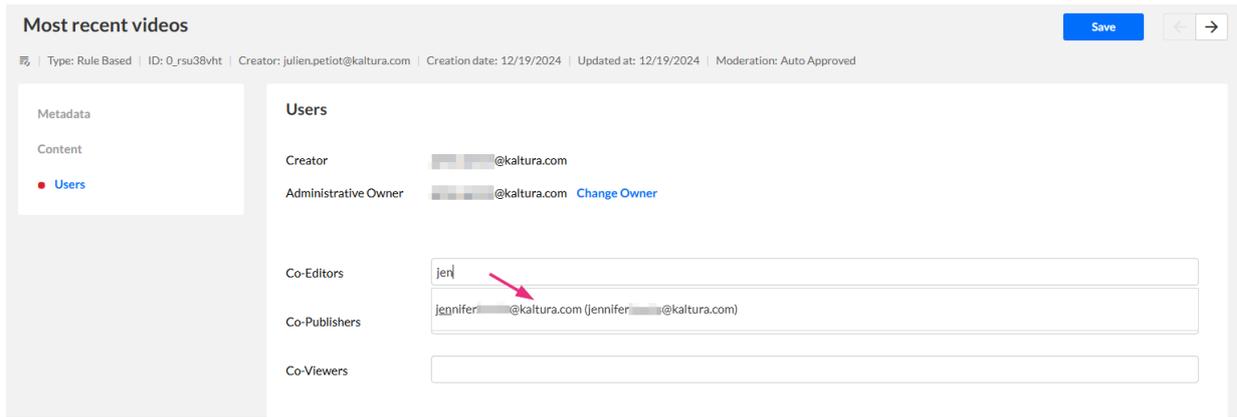
Each role is managed separately. A user can be added to more than one role if needed.



To learn more about roles and permissions, visit our article [Manage user accounts in Rich Media CMS](#).

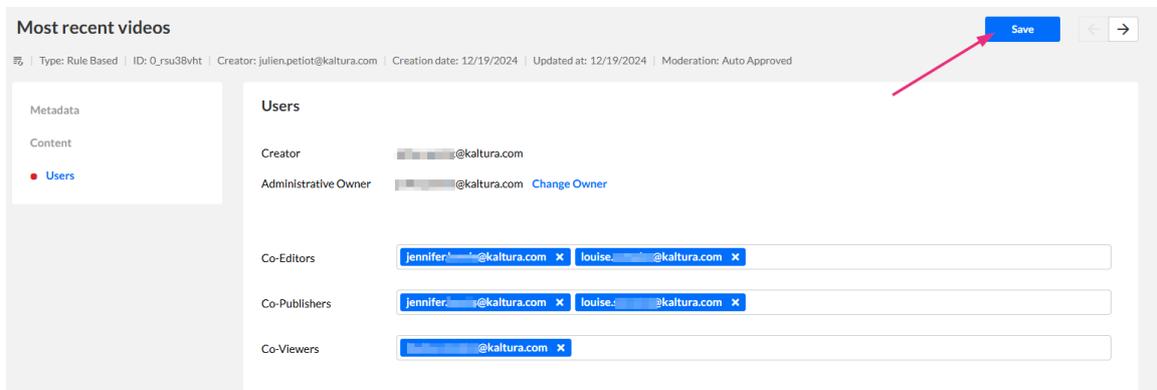
Add a collaborator

1. On the **Users** page, locate the relevant section (for example, Co-editors).
2. In the input field, type at least 3 characters of the user's name or ID.
A list of matching users displays.
3. Select the user from the list.



The user is added to the list for that role.

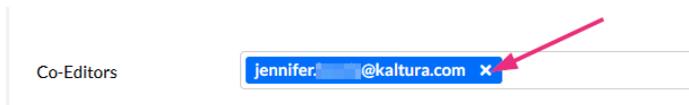
4. Click **Save** at the top right.



Remove a collaborator

In the relevant section (for example, Co-editors), locate the user in the list.

1. Click the X next to the user's name.



The user is removed from the list.

2. Click **Save**.