

## Administration Pages

The Administration menu is used to define KMC roles and permissions.

The following tabs are available in the Administration menu.

- [USERS](#)
- [ROLES](#)
- [MULTI ACCOUNT](#)

## KMC Roles and Permissions

Roles and permissions enable organizations to define a user's ability to perform actions based on the user's responsibilities. Only users with admin permissions can add users, create roles and define permissions.

A publisher uses the roles and permissions infrastructure to specify actions that a user can perform. User roles define permissions granted to the user for the different KMC functionalities.

KMC user permissions depend on account permissions for specific features.

The following is high level description of each default role.

**Publisher/Administrator** - has permission to all KMC options enabled for the account.

**Manager** - has permissions to all KMC options enabled for the account - excluding access to Administration tab (KMC user and role management) and excluding permissions to modify account settings and account integration settings.

**Content Uploader** - has permission to upload files from desktop or via bulk upload csv/xml - has a view-only access to entries and categories under the content tab.

**Content Moderator** - has permission to Moderation tab only and ability to approve/reject entries.

**Player Designer** - has permission to Studio tab only and ability to set all player options excluding advertisement.

**EP\_ADMIN** - A KMC user is automatically created for each Kaltura Events admin. The EP\_ADMIN role is used to delineate these users.

 Users set with the Publisher/Administrator role may access the KMS/KAF Configuration Management pages using their Kaltura Management Console credentials. Use the following links:

- [https://<partner\\_id>.mediaspace.kaltura.com/admin](https://<partner_id>.mediaspace.kaltura.com/admin)

- [https://<partner\\_id>.kaf.kaltura.com/admin](https://<partner_id>.kaf.kaltura.com/admin)

## The Users Tab

The Users tab lists all users for the KMC account, their roles, and account ownership.

The following table lists the information that should be provided for adding a new KMC admin user. A limited number of users are allocated by default to each KMC account. If you reached the KMC users quota for your account and need to set additional users, please contact Kaltura with a [request for additional KMC admin users](#).

Field	Description
<b>Login Email address</b>	The user's email address serves as a unique identifier of the user in the Kaltura system, as the user login username and as a recipient address for system-generated messages. Upon the creation of a new user account, a welcome email notification will be sent to this email address with a link for setting the initial password.
<b>First name, Last name</b>	User's name
<b>Publisher User ID (Optional)</b>	A unique identifier that may be in use by the publisher in different systems. This will serve as the KMC user identifier as a content contributor in all KMC-related locations. When a Publisher ID is not provided, the user email address will be used as a default value.

Field	Description
<b>User Role</b>	Defines the set of permissions granted to the user for the different KMC functionalities. This role should be set according to the tasks that the user needs to work on and the functionalities that the user needs access to within the KMC. The different KMC user roles are set (by users who are granted with permission to do so) from the KMC Roles page (under the Administration tab).

## Adding a KMC User

### To add a user

1. Go to the Administration tab and select the Users tab.
2. Click Add Users and fill in the details in the Add User window.
3. Select a User Role from the drop-down menu. The choices are:
  - Publisher Administrator - Full control over publisher account and user management functionalities
  - Manager - Full control over publisher account functionalities
  - Content Uploader - Access to content ingestion and management functionalities
  - Content Moderator - Access to publisher content moderation panel.
  - Player Designer - Access to publisher studio
4. (Optional) Click Add Role to create a custom role. See [Creating Custom Roles](#).
5. Click Save.

When a user is created, an email will be sent to the specified email address containing a link to set the account password.

## Editing a User

After a user account is set in the system, the user's personal details can only be set by the user personally.

### To edit user information

1. Go to the Administration tab and select the Users tab.

2. Select the Actions menu (3 dots) to the right of the User name and select Edit.  
The Edit User window is displayed.

Only the Publisher User ID and the User Role may be edited in the Edit User window. Please note that it is not possible to edit the user role that is defined as the Account Owner. In addition, a KMC user with access to user management functionalities cannot edit the user role selection in their account.

3. Click Save.

## User Actions

Use the Actions menu (3 dots) to select an option for the selected user. The actions available are:

### Deleting and Blocking Users

You can prevent users from logging into the KMC temporarily or permanently. Blocking a user will prevent the user from logging into the KMC. This restriction can be removed by applying the unblock action.

Deleting a user is a permanent action. The deleted user's content contribution records will be kept in the system.

 Creating a new user with the same USER ID as a deleted user will not automatically associate the content with the new user.  
Instead, to associate content with a user, see [Bulk actions - change owner](#).

### To block/unblock/delete a user

1. Select the Administration tab and select the Users tab.
2. Select the Actions menu (3 dots) to the right of the User name and select Block/Unblock from drop-down menu to block a user temporarily. The user's status changes according to your modification.
3. Select Delete from the Select Action drop-down menu to remove a user permanently. A confirmation prompt is displayed to be certain of the deletion action.

## Purchasing a License for Additional Users

Each KMC account is allocated up to 10 users.

### **To request additional users**

1. Select the Administration tab and then select the Users tab.  
The Current Status lists the number of KMC users and the number of available users.
2. Click on the Click here to upgrade your account link.

## **Exporting the Users Report**

You can export the users CSV report to your email address.

The Users Report data is created based on the filter applied to the data.

Click Export to export the file.

The following fields are included in the Users' report:

### **Fields:**

1. User Name
2. User ID
3. Email Address
4. Role
5. Status
6. Registration Date
7. Last Login

## **The Roles Tab**

### **Creating or Editing Custom Roles**

When you add a KMC admin user role to a specific publisher account, you should add the relevant set of permissions in the [Roles tab](#). You can select which KMC functionalities are available to users with the defined role.

In the Roles tab, click on Add Role or select a Role and click Edit in the Actions menu (3 dots) to edit the permissions for the specific role.

The available features and permissions list will display. Use the dropdown menu to edit

the permission level for the specific KMC functionality.

Some of the permission types are as follows:

- **All Permissions** – Grants access to all KMC functionalities listed under the permission group.
- **View-Only Permission** – Only part of the functionality listed in the group is selected.
- **No Permission** – No access to the KMC pages that are relevant to the KMC functionalities listed under the permission group.

The following table demonstrates all the available functionalities in KMC:

Feature Set	Permissions	Enable
Content Ingestion	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Upload from Desktop <input type="checkbox"/> Import Files & Bulk Upload <input type="checkbox"/> Set Link to Files on Remote Storage <input type="checkbox"/> Match Media Files from Drop Folder <input type="checkbox"/> Import from Web <input type="checkbox"/> Record from Webcam <input type="checkbox"/> Prepare Video Entry <input type="checkbox"/> Prepare Audio Entry <input type="checkbox"/> Prepare Live Stream Entry	<input type="checkbox"/>

Feature Set	Permissions	Enable
Content Management	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Modify Metadata <input type="checkbox"/> View / Modify Reference name <input type="checkbox"/> Modify Entry's Category <input type="checkbox"/> Modify Thumbnail <input type="checkbox"/> Modify Scheduling <input type="checkbox"/> Modify Access Control <input type="checkbox"/> Modify Custom Data <input type="checkbox"/> Modify Entry's User Settings <input type="checkbox"/> Delete Content <input type="checkbox"/> Grab Embed Code <input type="checkbox"/> Add Media to an Entry <input type="checkbox"/> Replace Entry's Media <input type="checkbox"/> Approve Media Replacement <input type="checkbox"/> Manage Flavors <input type="checkbox"/> Clipping <input type="checkbox"/> Edit Categories <input type="checkbox"/> Edit Category's Entitlement Settings <input type="checkbox"/> Update Live Stream <input type="checkbox"/> Download Files <input type="checkbox"/> Edit Entry Advertisement <input type="checkbox"/> Edit Entry Captions	<input type="checkbox"/>

Feature Set	<input type="checkbox"/> Edit Related Files <b>Permissions</b>	<b>Enable</b>
Bulk Upload Log	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Download Bulk Upload Files <input type="checkbox"/> Delete Bulk Upload Items	<input type="checkbox"/>
Content Moderation	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Approve/Reject Content <input type="checkbox"/> Moderate Metadata <input type="checkbox"/> Moderate Custom Metadata	
Playlist Management	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Create Playlists <input type="checkbox"/> Modify Playlists <input type="checkbox"/> Delete Playlists <input type="checkbox"/> Grab Playlist Embed Code	
Syndication Management	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Create Syndication Feeds <input type="checkbox"/> Modify Syndication Feeds <input type="checkbox"/> Delete Syndication Feeds	

Feature Set	Permissions	Enable
Content Distribution	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Select Distribution Points <input type="checkbox"/> Distribute <input type="checkbox"/> Remove Distributed Content	
Drop Folders Control	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Delete Files	<input type="checkbox"/>
Studio	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Create Players <input type="checkbox"/> Modify Players <input type="checkbox"/> Delete Players <input type="checkbox"/> Select Player Content	
Set Advertising Settings		
Video Analytics		
Account Settings	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Modify Account Settings	
Integration Settings	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Modify Integration Settings	

Feature Set	Permissions	Enable
Access Control Settings	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Create Access Control Profiles <input type="checkbox"/> Modify Access Control Profiles <input type="checkbox"/> Delete Access Control Profiles	
Transcoding Settings	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Create Transcoding Profiles <input type="checkbox"/> Modify Transcoding Profiles <input type="checkbox"/> Delete Transcoding Profiles	
Custom Metadata Settings	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Add Custom Metadata Schemas <input type="checkbox"/> Modify Custom Metadata Schemas <input type="checkbox"/> Delete Custom Metadata Schemas	
Application Token	<input type="checkbox"/> Create Token <input type="checkbox"/> Modify Token <input type="checkbox"/> Delete Token	

Feature Set	Permissions	Enable
Administration	<input type="checkbox"/> <b>All Permissions</b> <input type="checkbox"/> Create Users <input type="checkbox"/> Modify Users <input type="checkbox"/> Delete Users <input type="checkbox"/> Create Roles <input type="checkbox"/> Modify Roles <input type="checkbox"/> Delete Roles <input type="checkbox"/> End-User Bulk Upload	<input type="checkbox"/>

**To create custom roles**

1. Go to the Administration tab and select the Roles tab.
2. Click Add Role to create a custom role.
3. Enter the Role Name, provide a Description and click Add.

After naming the role and providing a description you will be able to select the specific permissions required.

You can edit, duplicate or delete an existing role using the action (3 dots) drop-down menu.

For example: after you create the role “Manager” you can set the permissions for the Moderation feature for the Manager role by checking the relevant options in the Moderation drop-down. In this example,

- All permissions
- Approve/Reject Content
- Moderate Metadata
- Moderate Custom Metadata

## Role Management

After you create roles you can:

- Edit a role
- Duplicate a role.
- Delete a role.

### **To modify roles**

1. Go to the Administration tab and select the Roles tab.
2. Select the Actions menu (3 dots) to the right of the User name and then select one of the editing options.

#### **• Edit a role**

Editing a user role affects the access level of the KMC user associated with this role only after the user logs in to the KMC. We recommend that you edit an “in-use” role when users associated with this role are not logged into the KMC. The publisher role is not editable.

Note: To be able to access the ‘Manage Groups’ page for specific roles, for example as a Content Uploader, Content Moderator, Player Designer, or other KMC roles:

- Select the Administration Menu and then select the Roles tab.
- Select the role and then select the Edit icon.
- In the Edit Role page set the ‘Administration’ feature set to ‘View Only’ .

Otherwise, an error may occur when attempting to open the ‘Manage Groups’ page.

#### **• Duplicate a role**

Duplicating a role is a quick way to create a new KMC user role with a similar, but not identical, set of permissions as an existing user role. The duplicated role is populated with the permission set of the duplication source role, so minor changes to this permission set can be easily made. After you duplicate a role, use the Edit option to modify the permissions.

#### **• Delete Role**

Deleting a role is a permanent action. It is not possible to delete a user role record if KMC admin users are associated with the role. In such cases, make sure to update the relevant KMC user accounts with another user role before attempting to delete

their existing role.

## Multi Account Management

Kaltura's Multi Account Management feature allows you to configure and edit multiple content accounts in Kaltura (AKA KMC accounts, partner accounts) from a central location. Multi Account Management is suitable for Kaltura's customers that manage multiple content accounts in Kaltura. For example:

- Universities – When each school/department manages its content in a separate KMC account
- Enterprise - When each Office/Department manages its content in a separate KMC account
- TV/Media Network – when each channel is managing its content in a separate KMC account Kaltura
- SaaS Value Added Resellers - Organizations that resell Kaltura's SaaS packages and need central control over the account sold by them
- Kaltura's SaaS OEM partners – Organizations that fully integrate Kaltura into their service offering yet want to remain on the SaaS platform with ability to manage the KMC accounts sold with their service.

▲ The Multi Account Management feature is enabled for eligible customers. Contact your Kaltura representative to enable this option.

## Summary of Multi Account Management Enabled Capabilities

The following capabilities are available for Kaltura's Multi Account Management.

All account management options listed here are applicable for the accounts managed by a single organization of a specific SaaS customer:

- Controlled access to the multi account management tab.
- Ability to seamlessly log into each account's KMC from a single page.
- Ability to block/unblock accounts Ability to delete accounts.
- Ability to create accounts from pre-defined templates

## How are Multiple Accounts Associated within a Single Organization?

Content accounts are managed at Kaltura with complete content separation and API security. Each content account is accessed separately from the KMC, by users that are specifically authorized by the account administrator.

Each content account is identified by a Partner ID which is the unique identifier of the

account in Kaltura.

When a single organization needs to manage multiple accounts, a Parent Account is defined, and all accounts related to the organization are associated with it.

The associations can be made ad-hoc for existing accounts by Kaltura, or automatically, for new accounts created using the Multi Account feature.

The Parent Account is the entity that connects multiple accounts under the same organization. The parent account is a regular content account with KMC access, and a list of authorized users, however, it is set by Kaltura to serve as the Parent of all accounts under the same organization.

Users authorized to access the KMC of the Parent Account also have access to the other accounts connected to them, for managing all accounts associated with the Parent Account.

▲ We recommend that you create and use the Parent Account only for the purpose of associating multiple accounts to the same organization and for authorizing user access to the Multi Account feature. Using this account for actual content management or web integrations is possible but not recommended.

## Getting Started

### **To access the Kaltura Multi Account Management Tab**

1. Login to the KMC Parent Account.
2. Go to the Administration tab and select the Multi Account tab.

## Managing your Accounts – The Accounts Page

You can access each account's specific KMC to assist account administrators with their content management, publishing flow settings, and other management tasks. Removed accounts can only be deleted by your Kaltura representative. They will be listed as Removed when filtering by all accounts

Removed accounts can only be deleted by your Kaltura representative. They will be listed as Removed when filtering by all accounts.

## Adding Publisher Accounts

Use the Add Account page to add a new KMC account that is automatically set under your management.

To create an account

1. Go to the Administration tab.
2. Select the Multi Account tab.
3. Click Add Account.

The Add Account window is displayed.

4. Enter the information for the new account:

- Administrator Name
- Account Name
- Administrator Email
- Administrator Phone
- Website URL (optional)
- Select the template account from the dropdown menu.

The dropdown list includes Kaltura's Default Template Account and all the accounts associated with your Parent Account that were set by Kaltura as [Template Accounts](#).

- Reference ID - (optional)
- Click Create.

The new account will be created and listed in the Accounts page.

⚠ You can create one account only in your organization using the same administrator email address.

⚠ A limited number of accounts are allocated by Kaltura according to the contract agreement. This limited number does not include the parent account itself and the accounts used as templates. If you reached your account's quota and need to set additional accounts, please contact Kaltura to request an upgrade.

## Authorizing User Access to the Multi Account Tab

Once a Parent Account is set for your organization by Kaltura, you can define the list of users that will be able to access the Multi Account tab. These users will have full access to all accounts managed by your organization. The number of users, is configured by your Kaltura representative in the Kaltura Admin Console.

The current status (number of users you may add to your account) is listed on top of the Users table.

### **To define the users that can access Multi Account Tab**

1. Login to the KMC of the parent account.
2. Go to the Administration tab and select the Users tab.
3. Click Add User.
4. Enter the user details and set the User Role to 'Publisher Administrator'.

Only KMC users that are authorized to access your Parent Account with a Publisher Administrator role will be able to access the Multi Account Management tab. The KMC user credentials will be used as the credentials for the Multi Account Management.

## Searching and Filtering Accounts

To search and view the details of registered publishers

1. Go to the Multi Account Management Tab
2. Use the Search field to select the search criteria based on either:
  - The account Partner ID
  - The Account Name
  - Free-form text - The free-form text search is applied to the account name, the website URL, the administrator name or email address.
  - Use the All Status drop down to select a specific status type you want to use as a list filter. The default statuses are Active and Blocked.

## Account Management Actions

You can perform the following actions to each account from the Actions (3 dots) column:

- **KMC Login** - Enables full access to the specific KMC account.  
From the specific KMC account, you can monitor and control all the account's activities and fully support each account administrator's questions or problems. You will be logged into the KMC account as if you were the account primary administrator (AKA the account owner).  
When using this action, the specific account's KMC information is displayed in a separate browser tab.
- **Block** - Allows you to temporary block an account. KMC users of the blocked account will not be able to log into their KMC and will not be able to view content managed in this account.
- **Unblock** - Release the account blocking and resets the account to a fully active state as it was before it was blocked.

- **Remove** - Allows you to permanently remove an account. The removed accounts may appear in the Accounts list (when the status type filter includes the Removed option), however, none of the account management actions will be available.

## Template Accounts

Use template accounts to populate pre-defined content defaults into new accounts created by your organization. When the account is created, the following content is copied from the selected template account:

Entries, Categories, KMC Roles, Transcoding Profiles, Custom Data Schemas, Players, Access Control Profiles, Playlists and all Account's Feature Permissions.

Changes made to template accounts are not updated into existing accounts, however, the changes will be set into newly created accounts.

Default content within the template account is limited to a maximum of 500 categories and up to 10 items of the following types: Entries, KMC Roles, Transcoding Profiles, Custom Data Schemas, Players, Access Control Profiles, Playlists

## How to Create a Template Account

Template accounts are created as any other account and then set as a template account by Kaltura. You may create a template account from the Multi Account Tab and then contact Kaltura to set it as your template. After an account is set as a template managed by your organization, the template is displayed within the Template Accounts menu (Copy Content from Template Account) in your "Add Account" Page.

[template("cat-subscribe")]

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