

Search and filter playlists in Video Portal

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 This article is designated for all users.

About

This article explains how to search and filter playlists in the Video Portal. Use these options to quickly find playlists by name, tags, ownership, or creation date.

These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

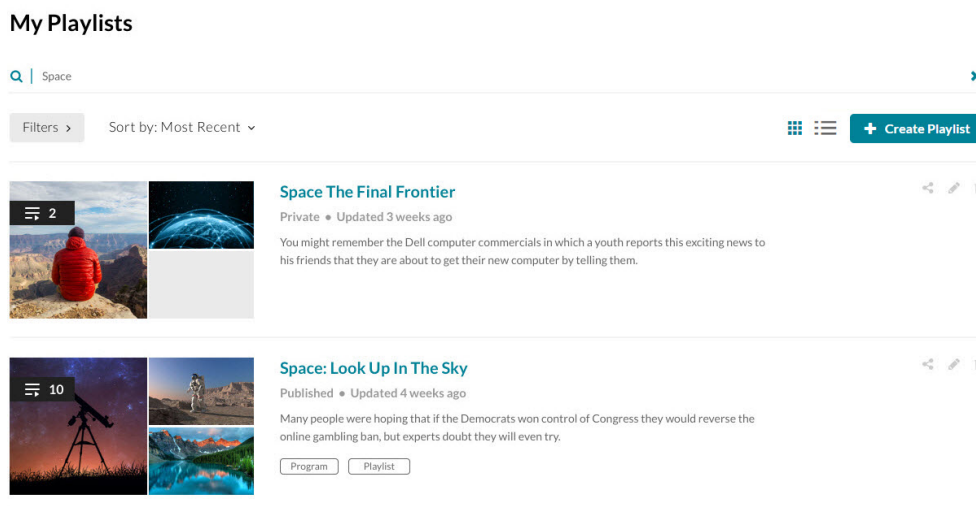
Search

1. Go to the [My Playlists page](#).

In the **Search** field, enter your search term. You can search by playlist name, tags, or both.

2. Press 'enter'.

The results display all playlists that match your search term.



Filter

1. Go to the [My Playlists page](#).

2. Click **Filters**.

The filter options display.

My Playlists

 Search My Playlists

Filters ▾

Sort By: Update Date - Descending ▾

Ownership

- Any Owner
- Playlists I Own
- Playlists My Group Owns
- Playlists I Can Edit
- Playlists I Can View
- Playlists I Can Publish

Creation Date

- Any Date
- Last 7 days
- Last 30 days
- Custom

3. Select an **Ownership** option.
4. Select a **Creation Date**.
5. To define a specific date range, select **Custom** and set the desired dates.