

Search for categories in Rich Media CMS

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 This article is designated for administrators.

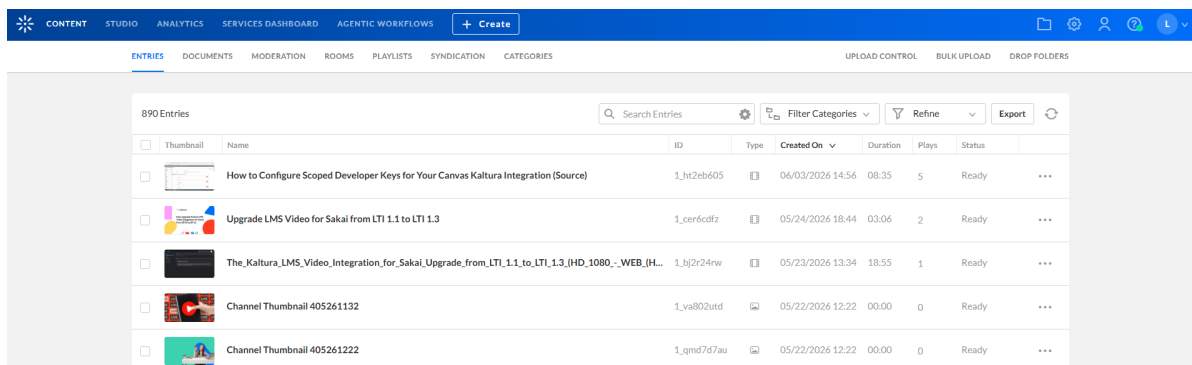
About

The **Categories** page includes a search feature that helps you quickly find categories and category information in your account.

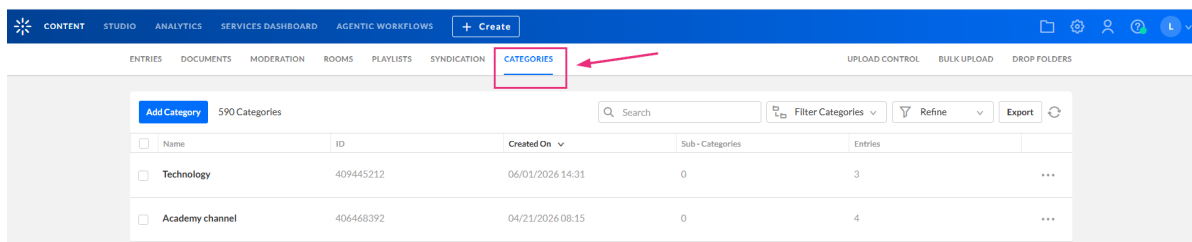
You can search across category details such as names, descriptions, tags, IDs, and other searchable fields.

How to search

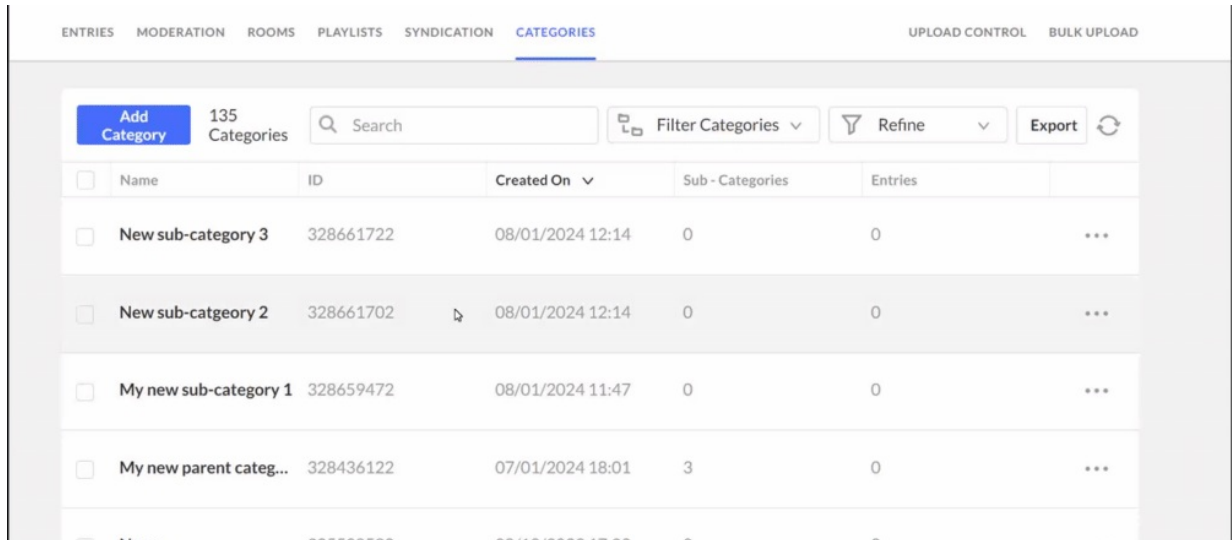
1. Log into your Rich Media CMS.



2. Click the **Categories** tab to open the Categories page.

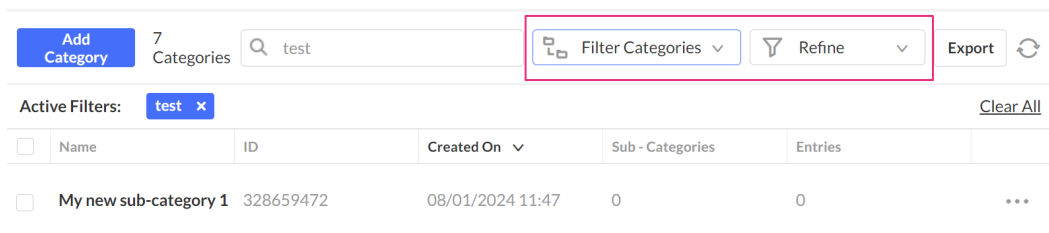


3. In the **Search** field, enter a keyword (s) and press enter on your keyboard.



The search is applied to category names and searchable category attributes.

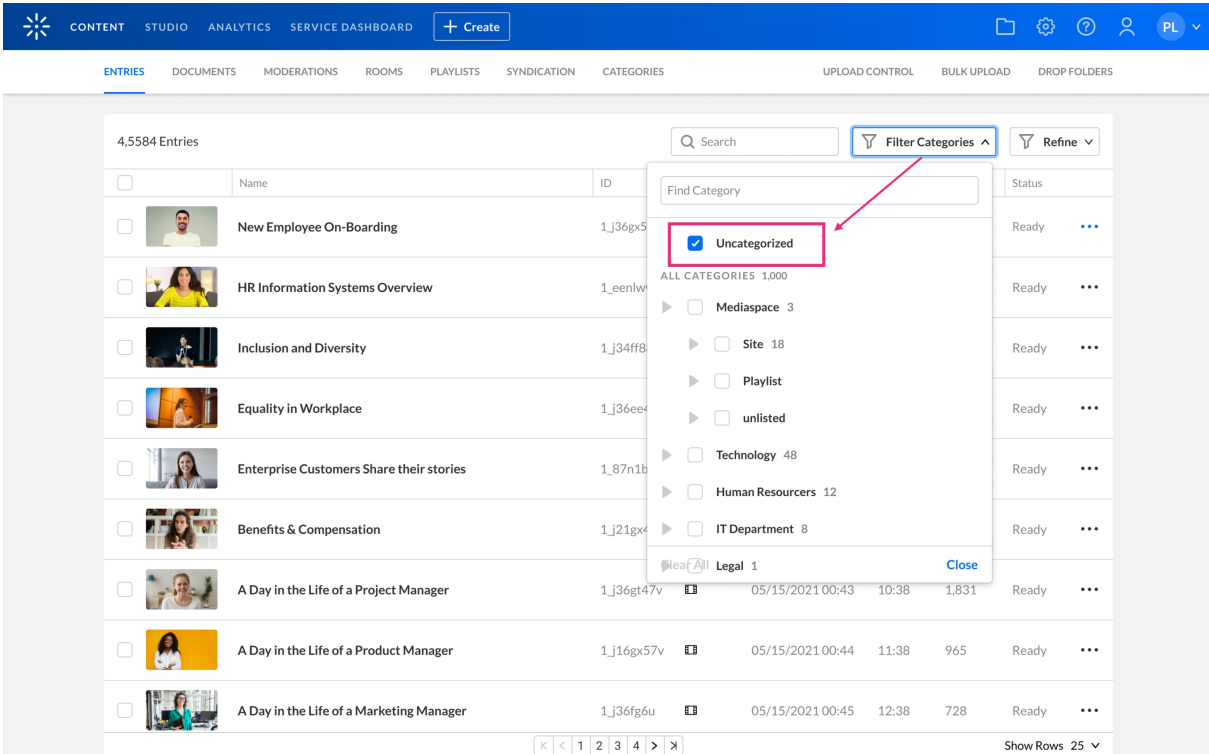
If your search returns many results, use the **Filter Categories** and **Refine** options to narrow the results.



When an account contains more than 500 categories, the Channels filter is unavailable. Use the search bar at the top of the page to find categories.

Filter for uncategorized entries

The **Uncategorized** filter helps you find entries that aren't assigned to any category.



4,5584 Entries

Search [] Filter Categories ^ Refine v

Find Category

Uncategorized

ALL CATEGORIES 1,000

- Mediaspace 3
- Site 18
- Playlist
- unlisted
- Technology 48
- Human Resources 12
- IT Department 8

Clear All Legal 1 Close

Name	ID	Status
New Employee On-Boarding	1_j36gx5	Ready ...
HR Information Systems Overview	1_eenlw	Ready ...
Inclusion and Diversity	1_j34ff8	Ready ...
Equality in Workplace	1_j36ee	Ready ...
Enterprise Customers Share their stories	1_87n1b	Ready ...
Benefits & Compensation	1_j21gx4	Ready ...
A Day in the Life of a Project Manager	1_j36gt47v	Ready ...
A Day in the Life of a Product Manager	1_j16gx57v	Ready ...
A Day in the Life of a Marketing Manager	1_j36fg6u	Ready ...

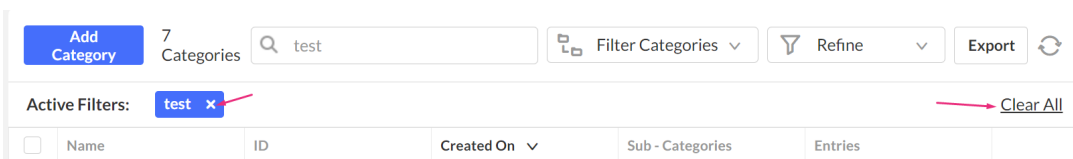
Show Rows 25 v

When you select Uncategorized:

- All other category filters are cleared automatically.
- The list updates to display only entries without assigned categories.

Clear search

Click **Clear All** at the far right, or click the **X** on the blue box to remove a single search criteria.



Add Category 7 Categories Search test Filter Categories v Refine v Export

Active Filters: test x Clear All

Name	ID	Created On	Sub - Categories	Entries
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Search rules

The search engine compares your search terms against searchable category information, including:

- Category name
- Category ID
- Tags
- Description
- Reference ID

- Custom data fields configured as searchable

The following search rules apply:

Search type	Example	Result
AND	hello world	Returns categories containing both hello and world in searchable category attributes.
OR	hello, world	Returns categories containing either hello or world .
AND NOT	hello ! world	Returns categories containing hello but not world . The exclamation mark (!) isn't supported at the beginning of a search term. To search for text that begins or ends with an exclamation mark, use a backslash before it (\!).
Exact match	"hello world"	Returns categories containing the exact phrase " hello world ".

Search criteria can include alphanumeric characters and special characters, including:

~ ! @ # \$ % ^ & * () - _ = + [] { } ; : ' , | / ? < >

When a search contains more than two words:

- All search words must appear in the results, regardless of order.
- Demonstrative words (such as this and that) and common prepositions are ignored.