

# Search for categories in Rich Media CMS

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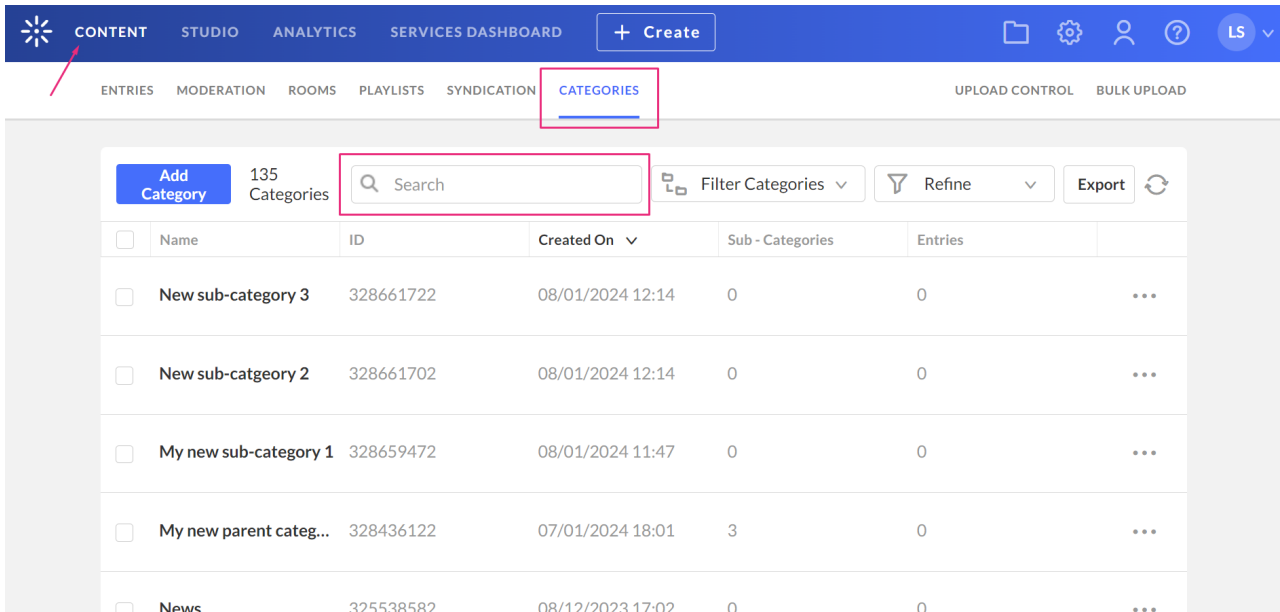
 This article is designated for administrators.

## About

Looking for categories in the Rich Media CMS? The search box on the categories page is your go-to tool, enabling you to locate specific categories or category attributes within your account effortlessly. Let's get started to enhance your category management experience.

## How to search

1. Log into your Rich Media CMS.  
The **Content** menu displays.
2. Click **Categories**.
3. In the **Search** field, enter a keyword (s) and press Enter on your keyboard.



The screenshot shows the Rich Media CMS interface. The top navigation bar includes 'CONTENT', 'STUDIO', 'ANALYTICS', and 'SERVICES DASHBOARD'. The 'CONTENT' menu is expanded, showing 'ENTRIES', 'MODERATION', 'ROOMS', 'PLAYLISTS', 'SYNDICATION', and 'CATEGORIES'. The 'CATEGORIES' page is active, displaying a search bar, 'Filter Categories', 'Refine', and 'Export' options. A table lists categories with columns for Name, ID, Created On, Sub-Categories, and Entries.

<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	New sub-catgeory 2	328661702	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...
<input type="checkbox"/>	My new parent categ...	328436122	07/01/2024 18:01	3	0	...
<input type="checkbox"/>	News	325538582	08/12/2023 17:02	0	0	...

The search is applied on the category or the category attributes.

ENTRIES MODERATION ROOMS PLAYLISTS SYNDICATION **CATEGORIES** UPLOAD CONTROL BULK UPLOAD

**Add Category** 135 Categories  **Filter Categories** **Refine** **Export**

<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	New sub-category 3	328661722	08/01/2024 12:14	0	0	...
<input type="checkbox"/>	New sub-category 2	328661702	08/01/2024 12:14	0	0	...
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If you have many results, you can further narrow the search by using the **Filter Categories** and **Refine** functions.

**Add Category** 7 Categories  **Filter Categories** **Refine** **Export**

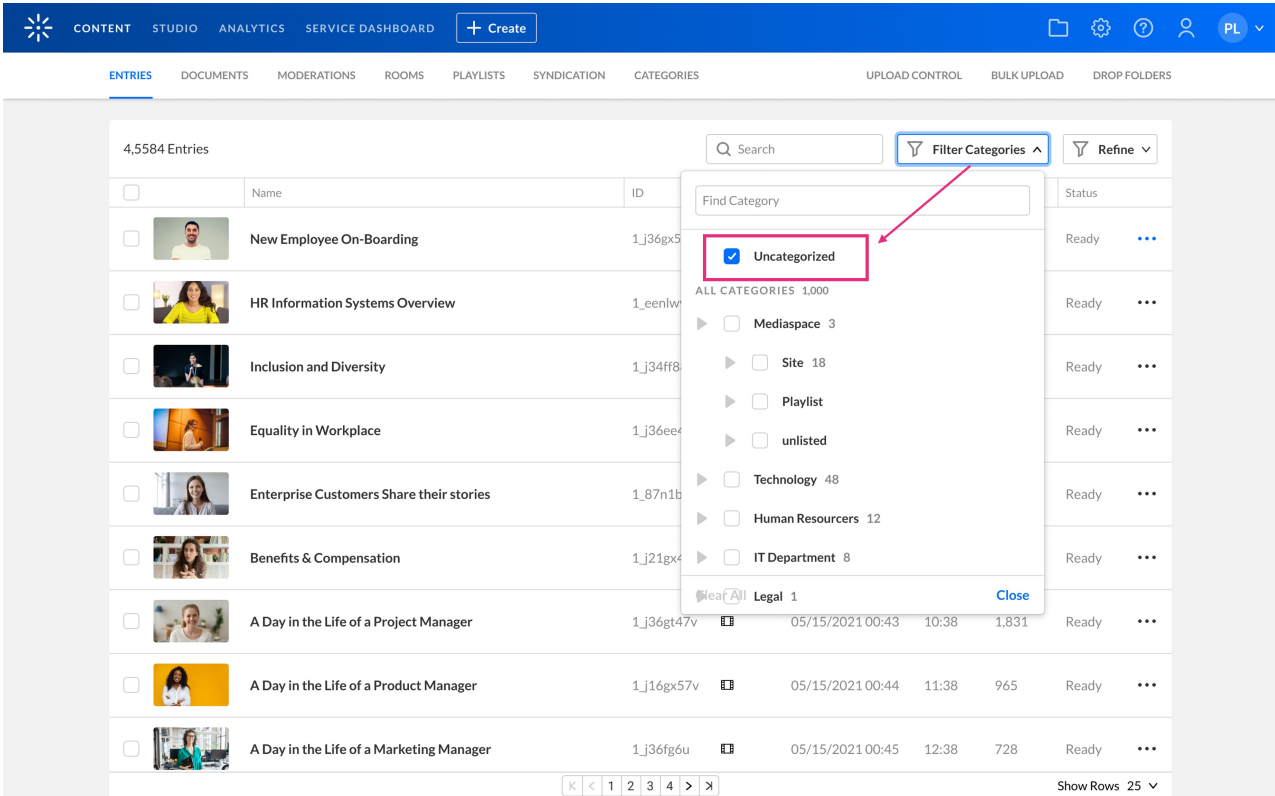
Active Filters: **test** [Clear All](#)

<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	My new sub-category 1	328659472	08/01/2024 11:47	0	0	...

**i** When an account has more than 500 categories, the channels filter is disabled. Please use the Search bar at the top of the page.

### Filter for uncategorized entries

The **Uncategorized** filter lets you quickly locate entries that don't have any categories assigned.



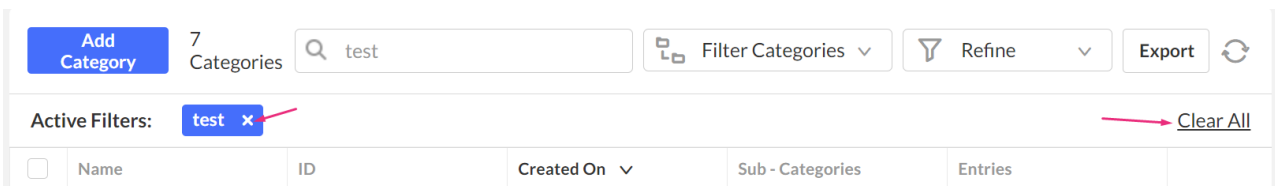
The screenshot shows a table of 4,554 entries. The 'Filter Categories' dropdown menu is open, showing a search bar for categories and a list of categories including 'Uncategorized' (checked), 'Mediaspace 3', 'Site 18', 'Playlist', 'unlisted', 'Technology 48', 'Human Resources 12', 'IT Department 8', and 'Legal 1'. A red arrow points from the 'Filter Categories' button to the dropdown menu.

When selected, all other category filters are automatically cleared.

The list updates to show only entries without assigned categories.

## Clear search

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



The screenshot shows the search bar with 'test' entered. The 'Active Filters' section shows 'test' with a red X icon. A red arrow points from the X icon to the 'Clear All' link.

## Search rules

Looking for something specific? The Kaltura search engine checks your search term against various category details, like the category name, ID, tags, description, reference ID, and even any custom data fields set as searchable. Here's how it works:

- Search criteria can include alphanumeric as well as special characters such as: ` , ~ , ! , @ , # , \$ , % , ^ , & , \* , ( , ) , - , \_ , = , + , [ , ] , { , } , ; , : , ' , , | , / , ? , < , >
- A **space** is treated as an AND search value. For example, searching for "hello world" will result in all entries that include both the word **hello** and the word **world** in one

of the searchable category attributes.

- A **comma** is treated as an OR search value. Searching "hello, world" finds entries with either "hello" or "world."
  - An **exclamation mark (!)** is treated as an AND NOT search value. Searching "hello ! world" finds entries with "hello" but without "world." Remember, the ! at the beginning isn't supported, and if you're looking for words starting or ending with !, put a backslash in front of it (\!).
  - **Double quotes (" ")** are treated as an EXACT MATCH search value. Searching "hello world" finds categories with the exact "hello world" phrase.
  - When the number of search words is **greater than two:**
    - All words searched must appear in the results (in any order)
    - Demonstrative words such as this/that/... and prepositions are ignored
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