

Create nested filters

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 This article is designated for administrators.

About

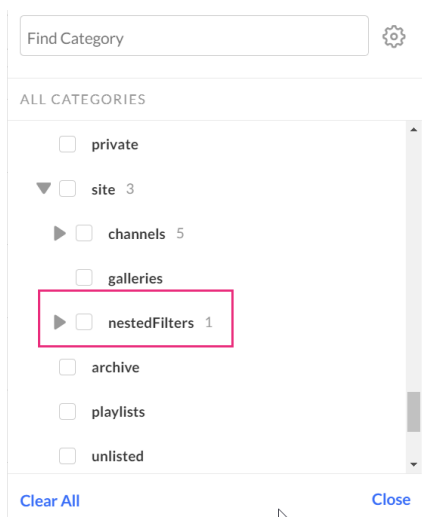
Nested filters are based on predefined criteria and simplify the process of finding and organizing media within [shared repositories](#). When combined with **custom metadata fields**, these tools create a robust content management system, enabling more efficient organization and retrieval of media assets.



To learn how to create custom metadata fields, visit our article [Create a custom metadata schema](#).

Before you start

Before setting up nested filters in the [Rich Media CMS](#), make sure to activate the [SharedRepositories module](#) and choose 'Yes' in the 'nestedFilters' field. This automatically generates the **nestedFilters** category under the **site** root category in the Rich Media CMS (as shown in the image below). For new customers, the nestedFilters category is automatically created upon Video Portal setup.



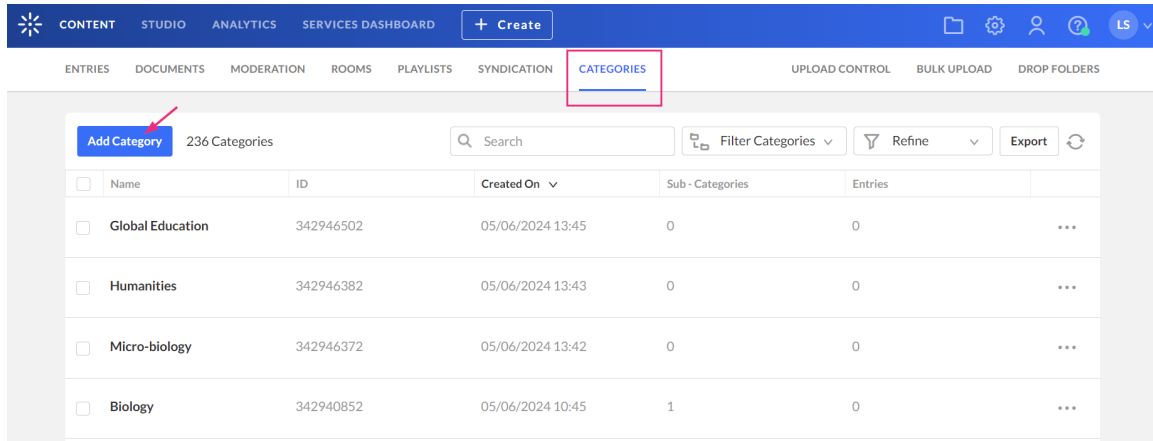
Create nested filters



Nested filters are created in the same way a new category is created. You can add

up to two levels of nested filters. For information on creating categories, visit our article [Categories](#).

1. Click **Add Category**.



The **New Category** window displays.

2. Enter a name.
3. Click the arrow next to **MediaSpace** root category to expand the category.
4. Click the arrow next to **Site** to expand the category.
5. Click the **nestedFilters** option.

New Category

Name *

Select the parent category under which the new category will appear.

No Parent

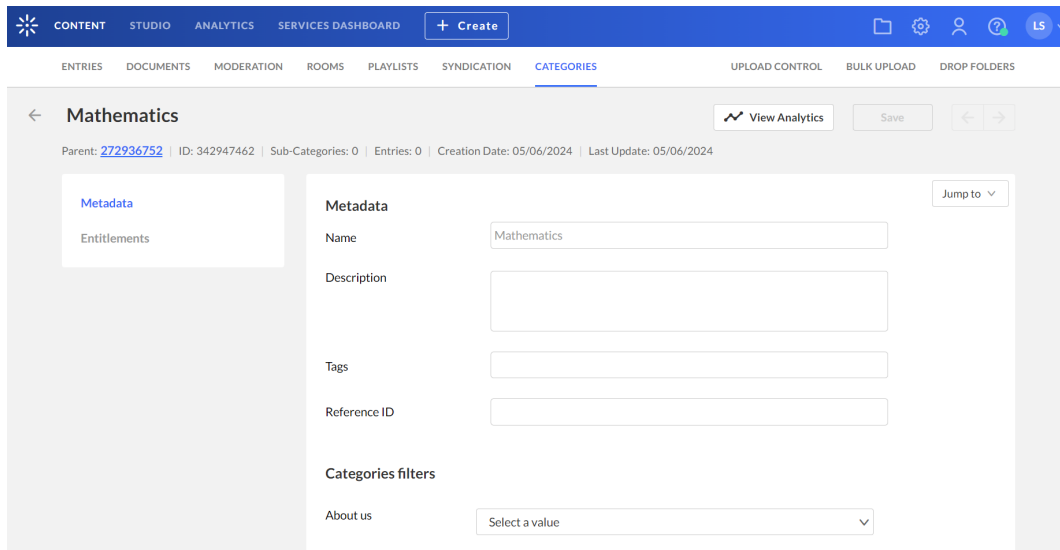
Search Categories

- MediaSpace 6
 - private
 - site 3
 - channels 5
 - galleries
 - nestedFilters 4

Selected: MediaSpace>site>nestedFilters

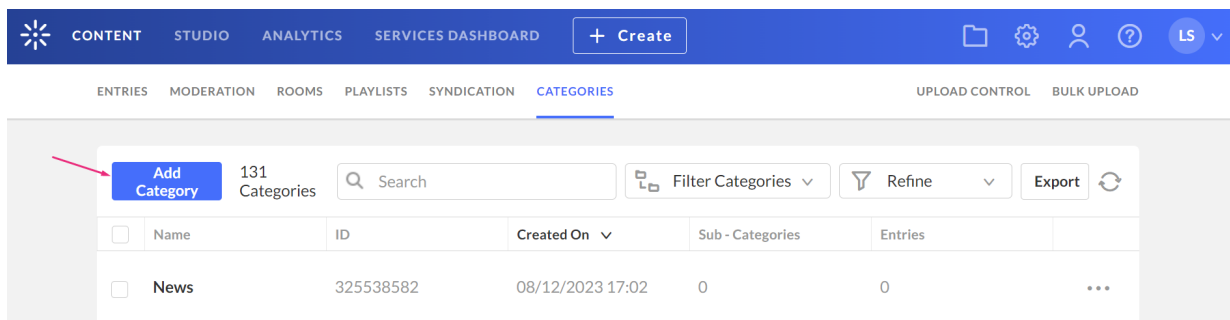
6. Click **Apply**.

The metadata page displays. Here you have the option add tags if you want.



Create sub-filters

1. Click **Add Category** at the top of the **Categories** page.



The **New Category** window displays.

New Category

Name *

Select the parent category under which the new category will appear.

No Parent

Search Categories

- ▶ 1198422EP2c399b2 4
- ▶ 1198652EPa8ecaed 4
- ▶ 1198662EPc858cc2 4
- ▶ 1198752EP522565f 4
- ▶ 1200652EP7b0a724 4
- ▶ 1214832EPb05c38b 4

Selected: No Parent

2. Type a name for your new sub-filter.
3. Choose the parent filter under which the new sub-filter will appear.

New Category

Name *

Select the parent category under which the new category will appear.

No Parent

Search Categories

- Global Education
- History
- Humanities
- Mathematics
- archive
- playlists

Selected: MediaSpace>site>nestedFilters>Mathematics

4. Click **Apply**.

When you return to the categories page, you will see your new sub-filter(s).

<input type="checkbox"/>	Name	ID	Created On ▾	Sub - Categories	Entries	
<input type="checkbox"/>	Mathematics	342947462	05/06/2024 13:58	1	0	...

User experience

The filters appear on the Video Portal [edit media page](#) as shown below:

Description: **Black** ▼ **Bold** *Italic* Underline ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ 🔗 🖼️

This is a demo 🔍 🔄

Tags:

[Click to add required metadata for shared repository](#)

Author:

First Edition Date: ☰

Assign the media to one or more filters:

* Required for Shared Repository

- History
- Biology
 - Micro-biology
- Humanities
- Global Education
- Mathematics
 - Algebra

Repeat the process to create more nested filters.