

Create nested filters

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 This article is designated for administrators.

About

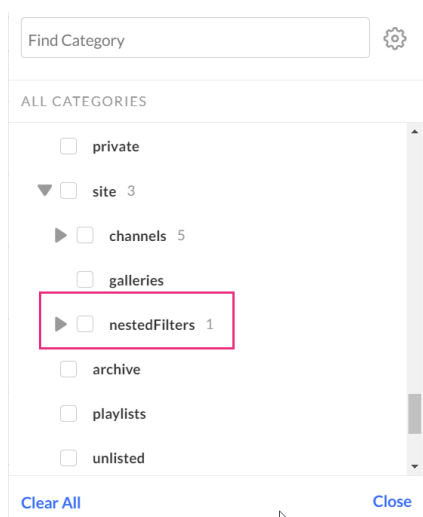
Nested filters are based on predefined criteria and simplify the process of finding and organizing media within [shared repositories](#). When combined with **custom metadata fields**, these tools create a robust content management system, enabling more efficient organization and retrieval of media assets.



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

Prerequisite

Before setting up nested filters in the KMC, 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 KMC (as shown in the image below). For new customers, the nestedFilters category is automatically created upon video portal setup.



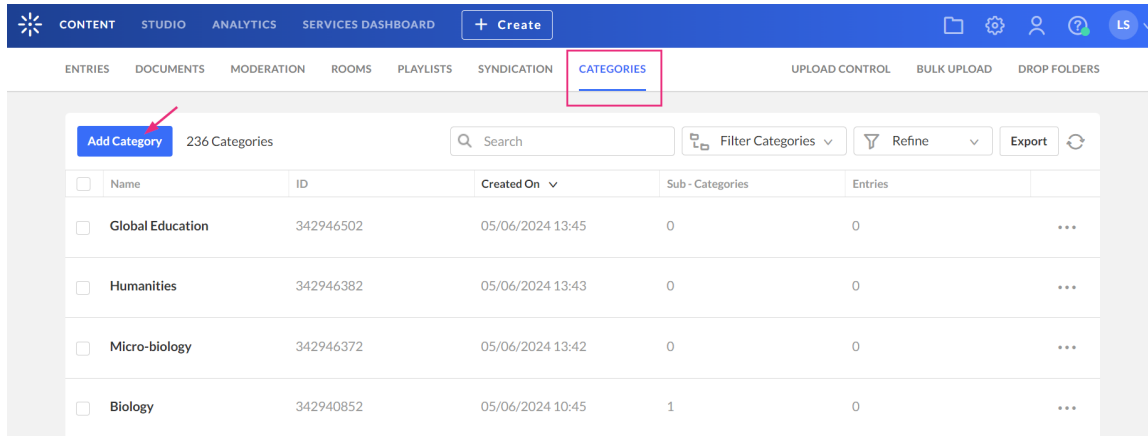
Create nested filters



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**.



<input type="checkbox"/>	Name	ID	Created On	Sub - Categories	Entries	
<input type="checkbox"/>	Global Education	342946502	05/06/2024 13:45	0	0	...
<input type="checkbox"/>	Humanities	342946382	05/06/2024 13:43	0	0	...
<input type="checkbox"/>	Micro-biology	342946372	05/06/2024 13:42	0	0	...
<input type="checkbox"/>	Biology	342940852	05/06/2024 10:45	1	0	...

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

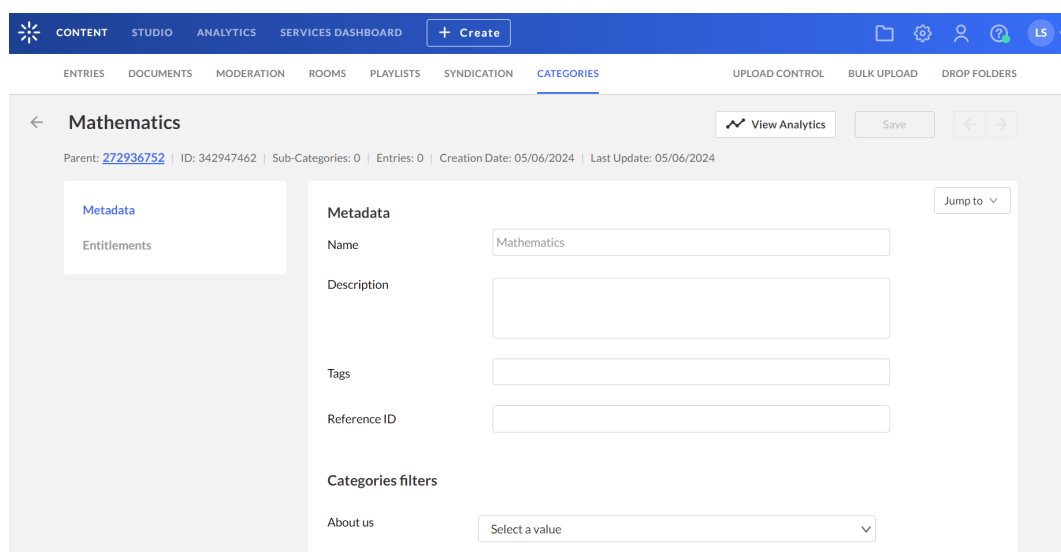
☐ galleries

☒ nestedFilters 4

Selected: MediaSpace>site>nestedFilters

6. Click **Apply**.

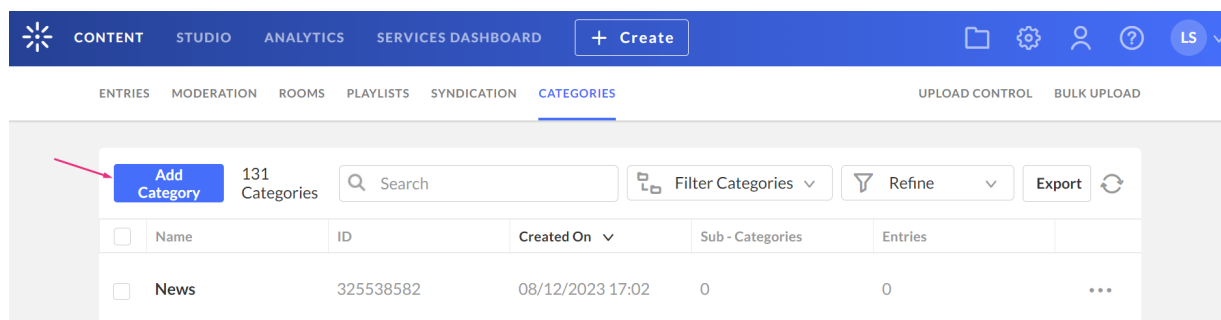
The metadata page displays. Here you have the option add tags if you want.



The screenshot shows the 'Mathematics' metadata page in the Kaltura interface. The page has a blue header with navigation tabs: CONTENT, STUDIO, ANALYTICS, SERVICES DASHBOARD, and a '+ Create' button. Below the header, there are sub-tabs: ENTRIES, DOCUMENTS, MODERATION, ROOMS, PLAYLISTS, SYNDICATION, and CATEGORIES (which is active). The main content area is titled 'Mathematics' and includes a 'View Analytics' button and a 'Save' button. Below this, there is a 'Parent: 272936752 | ID: 342947462 | Sub-Categories: 0 | Entries: 0 | Creation Date: 05/06/2024 | Last Update: 05/06/2024' section. The 'Metadata' section contains fields for Name (Mathematics), Description, Tags, and Reference ID. There is also a 'Categories filters' section with an 'About us' dropdown menu.

Create sub-filters

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



The screenshot shows the 'Categories' page in the Kaltura interface. The page has a blue header with navigation tabs: CONTENT, STUDIO, ANALYTICS, SERVICES DASHBOARD, and a '+ Create' button. Below the header, there are sub-tabs: ENTRIES, MODERATION, ROOMS, PLAYLISTS, SYNDICATION, and CATEGORIES (which is active). The main content area shows a table of categories. A red arrow points to the 'Add Category' button in the top left corner of the table. The table has columns: Name, ID, Created On, Sub - Categories, and Entries. The first row is 'News' with ID 325538582, Created On 08/12/2023 17:02, Sub - Categories 0, and Entries 0.

Name	ID	Created On	Sub - Categories	Entries
News	325538582	08/12/2023 17:02	0	0

The **New Category** window displays.

New Category

Name *

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

☐ No Parent

- ☐ 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

- ☐ 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 [List Icon] [List Icon] [List Icon] [List Icon] [Link Icon] [Image Icon]

This is a demo



Tags: x tags

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

Author:

First Edition Date: [Calendar Icon]

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.