

## Create nested filters

Last Modified on 05/06/2026 8:40 pm IDT

 This article is designated for administrators.

### About

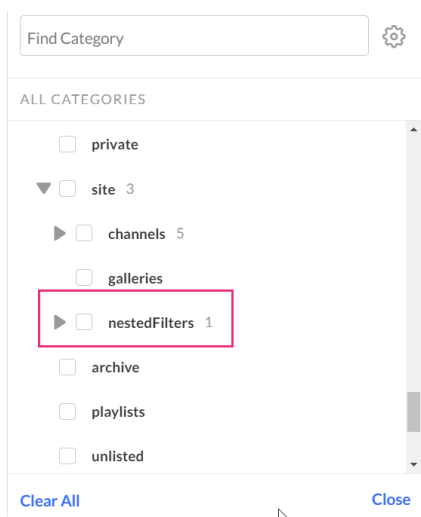
Nested filters are based on predefined criteria and simplify the process of finding and organizing media within [shared repositories](#). When combined with **custom metadata fields**, these tools create a robust content management system, enabling more efficient organization and retrieval of media assets.



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.



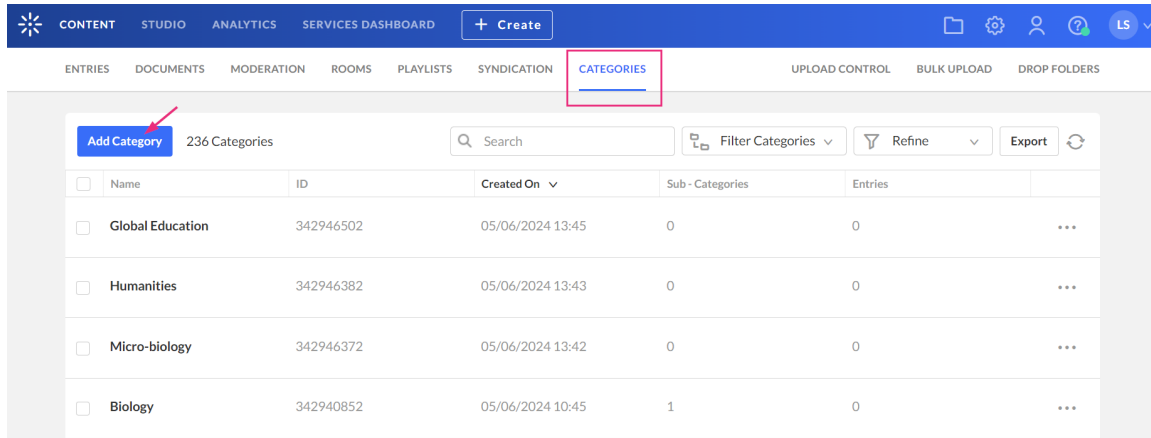
### Create nested filters



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

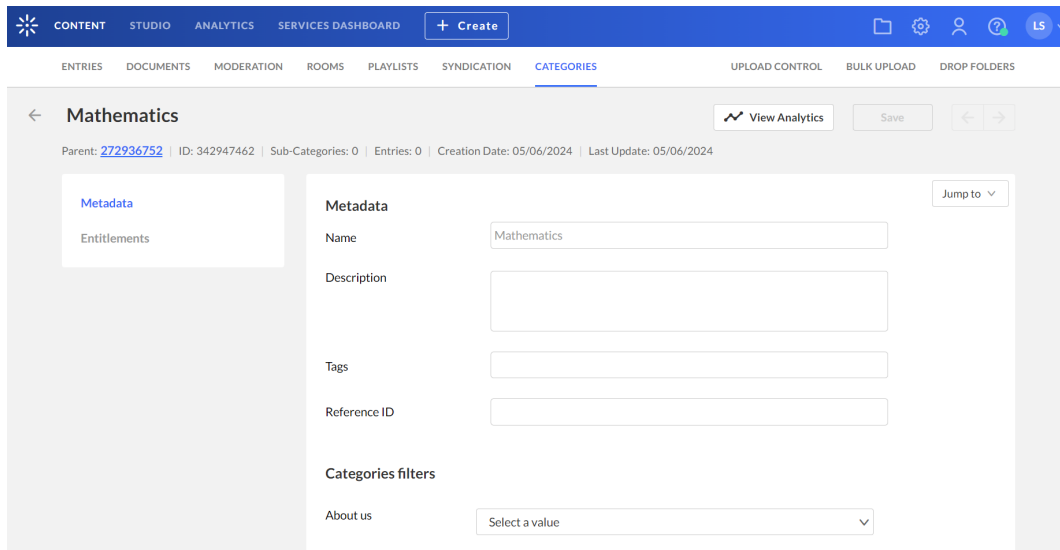
Search Categories

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

Selected: MediaSpace>site>nestedFilters

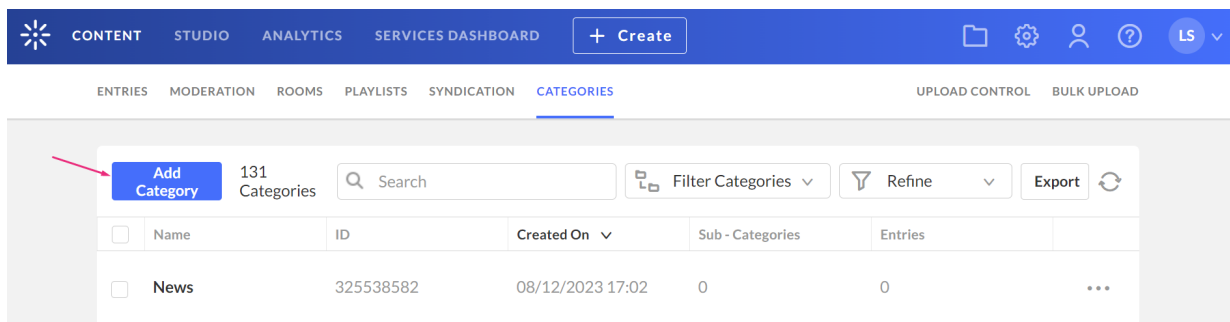
### 6. Click **Apply**.

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 <span>▼</span>	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.