

## Create nested filters

Last Modified on 11/15/2025 10:53 am IST



This article is designated for administrators.

#### **About**

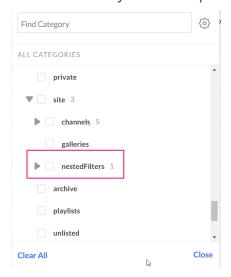
Nested filters are based on predefined criteria and simplify the process of finding and organizing media within shared repositories. When combined with custom metadata fields, these tools create a robust content management system, enabling more efficient organization and retrieval of media assets.



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 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

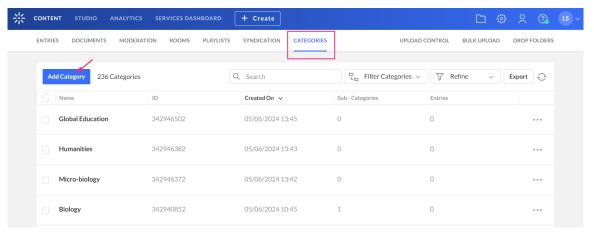


Nested filters are created in the same way a new category is created. You can add



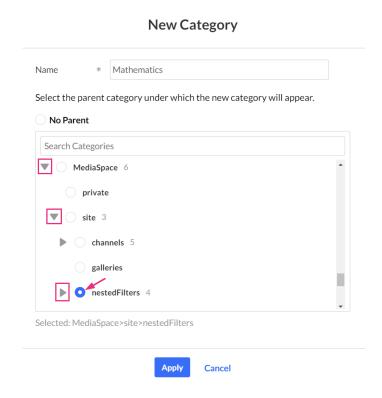
up tp two levels of nested filters. For information on creating categories, visit our article Categories.

1. Click Add Category.



The **New Category** window displays.

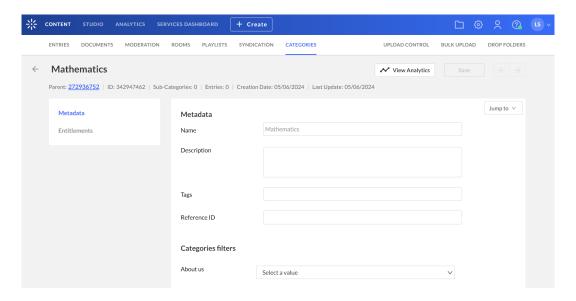
- 2. Enter a name.
- 3. Click the arrow next to **MediaSpace** root category to expand the category.
- 4. Click the arrow next to **Site** to expand the category.
- 5. Click the **nestedFilters** option.



6. Click Apply.

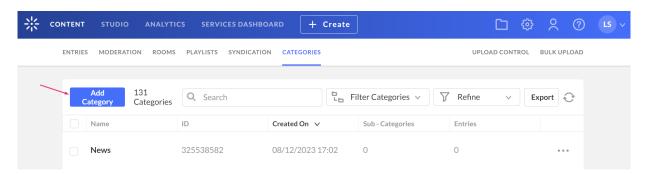


The metadata page displays. Here you have the option add tags if you want.



#### **Create sub-filters**

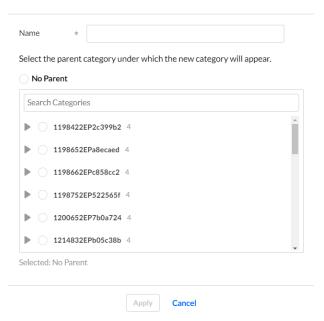
1. Click **Add Category** at the top of the **Categories** page.



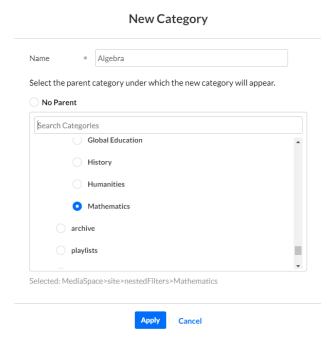
The **New Category** window displays.



#### **New Category**

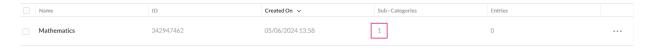


- 2. Type a name for your new sub-filter.
- 3. Choose the parent filter under which the new sub-filter will appear.



#### 4. Click Apply.

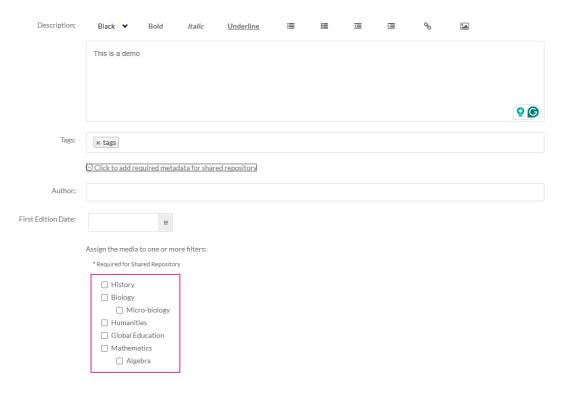
When you return to the categories page, you will see your new sub-filter(s).





# User experience

The filters appear on the video portal edit media page as shown below:



Repeat the process to create more nested filters.