

# Search in My Media in video portal

Last Modified on 07/05/2025 5:48 pm IDT

 This article is designated for all users.

## About

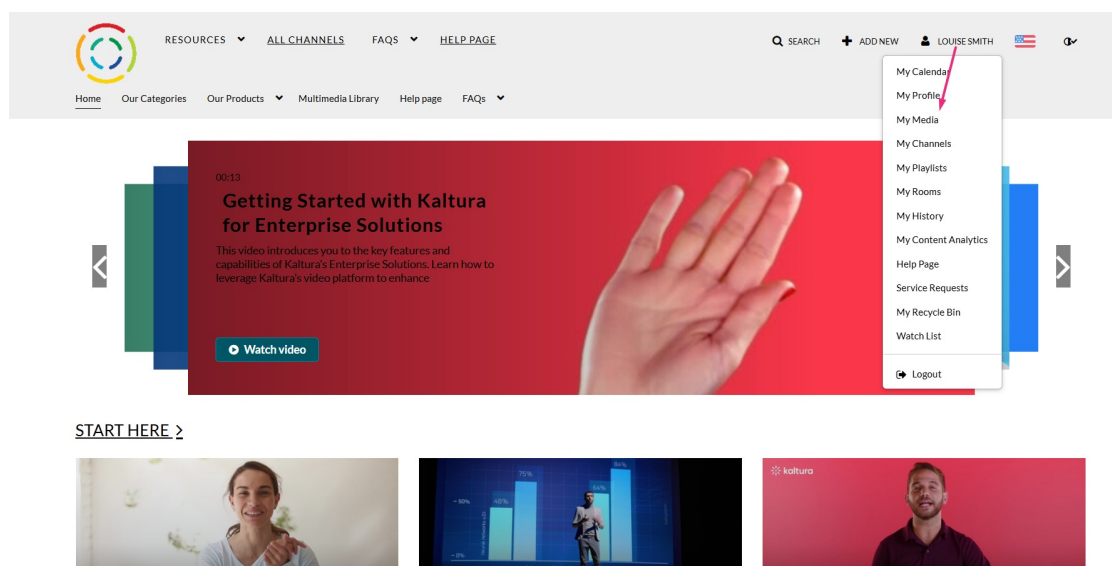
Kaltura offers a powerful search function in the My Media section of your video portal, making it easy to locate items quickly. Once you learn how to do a basic search, you can learn how to use special search parameters, tools, and filters to get the most helpful results.



These instructions are for non-Theming users. For [Theming](#) users, please see our article [My Media - Theming](#).

## Access My Media

1. Select **My Media** from the user drop-down menu.



The My Media page displays.

## My Media


Filters >

Search In: All Fields

Sort By: Creation Date - Descending

ACTIONS

☐




**Interactive video**

Test

Private

Owner • on June 12, 2025

☐



**Data-Driven, Decision-Ready**

This session cuts through the hype to show how smart dashboards, KPIs, and AI analytics can directly support business goals.

Published

actionable insights raw data

Owner • on June 08, 2025

## Search in My Media

1. The search bar is prominently located at the top of the page. Type in keywords related to the media's title, description, or tags of the item you're searching for.



To search for an exact match, use quotation marks around the word or phrase, for example, "customer".

## My Media




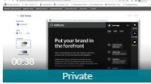

2. Press **Enter**. (If 'instant search' is enabled by your system administrator, results are automatically displayed as you enter characters, and there's no need to click Enter.)

The results are displayed with your keyword(s) highlighted in yellow.

## My Media

✕ ⓘ

Filters > Search In: All Fields ▼ Sort By: Relevance ▼
≡ ≡ ≡ ACTIONS ▼

<input type="checkbox"/>			
<input type="checkbox"/>		<b>How Customers are Using Kaltura</b> Learn how leading companies and organizations as Phillips, Cnet, Cornell and SAP use Kaltura to create transformative video experiences. Keyword found in: 2 Tags <a href="#">Show More</a>	
<input type="checkbox"/>		<b>Anil - Customer Success Manager</b> <a href="#">Show More</a>	
<input type="checkbox"/>		<b>Custom design</b> Keyword found in: 1 Tag <a href="#">Show More</a>	
<input type="checkbox"/>		<b>Theming custom color</b> <a href="#">Show More</a>	
<input type="checkbox"/>		<b>Webcasting Overview</b> With Kaltura Webcasting, refocus webcasting on the user experience. Keyword found in: 1 Caption <a href="#">Show More</a>	


- When you find the item you want, click its title or thumbnail to navigate to the entry.

## Navigate the search results

The Search results provide essential details to help you select the correct item.

### Title, description and media type

The media's title and description are next to the thumbnail, which also features a small icon indicating the media type. The example below shows a thumbnail with an image icon. No icon means it's a video.

<input type="checkbox"/>		<b>Custom design</b> Give a personalized touch to your dream home with custom design Keyword found in: 1 Tag
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### Time and date

The time and date is displayed for Live, VOD, Kaltura Meetings, Simulive, and Webcast entries. The "Live" and "Schedule" indicators are displayed per the set scheduled time.

### Show More

Click Show More to get more information about the media item, such as the owner,

creation date, published categories, likes, views, and comments. (Click **Show Less** to collapse the results.)

<input type="checkbox"/>		<b>How Customers are Using Kaltura</b> Learn how leading companies and organizations as Philips, Cnet, Cornell and SAP use Kaltura to create transformative video experiences. Keyword found in: 2 Tags <a href="#">Show More</a>
<input type="checkbox"/>		<b>Customer success team meeting</b> <a href="#">Show More</a>
<input type="checkbox"/>		<b>Anil - Customer Success Manager</b> <a href="#">Show More</a>



## Keywords

If the keywords you typed appear in metadata fields, they are displayed in the **Keyword found in** section.

<input type="checkbox"/>		<b>How Customers are Using Kaltura</b> Learn how leading companies and organizations as Philips, Cnet, Cornell and SAP use Kaltura to create transformative video experiences. <b>Keyword found in:</b> 2 Tags <a href="#">Show More</a>
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## Metadata

Each metadata is clickable, for example, clicking two tags will display up to five tags where the keywords are found. (Click again to close the displayed tags.)

<input type="checkbox"/>		<b>How Customers are Using Kaltura</b> Learn how leading companies and organizations as Philips, Cnet, Cornell and SAP use Kaltura to create transformative video experiences. Keyword found in: 2 Tags <a href="#">Show More</a>
<input type="checkbox"/>		<b>Customer success team meeting</b> <a href="#">Show More</a>

The types of metadata displayed with initial click are as follows:

- **Tags** – displays 7 results
- **Details** – (custom fields other than the basic metadata) displays 10 results
- **Quiz** – (results from quiz Questions and Answers. - displays 5 results
- **Chapters, Slides, Comments, Captions** - displays 5 results

If more than 5 keywords are found in any of the metadata types, the **Show All** link is

displayed. This might happen when searching for a word that appears many times in a captions file. Clicking Show All displays all the results found for this entry (as shown in the image below with the keyword "if"):





















Created by [User Example](#) 14 days ago  
Appears in [Ted Talk](#)

♥ 0 👁 0 💬 0

### New video technology that reveals an object's hidden properties | Abe Davis

Subtle motion happens around us all the time, including tiny vibrations caused by sound. New technology shows that we can pick up on these vibrations and actually re-create sound and conversations just from a video of a seemingly still object. But n...

Keyword found in:  17 Captions

-  00:17 - **if** I walk across the stage or
-  00:46 - on the right you see video of a sleeping infant but **if** I didn't tell you that
-  01:02 - But there's actually a lot of subtle motion going on here and **if** you were to
-  01:06 - touch the wrist on the left you would feel a pulse and **if** you were to hold the infant
-  01:45 - And so **if** we use their software on the left video.
-  01:52 - **if** we recount that pulse we even figure out this person's heart rate.
-  01:56 - And **if** we use the same software on the right video.
-  02:39 - But what **if** we could do the same thing with our ability to hear.
-  02:44 - What **if** we could use video to capture the vibrations of sound.
-  03:26 - So what **if** we record them with a high speed camera and
-  04:16 - frames per second but even **if** you look very closely all you'll see
-  05:43 - hundreds of thousands of pixels in it and so **if** we combine all of the.
-  06:34 - because **if** we got any of these factors wrong
-  10:31 - cameras record images one row at a time and so **if** an object moves during
-  11:13 - sound distorted this time but listen and see **if** you can still recognize the music.
-  15:23 - bridge hold up **if** I were to drive my car across it and you know that's a question
-  15:42 - that you might not expect especially **if** you give it longer videos So for

[Show All](#) [Show Less](#)

When the metadata type is time-based, a number is displayed on the left, indicating the location of the keyword in the media's timeline. Clicking the time indicator takes you to the video's page, where the video starts playing from the time indicated.

## Refine your search

You can further refine your search by using the filters and sort functions under the search bar.

### My Media



## Filters

The following **Filters** (1) are available when searching all of My Media. You don't have to select all of the options - just the ones you need to narrow your search. (If you have more than one page of filters, click **More Filters** at the bottom right of the section to open the next page):

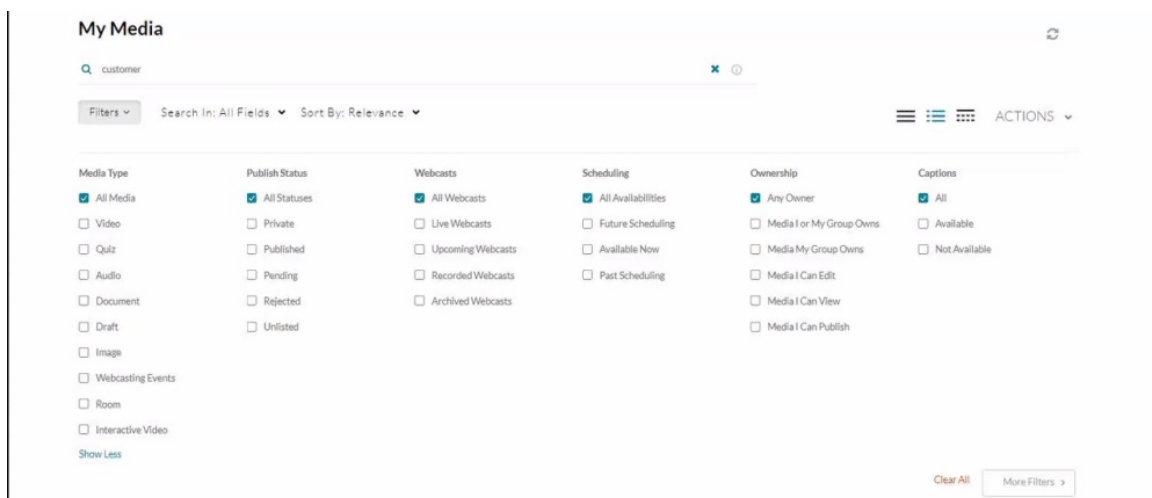
- **Media type** – All Media / Video / Quiz / Audio / Document / Draft / Image / Webcast

Events / Room / Interactive Video

- **Publish Status** – All Statuses / Private / Published / Pending / Rejected / Unlisted
- **Webcasts** – All webcasts / Live Webcasts / Upcoming Webcasts / Recorded Webcasts / Archived Webcasts
- **Scheduling** – All Availabilities / Future Scheduling / Available Now / Past Scheduling
- **Ownership** – Any Owner / Media I or My Group Own / Media My Group Owns / Media I Can Edit / Media I Can View / Media I Can Publish
- **Captions** - All / Available / Not Available
- **Duration** - 00:00-10:00 min / 10:00-30:00 min / 30:00-60:00 min / Custom
- **Creation Date** - Any Date / Last 7 Days / Last 30 Days / Custom
- **Last Update Date** - Any Date / Last 7 Days / Last 30 Days / Custom
- **Department Division** - Marketing / Product / Engineering / Finance / Sales / HR / Management
- **Free Text** - Department name (type in your text)



The basic filters depend on the page in which you are searching. Advanced filters may be enabled by your administrator in the [Search module](#).



The screenshot shows the 'My Media' search interface. At the top, there is a search bar with the text 'customer'. Below the search bar, there are tabs for 'Filters', 'Search In: All Fields', and 'Sort By: Relevance'. The 'Filters' tab is active, showing a grid of filter categories and their options. The categories and their options are:

Media Type	Publish Status	Webcasts	Scheduling	Ownership	Captions
<input checked="" type="checkbox"/> All Media	<input checked="" type="checkbox"/> All Statuses	<input checked="" type="checkbox"/> All Webcasts	<input checked="" type="checkbox"/> All Availabilities	<input checked="" type="checkbox"/> Any Owner	<input checked="" type="checkbox"/> All
<input type="checkbox"/> Video	<input type="checkbox"/> Private	<input type="checkbox"/> Live Webcasts	<input type="checkbox"/> Future Scheduling	<input type="checkbox"/> Media I or My Group Owns	<input type="checkbox"/> Available
<input type="checkbox"/> Quiz	<input type="checkbox"/> Published	<input type="checkbox"/> Upcoming Webcasts	<input type="checkbox"/> Available Now	<input type="checkbox"/> Media My Group Owns	<input type="checkbox"/> Not Available
<input type="checkbox"/> Audio	<input type="checkbox"/> Pending	<input type="checkbox"/> Recorded Webcasts	<input type="checkbox"/> Past Scheduling	<input type="checkbox"/> Media I Can Edit	
<input type="checkbox"/> Document	<input type="checkbox"/> Rejected	<input type="checkbox"/> Archived Webcasts		<input type="checkbox"/> Media I Can View	
<input type="checkbox"/> Draft	<input type="checkbox"/> Unlisted			<input type="checkbox"/> Media I Can Publish	
<input type="checkbox"/> Image					
<input type="checkbox"/> Webcasting Events					
<input type="checkbox"/> Room					
<input type="checkbox"/> Interactive Video					


At the bottom right of the filters section, there are buttons for 'Clear All' and 'More Filters >'.



You can apply multiple values for filtering (faceted search), for example, you can search through all video files and all audio files at the same time.

After applying your filters, they display below the filters button. Your search results will now appear with the filters you specified.

My Media

 customer

Filters ▾

Search In: Comments ▾

Sort By: Views ▾


Video x Audio x Published x Available Now x Media I Can Edit x

Search In

You can pinpoint the location of keywords in the search by using the **Search in** function (2). The following fields are available:

<ul style="list-style-type: none"><li>• All Fields</li><li>• Details</li><li>• Chapters/Slides</li><li>• Captions</li></ul>	<ul style="list-style-type: none"><li>• Polls</li><li>• Quiz</li><li>• Comments</li></ul>	
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My Media

 customer


Filters >

Search In: All Fields ▾

Sort By: Relevance ▾

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☐



02:47


Published

How Customers are Using Kaltura

Learn how leading companies and organizations as Philip experiences.

Keyword found in: 2 Tags


☐



Published

Customer success team meeting

☐



Published

Anil - Customer Success Manager

Sort By

Use the **Sort By** filter (3) to sort results by the following:



<ul style="list-style-type: none"> <li>• Relevance</li> <li>• Creation Date - Descending</li> <li>• Creation Date - Ascending</li> <li>• Update Date - Ascending</li> <li>• Update Date - Descending</li> <li>• Alphabetically - A-Z</li> <li>• Alphabetically - Z-A</li> <li>• Views</li> <li>• Plays</li> <li>• Likes</li> </ul>	<ul style="list-style-type: none"> <li>• Webcast Start Date - Ascending</li> <li>• Webcast Start Date - Descending</li> <li>• Webcast End Date - Ascending</li> <li>• Webcast End Date - Descending</li> </ul>	<ul style="list-style-type: none"> <li>• Scheduling Ascending</li> <li>• Scheduling Descending</li> <li>• Comments</li> </ul>
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## My Media

Filters >


Search In: Details ▾

Sort By: Relevance ▾


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☐


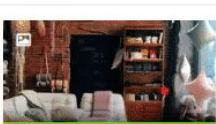
**How Customers are Using Kaltura**  
Learn how leading companies and organizations as Philips, Cnet, Cornell a experiences.  
Keyword found in: 2 Tags

☐



**Customer success team meeting**

☐


**Anil - Customer Success Manager**

☐


**Custom design**  
Keyword found in: 1 Tag

☐


**Theming custom color**

Click the **x** to remove specific filters.

Filters ▾

Search In: All Fields ▾


Draft x

Pending x



Click **Clear All** on the bottom right to remove all filters and sorting options.

Ownership	Captions
<input checked="" type="checkbox"/> Any Owner	<input checked="" type="checkbox"/> All
<input type="checkbox"/> Media I or My Group Owns	<input type="checkbox"/> Available
<input type="checkbox"/> Media My Group Owns	<input type="checkbox"/> Not Available
<input type="checkbox"/> Media I Can Edit	
<input type="checkbox"/> Media I Can View	
<input type="checkbox"/> Media I Can Publish	


[Clear All](#)
[More Filters >](#)

## Keywords & filters logic

Each filter is added as an AND to other filters, however, each value within each filter is added as an OR to same filters values. For example, when choosing the filters below, the logic is:

(Media Type = Video **OR** Quiz) **AND** (Ownership = Media I Own or My Group Owns **OR** Media I Can Edit) **AND** (Captions - Available)

Media Type	Publish Status	Webcasts	Scheduling	Ownership	Captions
<input type="checkbox"/> All Media	<input checked="" type="checkbox"/> All Statuses	<input checked="" type="checkbox"/> All Webcasts	<input checked="" type="checkbox"/> All Availabilities	<input type="checkbox"/> Any Owner	<input type="checkbox"/> All
<input checked="" type="checkbox"/> Video	<input type="checkbox"/> Private	<input type="checkbox"/> Live Webcasts	<input type="checkbox"/> Future Scheduling	<input checked="" type="checkbox"/> Media I or My Group Owns	<input checked="" type="checkbox"/> Available
<input checked="" type="checkbox"/> Quiz	<input type="checkbox"/> Published	<input type="checkbox"/> Upcoming Webcasts	<input type="checkbox"/> Available Now	<input type="checkbox"/> Media My Group Owns	<input type="checkbox"/> Not Available
<input type="checkbox"/> Audio	<input type="checkbox"/> Pending	<input type="checkbox"/> Recorded Webcasts	<input type="checkbox"/> Past Scheduling	<input checked="" type="checkbox"/> Media I Can Edit	
<input type="checkbox"/> Document	<input type="checkbox"/> Rejected	<input type="checkbox"/> Archived Webcasts		<input type="checkbox"/> Media I Can View	
<input type="checkbox"/> Draft	<input type="checkbox"/> Unlisted			<input type="checkbox"/> Media I Can Publish	
<input type="checkbox"/> Image					
<input type="checkbox"/> Webcasting Events					
<input type="checkbox"/> Room					
<input type="checkbox"/> Interactive Video					

[Show Less](#)

When using keywords, results are returned based on scoring. Searching for *Keyword1* *Keyword2* will first show results that contain both keywords, and lower score results containing only one of the keywords, or partial results, lower on the results lists. When adding keywords, the filter logic will use “(Keywords) AND (filters)”.