Search in My History

Last Modified on 12/29/2025 3:39 pm IST

👥 **This article is designated for all users.**

About

Kaltura offers a powerful search function in the **My History** 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.

✅ To learn more, visit our article My History.

Access My History

1. Select **My History** from the user menu in your video portal.
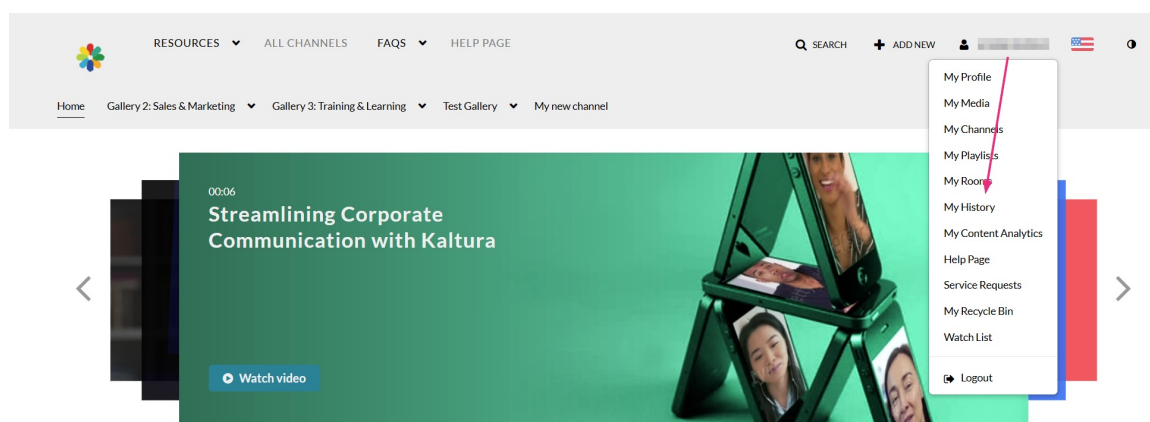
The My History page displays.
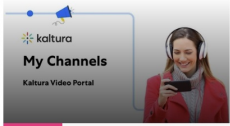
Search in My History

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".

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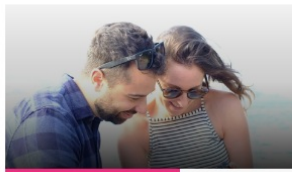
3. When you find the item you want, click its title or thumbnail to navigate to the entry.

Search results

The search results provide essential details to help you select the correct item:

- Next to the thumbnail, you can see the media's **title** and **description**.
- A small **icon** on the thumbnail indicates the media type (the example below shows a thumbnail with an image icon). No icon means it's a video.
- At the bottom of the section, you can see information about the media, such as the **owner**, **creation date**, **date viewed**, **likes**, **views**, and **comments**.
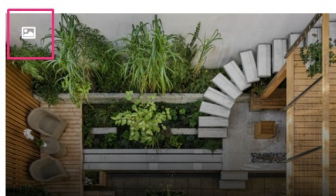
Refine your search
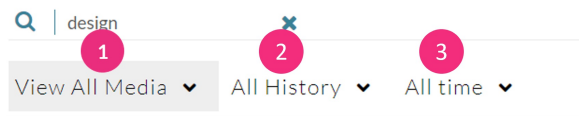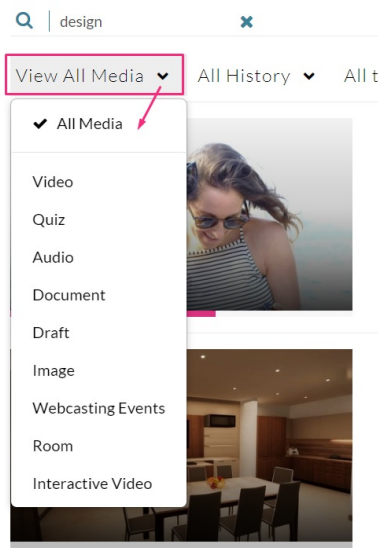
You can further refine your search by using the filters and sort functions under the search bar:

My History

View All Media

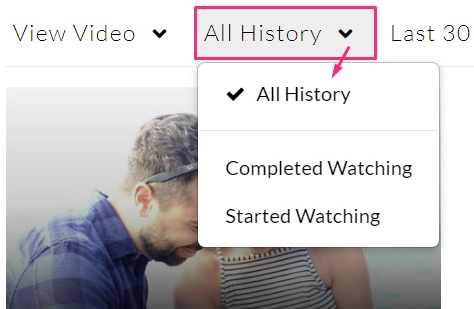You can use the **View All Media** filters (**1**) when searching all of My History.

The following filters are available:

- All Media
- Video
- Audio
- Document
- Draft
- Image
- Webcasting Events
- Room Interactive video

All History

You can narrow down your search by using the **All History** function (**2**). The following fields are available:
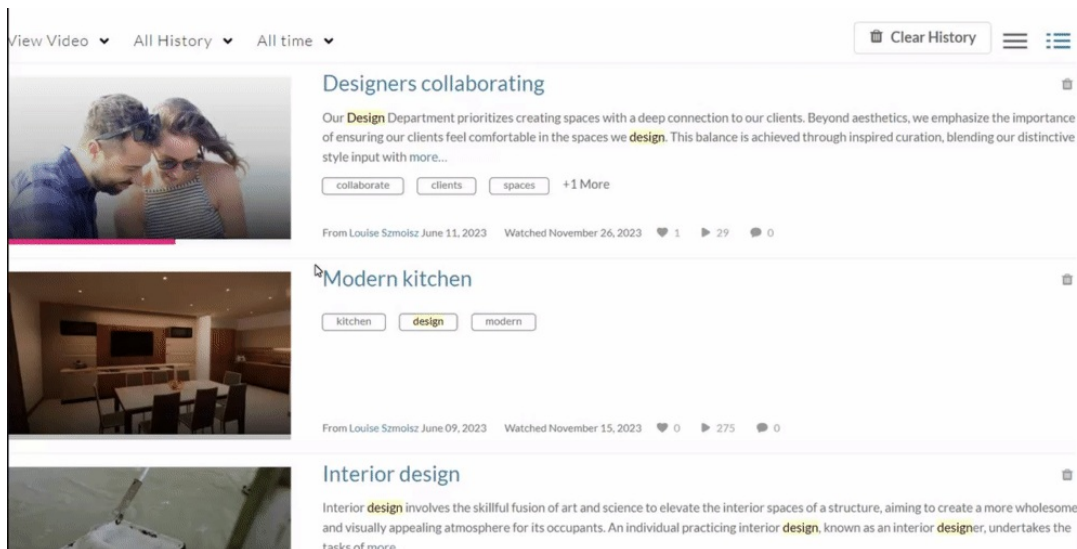
- Completed Watching
- Started Watching

All time

Use the **All time** filter (**3**) to sort results by the following:

- Last 7 days
- Last 30 days
- Custom - you can enter the exact dates in the From and To fields.

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