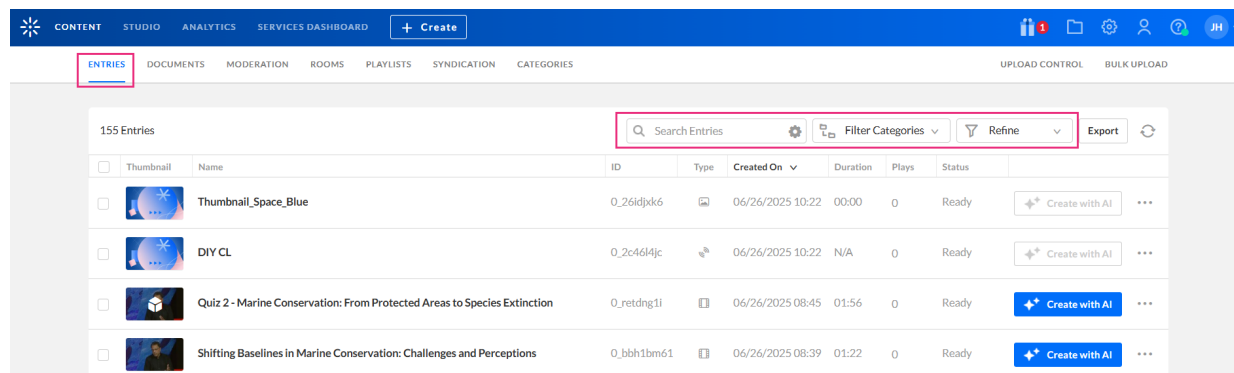# Search and filter in KMC

Last Modified on 11/07/2025 3:08 pm IST

> 🔒 **This article is designated for administrators.**

About

Use Kaltura's robust search functionality to explore entries on your site. Conduct searches with matching words or phrases, or opt for a more refined approach with advanced search options.

Take control of your searches by employing advanced filters and refining options, allowing you to navigate through media based on metadata specifics and free text search.

Search

1. Enter search terms of your choice in the **Search Entries** field.
2. Press Enter or Return on your keyboard to start the search.

The search term displays in a blue box at the top of the table. The number of entries found displays at the top left.
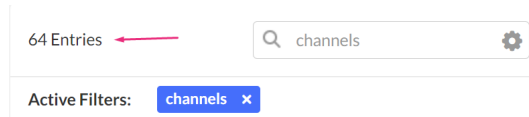
3. To cancel the search and do a new search, click the 'x' on the blue box.

Narrow your search

1. To narrow your search results, click the gear icon for a list of **advanced search** options.
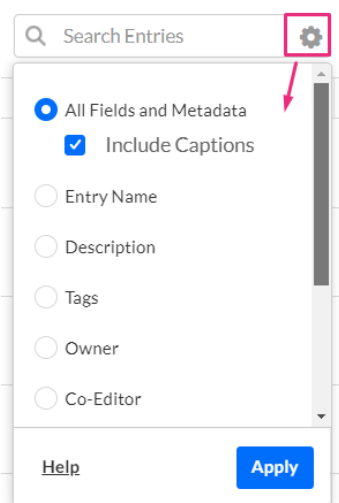
The following advanced search options are available:

- **All fields and metadata, including the captions** - This is the default selection and is a global search. You can exclude captions from the search by unchecking the

'Include Captions' box, for example, if someone's name or a word is only related to an entry because it is in the caption file content or the caption file name, results will not be rendered.

- Entry Name
- Description
- Tags
- Owner
- Co-Editor
- Co-Publisher
- Captions
- Entry ID
- Entry Creator ID

- Choose the options, then click **Apply**.

> ✅
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> Some sample use cases may be:
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> - Bulk add or remove a co-editor, co-publisher, or co-viewer from multiple entries.
> - Reassign ownership for all media belonging to a departing user.
> - Find a specific entry by title (for example, searching "Joe*" finds entries beginning with "Joe").
> - Audit all content owned by a specific user.
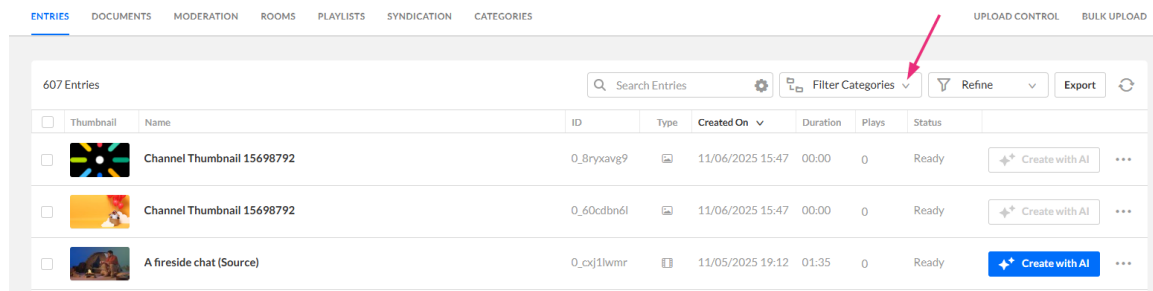> - Locate specific entry IDs for bulk actions.

Filter

You can use the **Filter Categories** function to filter search results. Filtered results appear instantly on the left, with the total number of entries displayed at the top left.
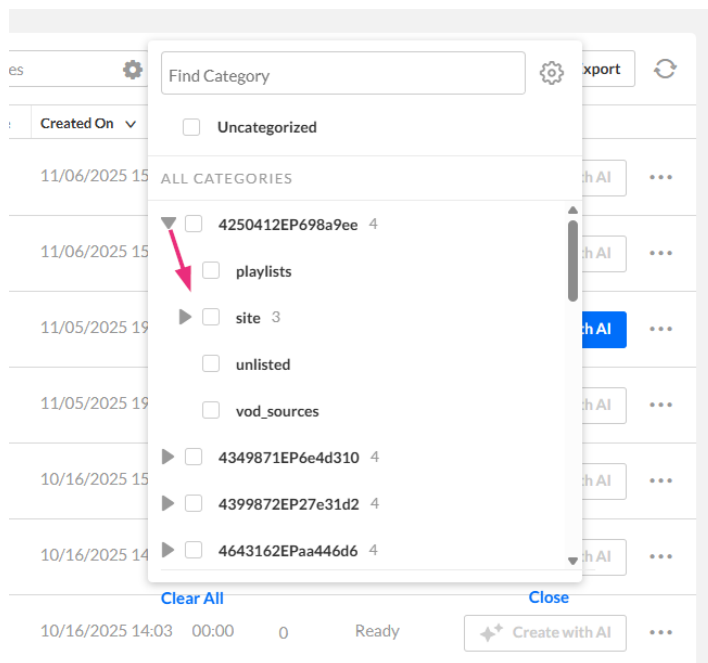
> ℹ️
>
> Categories represent all the different applications that are connected to this KMC account.
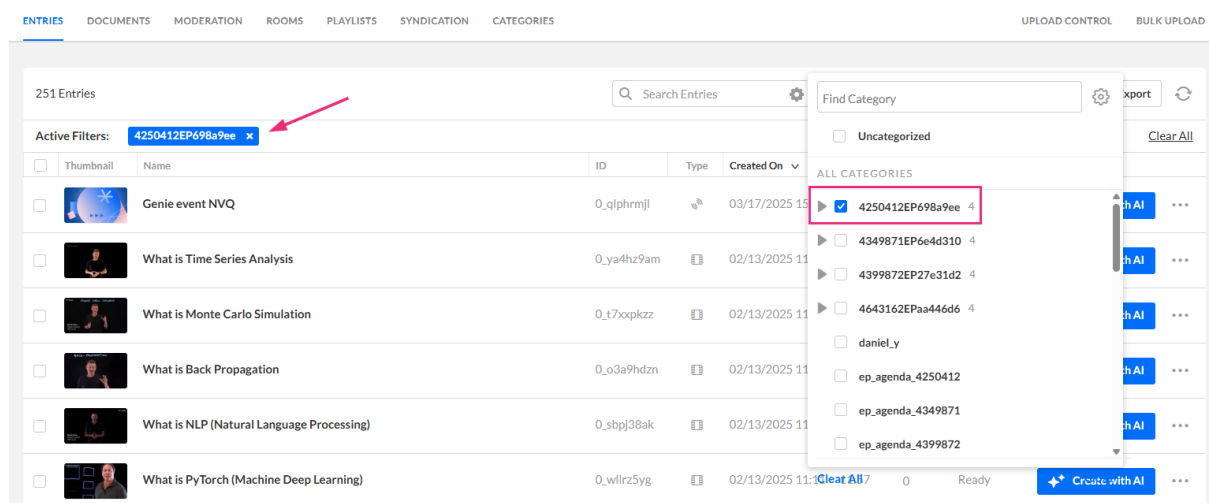
1. Click the arrow to open the drop-down menu.

2. Select the category you want from the list. You can also expand the category to see more options by clicking the arrow head.

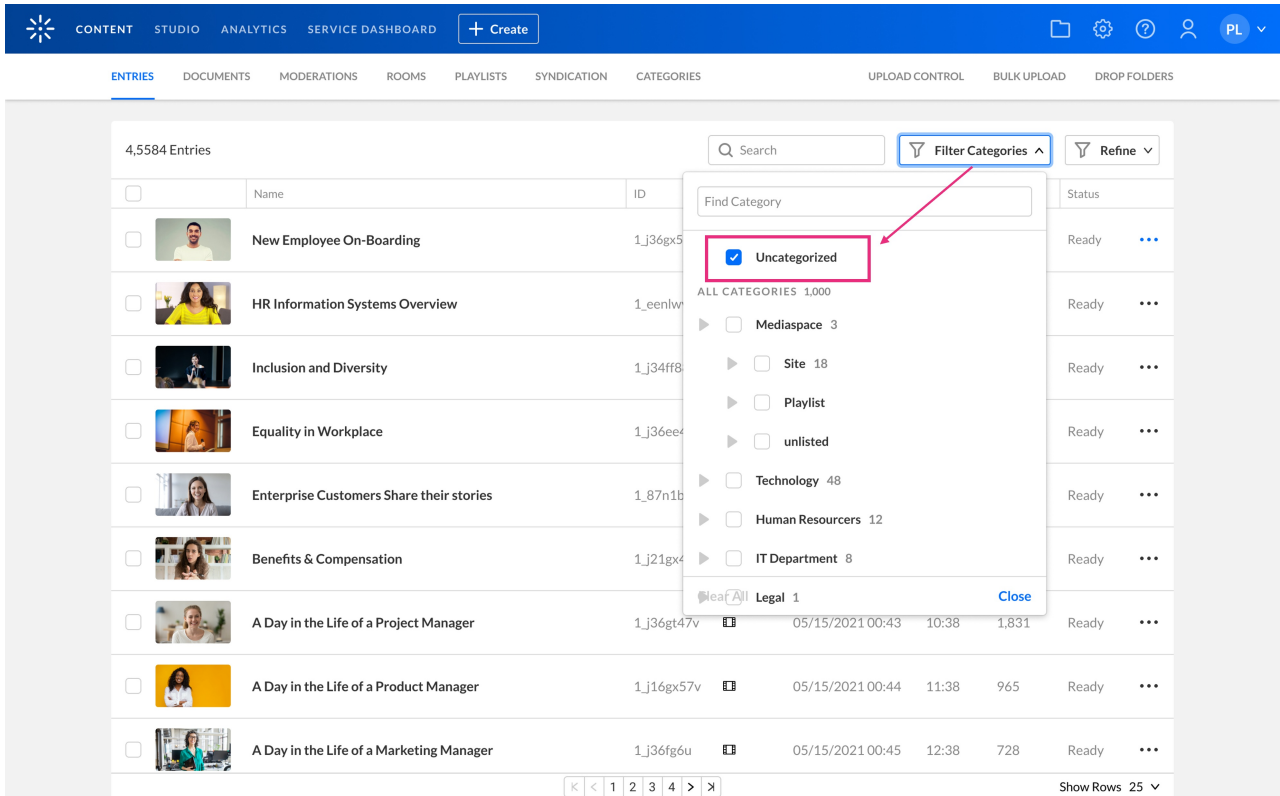The filter you chose displays in a blue box to the left.

Filter for uncategorized entries

The **Uncategorized** filter lets you quickly locate entries that don't have any categories assigned.

When selected, all other category filters are automatically cleared.

The list updates to show only entries without assigned categories.

Filtering preferences

1. Click on the settings icon to open filtering preferences.

2. Click one of the filtering preferences:

- Display entries associated with the selected category only.
- Display entries associated with the selected category and its sub-categories.

Refine

Use the **Refine** function to filter media by creation date and specific types of related information.

1. Click the arrow to open the drop-down menu.

The **Additional Filters** menu displays.

2. Click on the calendar icons to select your desired search range, and watch the entries update instantly.

Refining options

You can refine your search by checking one of the available options for your media:

Media Types

1. Click the arrowhead next to **Media Types** to open the options.

2. Click the box(es) next to the media type to choose one or more of the following options:

- Video
- Image
- Audio
- Live Stream

- Click the box(es) again to deactivate the filter.

Ingestion Statuses

1. Click the arrowhead next to **Ingestion Statuses** to open the options.
2. Click the box(es) next to the ingestion statuses to choose one or more of the following options:
   - **Ready** - Media has been successfully uploaded and ingested.
   - **No Media** - An entry that you create with the Prepare Video/Audio Entry option is saved as a No Media entry in the Kaltura system until you add content.
   - **Pending**- Media is in the uploading queue and pending ingestion.
   - **Uploading** - Media is in the process of being uploaded.
   - **Transcoding** - Media is being transcoded into the relevant flavors.
   - **Error** - Media is not in a valid format and cannot be ingested.
3. Click the box(es) again to deactivate the filter.

Durations

1. Click the arrowhead next to **Durations** to open the options.
2. Click one or more boxes next to the desired duration(s) to activate the filter for the following options:
   - Short (0-4 min)
   - Medium (4-20 min)
   - Long (20+ min)
3. Click the box(es) again to deactivate the filter.

Original & Clipped Entries

1. Click the arrowhead next to **Original & Clipped Entries** to open the options.
2. Click a box next to Original Entries or Clipped Entries to activate the filters.
3. Click the box(es) again to deactivate the filter.

Time Scheduling

1. Click the arrowhead next to **Time Scheduling** to open the options.
2. Click one or more boxes next to the desired scheduled time(s) to activate the filter for the following options:
   - Past Scheduling
   - Live
   - Future Scheduling
   - Scheduled - Clicking **Scheduled** activates the calendars. Click the calendar icons and choose a start and end date.

3. Click the box(es) again to deactivate the filter.

Moderation Statuses

1. Click the arrowhead next to **Moderation Statuses** to open the options.
2. Click one or more boxes next to the desired moderation statuses to activate the filter for the following options:

- Approved
- Flagged for review
- Rejected
- Auto approved
- Pending moderation

3. Click the box(es) again to deactivate the filter.

Replacement Statuses

1. Click the arrowhead next to **Replacement Statuses** to open the options.
2. Click a box next to **Processing new files** or **Ready for review** to activate the filters.
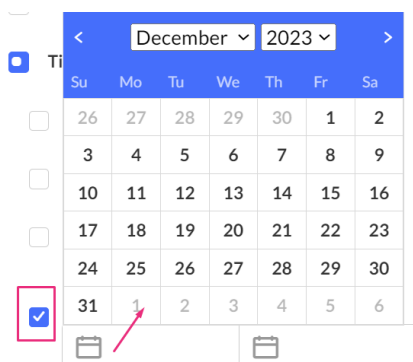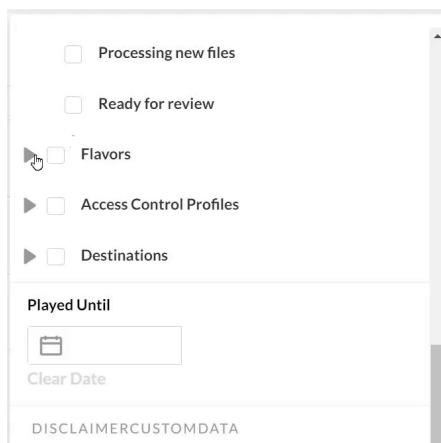3. Click the box(es) again to deactivate the filter.

Flavors

1. Click the arrowhead next to **Flavors** to open the options.

2. Click one or more boxes next to the desired flavors to activate the filter.
3. Click the box(es) again to deactivate the filter.

For more information about flavors and transcoding, see our article What is transcoding?

Access Control Profiles

1. Click the arrowhead next to **Access Control Profiles** to open the options.
2. Click one or more boxes next to the desired access control profiles to activate the filter for those options.
3. Click the box(es) again to deactivate the filter.

For more information about access control profiles, visit our articles What are access control profiles? and Managing access control profiles.

Destinations

1. Click the arrowhead next to **Destinations** to open the options.
2. Click one or more boxes next to the desired destination(s) to activate the filter for those options.
3. Click the box(es) again to deactivate the filter.

To learn more, see our article, Content distribution and syndication.

Played Until

You can filter entries played up until a specified date. The entries rendered will include all entries that were played at least one time until the selected date (including until the end of the day).

1. Enter the selected date that represents the value "Played Until".
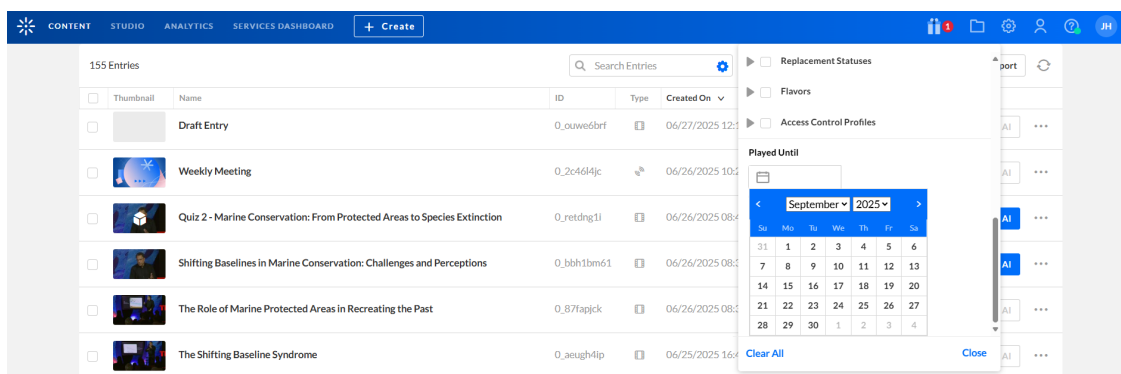
This option may be used to modify entries in bulk that were played until the selected date.

2. Click **Clear Date** to deactivate the filter.

Additional Filters are fixed. Everything below the **Played Until** section relates to custom data schemas and whether you have configured them as searchable.

Clear filters

There are three ways to clear the filter:

- Click the 'x' on the blue box.
- Click the checkbox again next to the category.
- Click **Clear All** at the bottom of the filter pane.

✅ You can create your custom filters. Visit our article Custom Data for information on configuring your filters.

ℹ️ Only the **Text select list** type is available under KMC filters for searching through data. See Kaltura Custom Metadata Functionality.

To learn more about the search capabilities, see Search Behavior and Commands for KMC and the Sphinx API.