

Search and filter in KMC

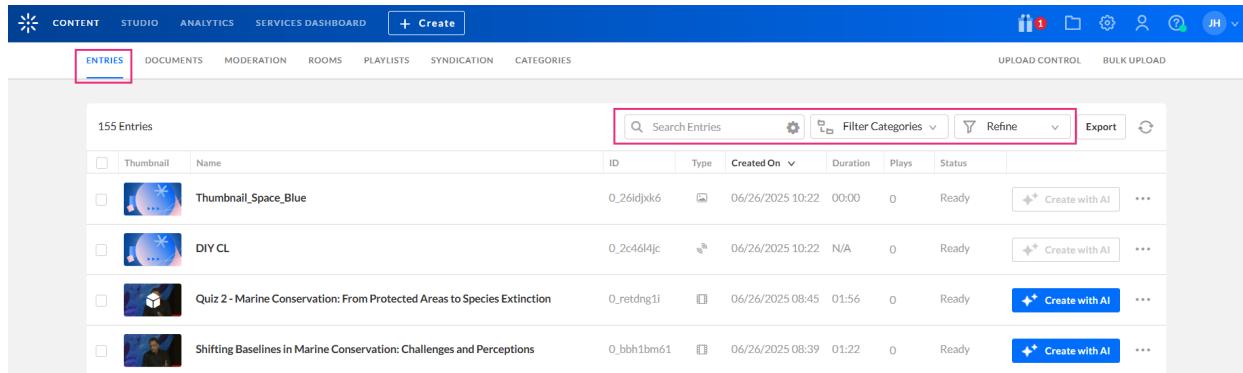
Last Modified on 11/07/2025 3:08 pm IST

 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.



Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	Actions
	Thumbnail_Space_Blue	0_26idjxk6		06/26/2025 10:22	00:00	0	Ready	
	DIY CL	0_2a4d4jc		06/26/2025 10:22	N/A	0	Ready	
	Quiz 2 - Marine Conservation: From Protected Areas to Species Extinction	0_retdng1i		06/26/2025 08:45	01:56	0	Ready	
	Shifting Baselines in Marine Conservation: Challenges and Perceptions	0_bbh1bm61		06/26/2025 08:39	01:22	0	Ready	

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.

64 Entries

channels



Filter Categories

Refine

Active Filters: **channels**

<input type="checkbox"/>	Thumbnail	Name	ID	Type	Created On	Duration	Plays	Stat
<input type="checkbox"/>		My Channels test channel	1_d085tr87	<input type="button"/>	12/19/2023 15:13	01:51	5	Recently
<input type="checkbox"/>		Kaltura logo video	1_gq9r7ol6	<input type="button"/>	12/10/2023 12:29	00:05	0	Recently
<input type="checkbox"/>		Interior design video	1_s1uf1h2n	<input type="button"/>	10/04/2023 17:26	00:06	2	Recently
<input type="checkbox"/>		Hands in the air!	1_8hej7e18	<input type="button"/>	09/27/2023 21:16	00:05	1	Recently

The search term displays in a blue box at the top of the table. The number of entries found displays at the top left.

64 Entries

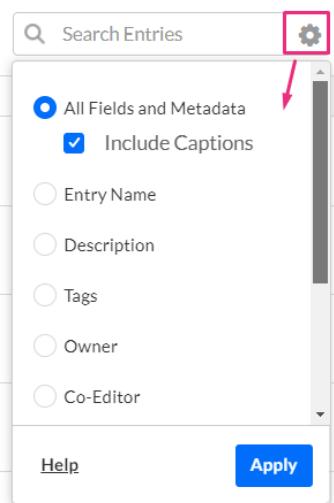
channels

Active Filters: **channels**

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 screenshot shows the 'Search Entries' interface with a search bar containing 'Search Entries' and a gear icon. Below the search bar is a list of search fields with checkboxes:

- All Fields and Metadata
- Include Captions
- Entry Name
- Description
- Tags
- Owner
- Co-Editor

 At the bottom are 'Help' and 'Apply' buttons.

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**.



Some sample use cases may be:

- 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.



Categories represent all the different applications that are connected to this KMC account.

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

ENTRIES DOCUMENTS MODERATION ROOMS PLAYLISTS SYNDICATION CATEGORIES UPLOAD CONTROL BULK UPLOAD

607 Entries

Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	Actions
	Channel Thumbnail 15698792	0_bryxavg9	Image	11/06/2025 15:47	00:00	0	Ready	Create with AI ...
	Channel Thumbnail 15698792	0_60cd6n6l	Image	11/06/2025 15:47	00:00	0	Ready	Create with AI ...
	A fireside chat [Source]	0_cxj1lwmr	Video	11/05/2025 19:12	01:35	0	Ready	Create with AI ...

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

ENTRIES DOCUMENTS MODERATION ROOMS PLAYLISTS SYNDICATION CATEGORIES UPLOAD CONTROL BULK UPLOAD

Created On

ALL CATEGORIES

- Uncategorized
- 4250412EP698a9ee 4
 - playlists
 - site 3
 - unlisted
 - vod_sources
- 4349871EP6e4d310 4
- 4399872EP27e31d2 4
- 4643162EPaa446d6 4

Clear All Close

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

ENTRIES DOCUMENTS MODERATION ROOMS PLAYLISTS SYNDICATION CATEGORIES UPLOAD CONTROL BULK UPLOAD

251 Entries

Active Filters: [4250412EP698a9ee](#) [x](#)

Thumbnail	Name	ID	Type	Created On
	Genie event NVQ	0_qlphrmjl	Image	03/17/2025 15:11
	What is Time Series Analysis	0_ya4hz9am	Image	02/13/2025 11:11
	What is Monte Carlo Simulation	0_t7xxpkzz	Image	02/13/2025 11:11
	What is Back Propagation	0_o3a9hdzn	Image	02/13/2025 11:11
	What is NLP (Natural Language Processing)	0_sbpj38ak	Image	02/13/2025 11:11
	What is PyTorch (Machine Deep Learning)	0_wllrz5yg	Image	02/13/2025 11:11

Find Category [x](#) [Clear All](#)

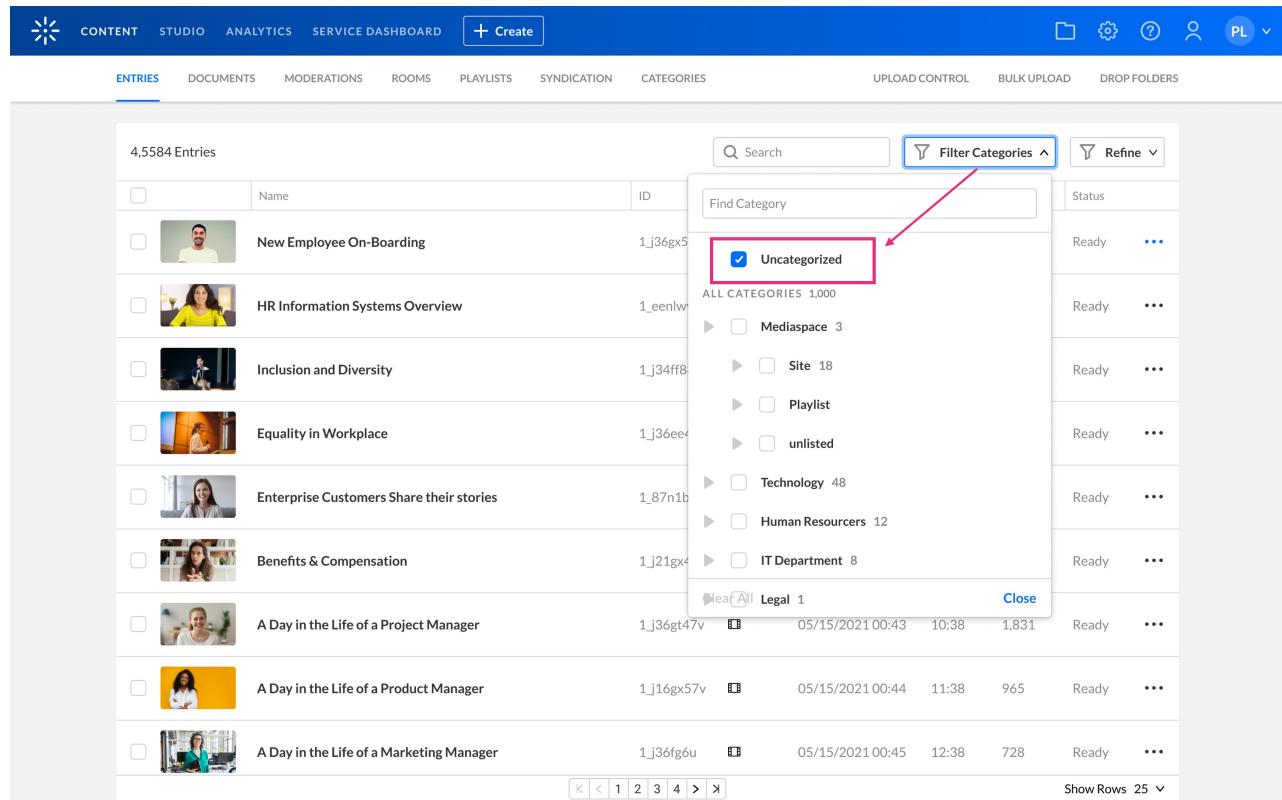
ALL CATEGORIES

- Uncategorized
- 4250412EP698a9ee 4
- 4349871EP6e4d310 4
- 4399872EP27e31d2 4
- 4643162EPaa446d6 4
- daniel_y
- ep_agenda_4250412
- ep_agenda_4349871
- ep_agenda_4399872

[Clear All](#) [Create with AI](#)

Filter for uncategorized entries

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



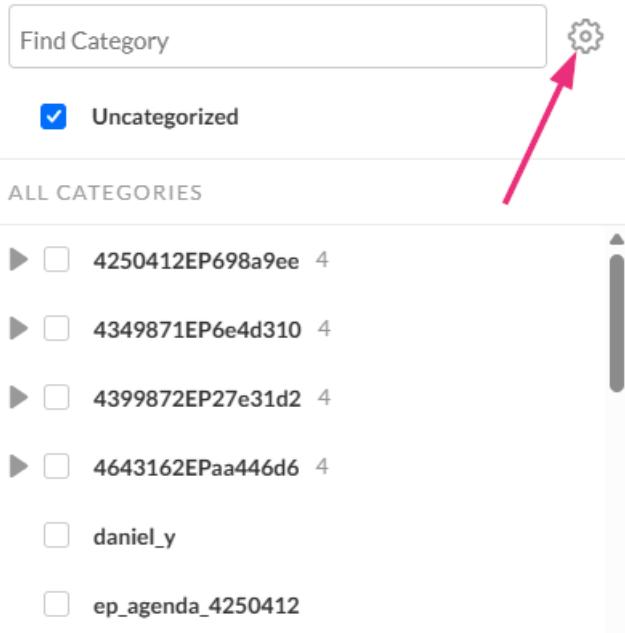
The screenshot shows the Kaltura Content Management System interface. The top navigation bar includes links for CONTENT, STUDIO, ANALYTICS, and SERVICE DASHBOARD, along with a '+ Create' button. Below the navigation is a secondary menu with tabs for ENTRIES, DOCUMENTS, MODERATIONS, ROOMS, PLAYLISTS, SYNDICATION, and CATEGORIES. The ENTRIES tab is selected. On the right side of the interface, there are buttons for UPLOAD CONTROL, BULK UPLOAD, and DROP FOLDERS. The main content area displays a list of 4,5584 entries. Each entry row includes a checkbox, a thumbnail, the entry name, and its ID. A search bar and a 'Filter Categories' button are located at the top of the list. A modal window titled 'Filter Categories' is open, showing a dropdown menu with 'Uncategorized' selected. The 'Uncategorized' option is highlighted with a red box. The modal also lists other categories like 'Mediaspace', 'Site', 'Playlist', 'unlisted', 'Technology', 'Human Resources', 'IT Department', and 'Legal'. A 'Close' button is at the bottom right of the modal. At the bottom of the list, there are pagination controls (1, 2, 3, 4, >) and a 'Show Rows 25' dropdown.

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.



Find Category

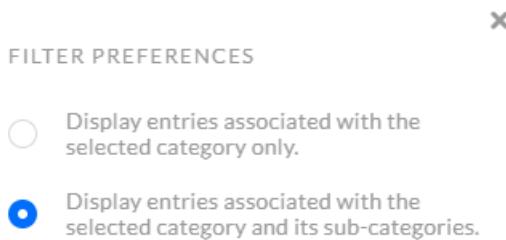
Uncategorized

ALL CATEGORIES

- ▶ 4250412EP698a9ee 4
- ▶ 4349871EP6e4d310 4
- ▶ 4399872EP27e31d2 4
- ▶ 4643162EPaa446d6 4
- daniel_y
- ep_agenda_4250412

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.

ENTRIES DOCUMENTS MODERATION ROOMS PLAYLISTS SYNDICATION CATEGORIES

UPLOAD CONTROL BULK UPLOAD

14 Entries

Active Filters: Uncategorized Categories x

Search Entries Filter Categories Refine Export Clear All

Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	Actions
	Channel Thumbnail 15698792	0_8ryxavg9		11/06/2025 15:47	00:00	0	Ready	Create with AI ...
	Channel Thumbnail 15698792	0_60cdbn6l		11/06/2025 15:47	00:00	0	Ready	Create with AI ...
	Thumbnail_Space_Blue	0_sgu94zlh		10/16/2025 14:03	00:00	0	Ready	Create with AI ...

The **Additional Filters** menu displays.

ADDITIONAL FILTERS

Created Between

Media Types

Youtube Video

Video with Quiz

Video with Captions

Video without Captions

Ingestion Statuses

Clear All **Close**

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

ADDITIONAL FILTERS

Created Between

< November 2025 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

► Ingestion Statuses

[Clear All](#)

[Close](#)

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.

ADDITIONAL FILTERS

Created Between

 [Clear Dates](#)▼ Media Types Video Image Audio Live Stream Youtube Video[Clear All](#)[Close](#)

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

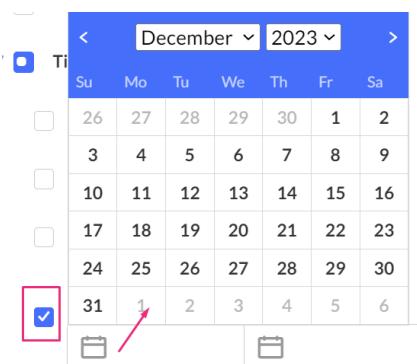
1. Click the arrowhead next to **Durations** to open the options.
2. Click one or more boxes next to the desired duration(s) to activate the filter for the following options:
 - Short (0-4 min)
 - Medium (4-20 min)
 - Long (20+ min)
3. Click the box(es) again to deactivate the filter.

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

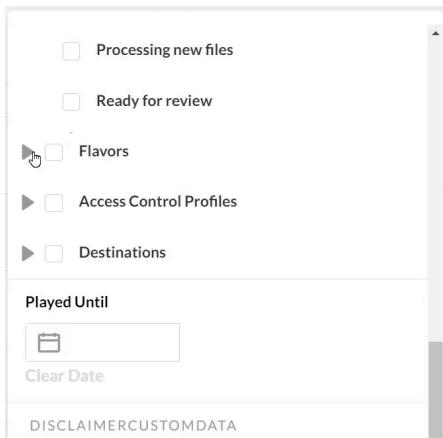
3. Click the box(es) again to deactivate the filter.

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

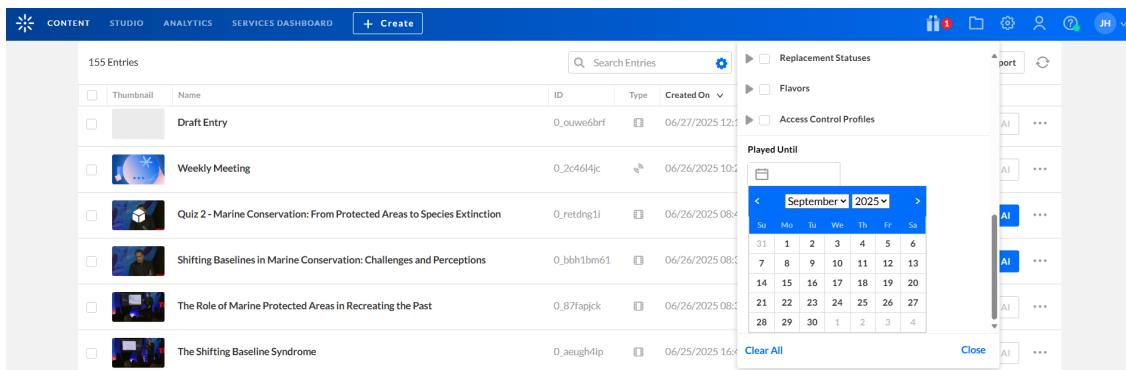
1. Click the arrowhead next to **Destinations** to open the options.
2. Click one or more boxes next to the desired destination(s) to activate the filter for those options.
3. Click the box(es) again to deactivate the filter.

To learn more, see our article, [Content distribution and syndication](#).

Played Until

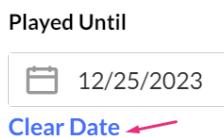
You can filter entries played up until a specified date. The entries rendered will include all entries that were played at least one time until the selected date (including until the end of the day).

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.



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](#).