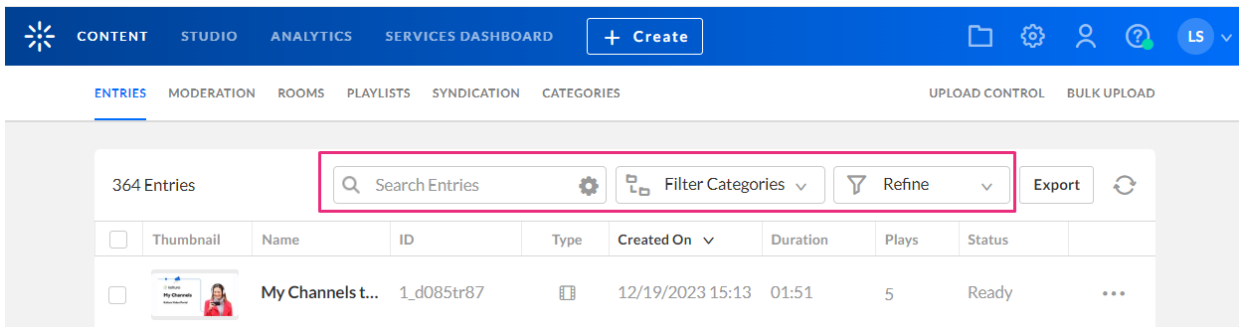


Search and filter

Last Modified on 01/26/2025 11:19 pm IST

 This article is designated for administrators.

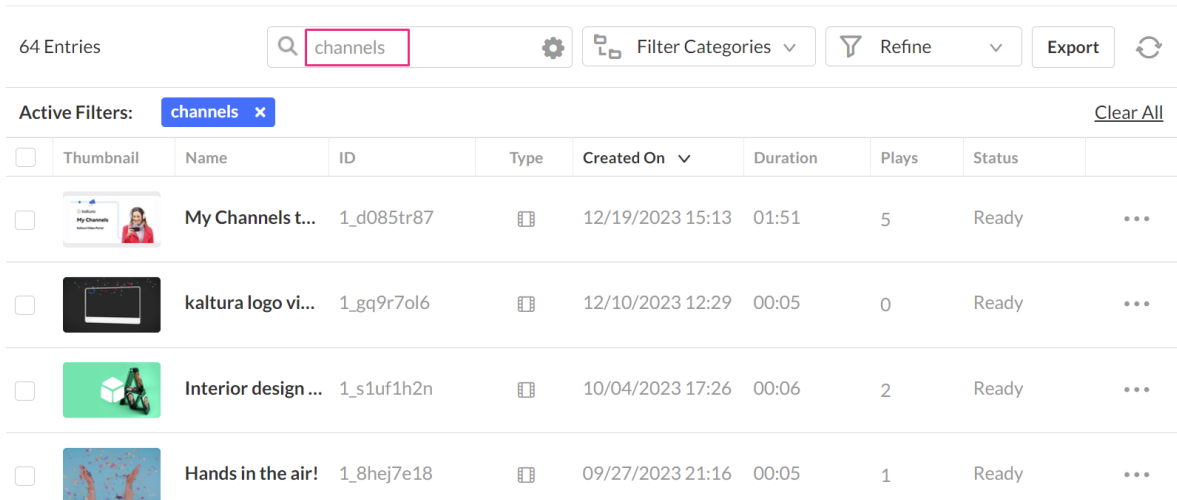
Use Kaltura's robust search functionality to explore entries on your site. Conduct searches with matching words or phrases, or opt for a more refined approach with advanced search options. Take control of your searches by employing advanced filters and refining options, allowing you to navigate through media based on metadata specifics and free text search.



The screenshot shows the Kaltura interface with a blue navigation bar at the top containing 'CONTENT', 'STUDIO', 'ANALYTICS', 'SERVICES DASHBOARD', and a '+ Create' button. Below the navigation bar, there are tabs for 'ENTRIES', 'MODERATION', 'ROOMS', 'PLAYLISTS', 'SYNDICATION', and 'CATEGORIES'. On the right side of the navigation bar, there are icons for folder, settings, user, help, and a user profile 'LS'. Below the navigation bar, there is a search bar with '364 Entries' on the left and 'Search Entries' in the center. To the right of the search bar are buttons for 'Filter Categories', 'Refine', 'Export', and a refresh icon. Below the search bar is a table with columns: Thumbnail, Name, ID, Type, Created On, Duration, Plays, Status, and a menu icon. The first row of the table shows a thumbnail of a person, the name 'My Channels t...', ID '1_d085tr87', Type 'Video', Created On '12/19/2023 15:13', Duration '01:51', Plays '5', and Status 'Ready'.

Search

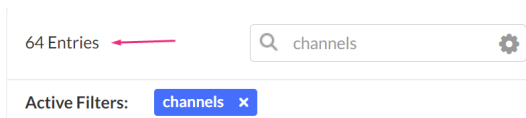
1. Enter search terms of your choice in the **Search Entries** field.
2. Press Enter or Return on your keyboard to start the search.



The screenshot shows the Kaltura interface with the search bar containing 'channels'. The search results are displayed in a table with columns: Thumbnail, Name, ID, Type, Created On, Duration, Plays, Status, and a menu icon. The first row of the table shows a thumbnail of a person, the name 'My Channels t...', ID '1_d085tr87', Type 'Video', Created On '12/19/2023 15:13', Duration '01:51', Plays '5', and Status 'Ready'. The second row shows a thumbnail of a laptop, the name 'kaltura logo vi...', ID '1_gq9r7ol6', Type 'Video', Created On '12/10/2023 12:29', Duration '00:05', Plays '0', and Status 'Ready'. The third row shows a thumbnail of a person, the name 'Interior design ...', ID '1_s1uf1h2n', Type 'Video', Created On '10/04/2023 17:26', Duration '00:06', Plays '2', and Status 'Ready'. The fourth row shows a thumbnail of hands, the name 'Hands in the air!', ID '1_8hej7e18', Type 'Video', Created On '09/27/2023 21:16', Duration '00:05', Plays '1', and Status 'Ready'. Above the table, there is a search bar with 'channels' and a blue box around it. To the left of the search bar, it says '64 Entries'. To the right of the search bar, there are buttons for 'Filter Categories', 'Refine', 'Export', and a refresh icon. Below the search bar, there is a section for 'Active Filters:' with a blue box containing 'channels' and a close icon. To the right of the active filters, there is a 'Clear All' link.

The search term displays in a blue box at the top of the table.

The number of entries found displays at the top left.

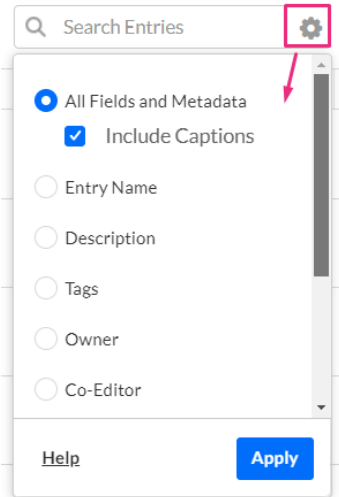


The close-up screenshot shows the search bar with '64 Entries' on the left and 'channels' in the search input field. Below the search bar, there is a section for 'Active Filters:' with a blue box containing 'channels' and a close icon.

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



Some sample use cases may be:

A user wants to bulk add or remove a user as a co-editor (or co-publisher or co-

viewer) to some media.

A user is leaving and wants to reassign ownership of all their media.

A user wants to find a specific Title (e.g. Joe_Monday_v2) and is searching for “Joe”*

.

A user needs to audit all of the content they own (as the owner).

An admin wants to find an exact match by comma separated entry IDs to perform a bulk actions on these.

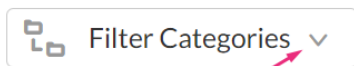
Filter

You can use the **Filter Categories** function to filter search results. The results render instantly on the left with the number of entries displayed at the top left.

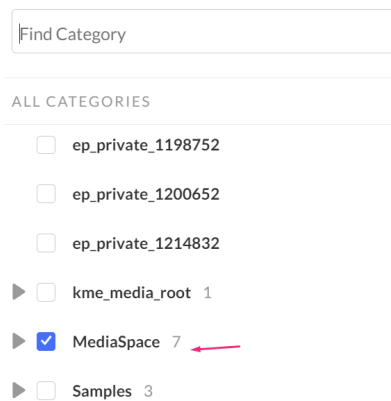


Categories represent all the different applications that are connected to this KMC account.

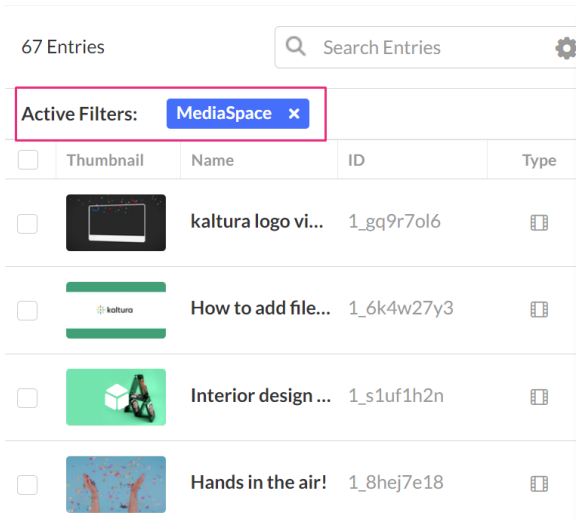
1. Click the arrow to open the drop-down menu.



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.

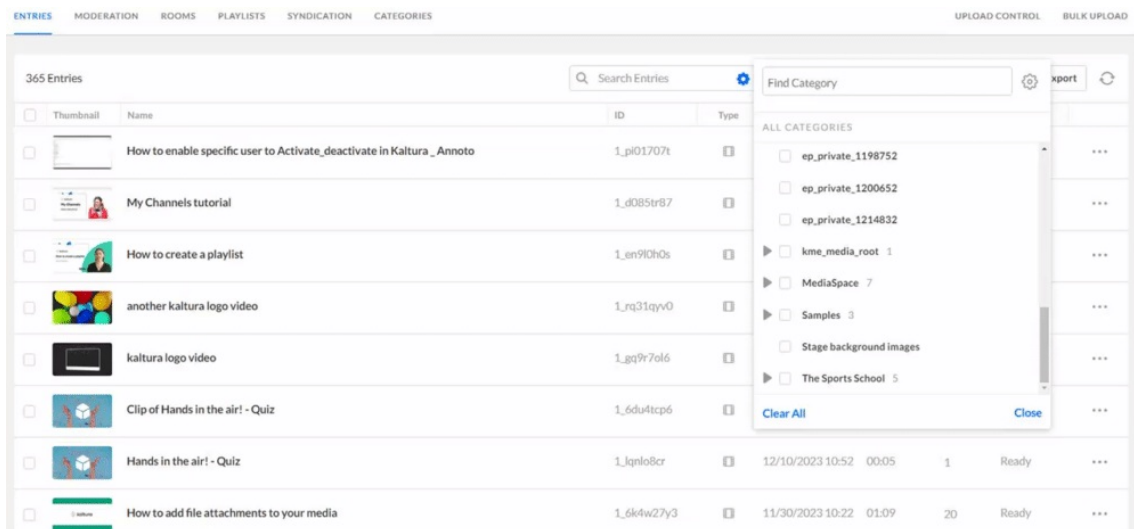


There are 3 ways to clear the filter:

- 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.

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.

FILTER PREFERENCES ×

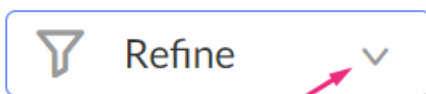
Display entries associated with the selected category only.

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.

ADDITIONAL FILTERS

Created Between

Clear Dates

▶ Media Types

Youtube Video

Video with Quiz

Video with Captions

Video without Captions

Recycled entries

Clear All Close

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

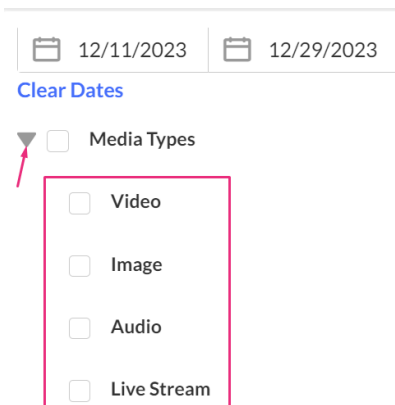
<input type="checkbox"/>	Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
<input type="checkbox"/>		How to enable ...	1_pi01707t		12/21/2023 17:11	00:40	2	Ready	...
<input type="checkbox"/>		My Channels t...	1_d085tr87		12/19/2023 15:13	01:51	5	Ready	...
<input type="checkbox"/>		How to create ...	1_en9l0h0s		12/18/2023 15:44	01:38	4	Ready	...
<input type="checkbox"/>		another kultur...	1_rq31qyv0		12/10/2023 12:29	00:07	0	Ready	...
<input type="checkbox"/>		kaltura logo vi...	1_gq9r7o6		12/10/2023 12:29	00:05	0	Ready	...
<input type="checkbox"/>		Clip of Hands i...	1_6du4tcp6		12/10/2023 11:00	00:05	1	Ready	...

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:
 - o Video
 - o Image
 - o Audio
 - o Live Stream
3. Click the box(es) again to deactivate the filter.

Other Media types

1. Click one or more boxes next to the media type(s) to activate the filter for the

following options:

YouTube Video, Video with Quiz, Video with Captions, Video without Captions, Recycled Entries.

▶ Media Types

Youtube Video

Video with Quiz

Video with Captions

Video without Captions

Recycled entries

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

Ingestion Statuses

1. Click the arrowhead next to **Ingestion Statuses** to open the options.

▼ Ingestion Statuses

Ready

No Media

Pending

Uploading

Transcoding

Error

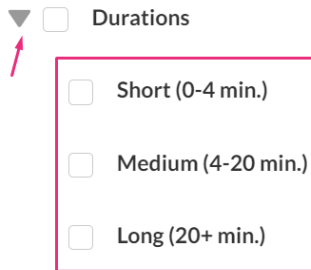
2. Click the box(es) next to the ingestion statuses to choose one or more of the following options:

- **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.



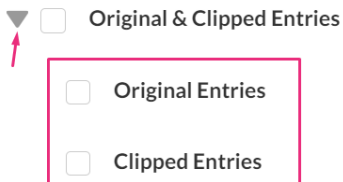
2. Click one or more boxes next to the desired duration(s) to activate the filter for the following options:

- 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.

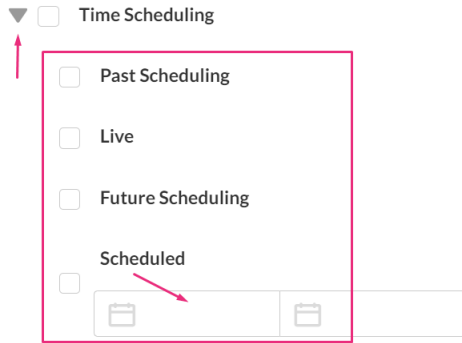


2. Click a box next to Original Entries or Clipped Entries to activate the filters.

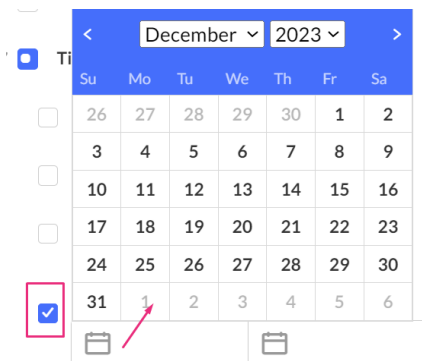
3. Click the box(es) again to deactivate the filter.

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:
 - o Past Scheduling
 - o Live
 - o Future Scheduling
 - o 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

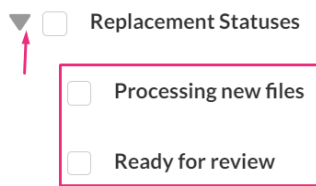
filter for the following options:

- 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.

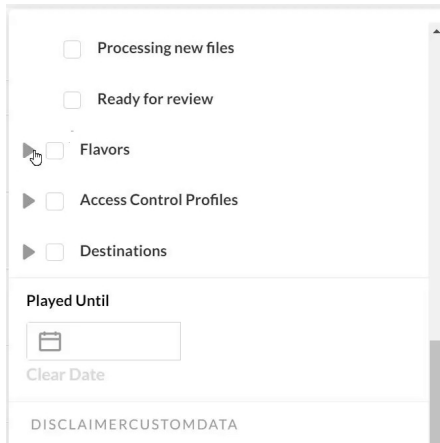


2. Click a box next to **Processing new files** or **Ready for review** to activate the filters.

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

Flavors

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



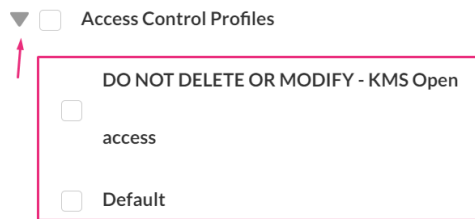
2. Click one or more boxes next to the desired flavors to activate the filter.

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.

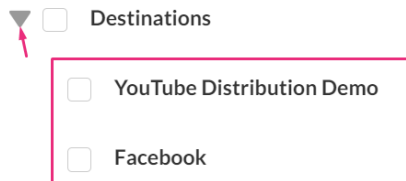


2. Click one or more boxes next to the desired access control profiles to activate the filter for those options.
3. Click the box(es) again to deactivate the filter.

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.



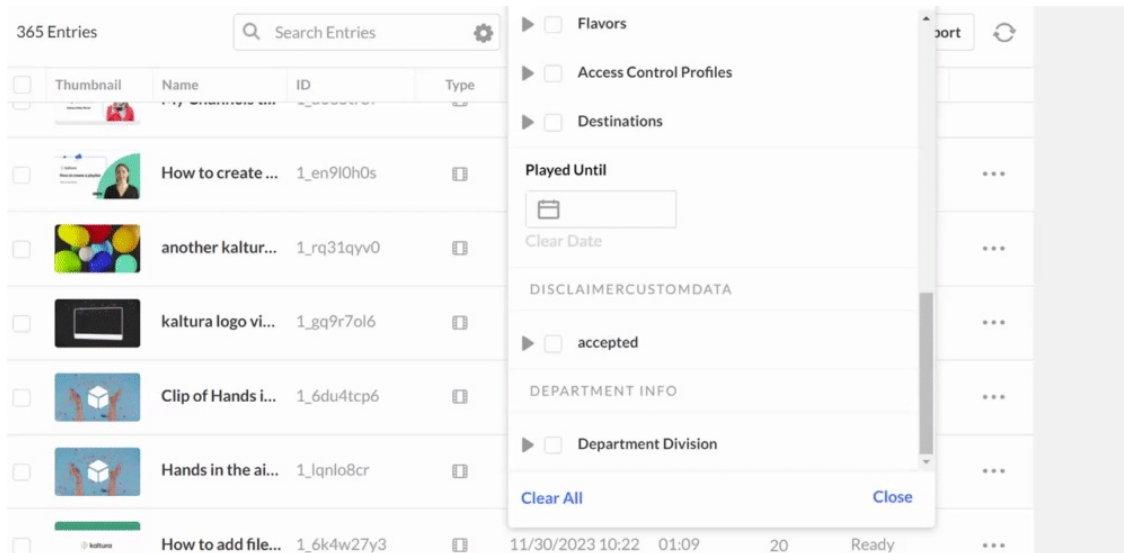
2. Click one or more boxes next to the desired destination(s) to activate the filter for those options.
3. Click the box(es) again to deactivate the filter.

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).

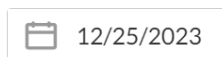
1. Enter the selected date that represents the value "Played Until".



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.

Played Until



Clear Date ←

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



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](#).