


My Media - Theming

Last Modified on 01/12/2025 6:24 pm IST

 This article is designated for all users.

About

The all-new, enhanced **My Media** page is the perfect management system for your personal media files. Media items are displayed as intuitive cards with key info and action menus. Enjoy sharing, editing, publishing, accessing analytics, and more right from the page. With powerful search and filter options, as well as bulk actions, managing your media has never been easier or more efficient.

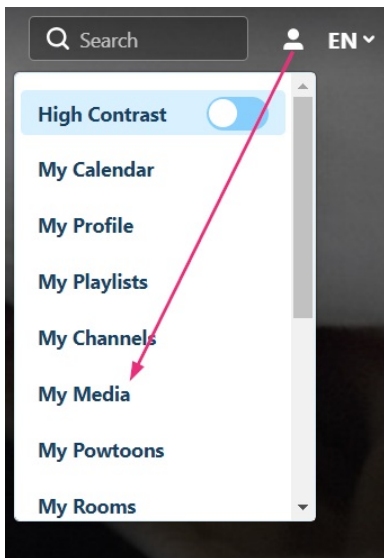
 These instructions are for [Theming](#) users. For non-Theming users, please see our article [My Media](#).

Prerequisite

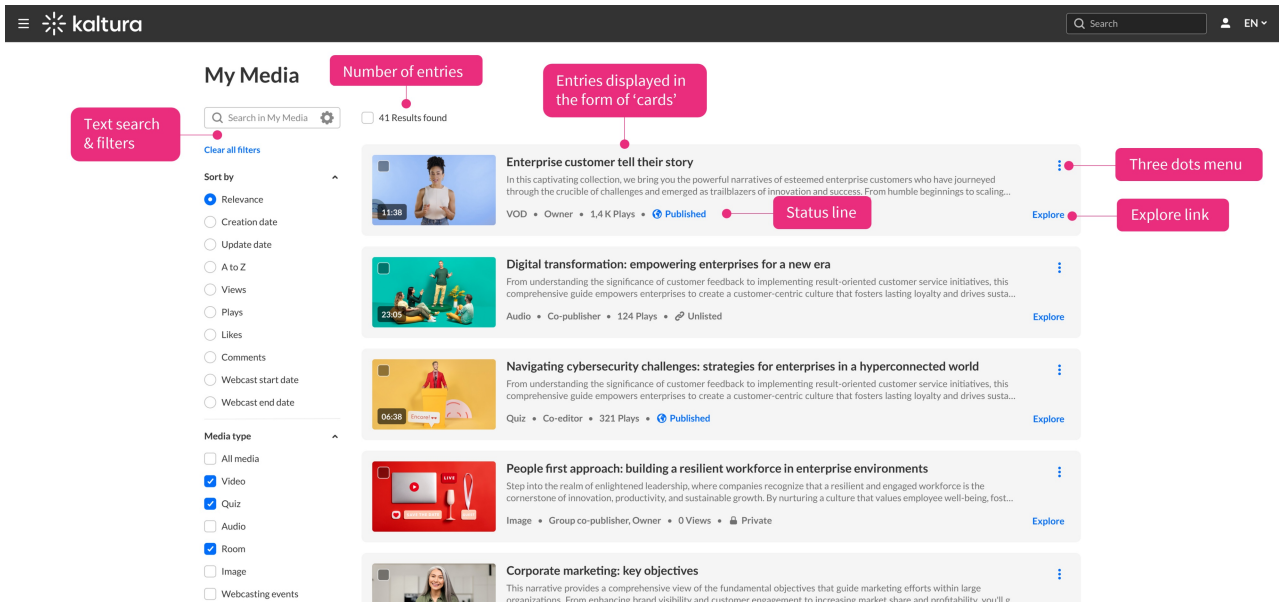
Ensure the [Theming module](#), including the [mymedia](#) feature, is enabled.

Access My Media

Select **My Media** from the user drop-down menu or navigate to `[baseurl]/my-media`.



The **My Media** page displays.



⚠️ If you can't access My Media content or actions, ask your administrator for the required permission.

💡 The My Media page currently displays content in 'detailed' view. The option to switch to 'table' view will be available in an upcoming version.

My Media page features

Media cards

Media items are displayed on the page in the form of 'cards'. Each card features the following:

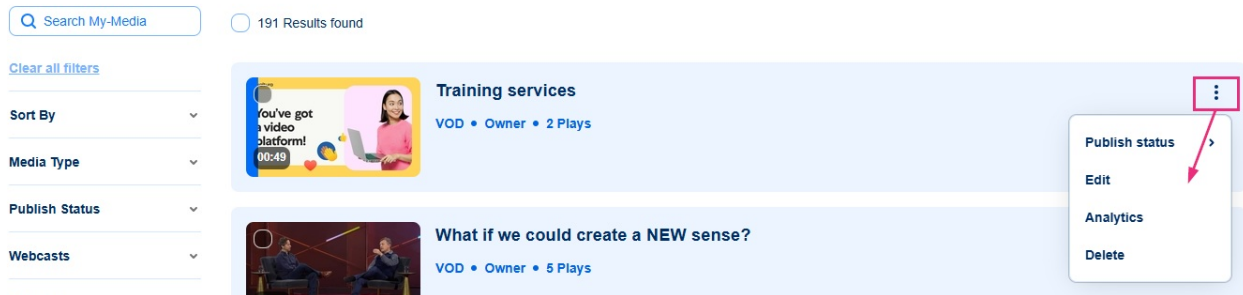
- Thumbnail image
- Checkbox (clickable)
- Duration (for VOD only)
- Red LIVE indicator for scheduled sessions (during scheduled time only)
- Name of media - clicking will take you to the media page
- Description - up to two lines of text display
- Three dots menu ([learn more below](#))
- 'Explore' link ([learn more below](#))
- Status line - this displays the following:
 - Type of media (VOD, Live, Image, Audio, Meeting, and so on)
 - Ownership (Owner, Co-publisher, and so on)
 - Number of plays
 - Number of likes (this will only display if enabled in the [Application module](#))
 - Publishing indicator - clicking will display information about the media's

publishing status.

Three dots menu

Click the **three dots** at the far right of a media to open the menu.

My Media



Search My-Media 191 Results found

Clear all filters

Sort By

Media Type

Publish Status


Webcasts

Training services
VOD • Owner • 2 Plays

What if we could create a NEW sense?
VOD • Owner • 5 Plays

Publish status >
Edit
Analytics
Delete

The three dots menu gives you the following options:

 The options in your menu may look slightly different depending on what has been enabled in your account. If something is missing, please contact your account administrator to have it enabled.

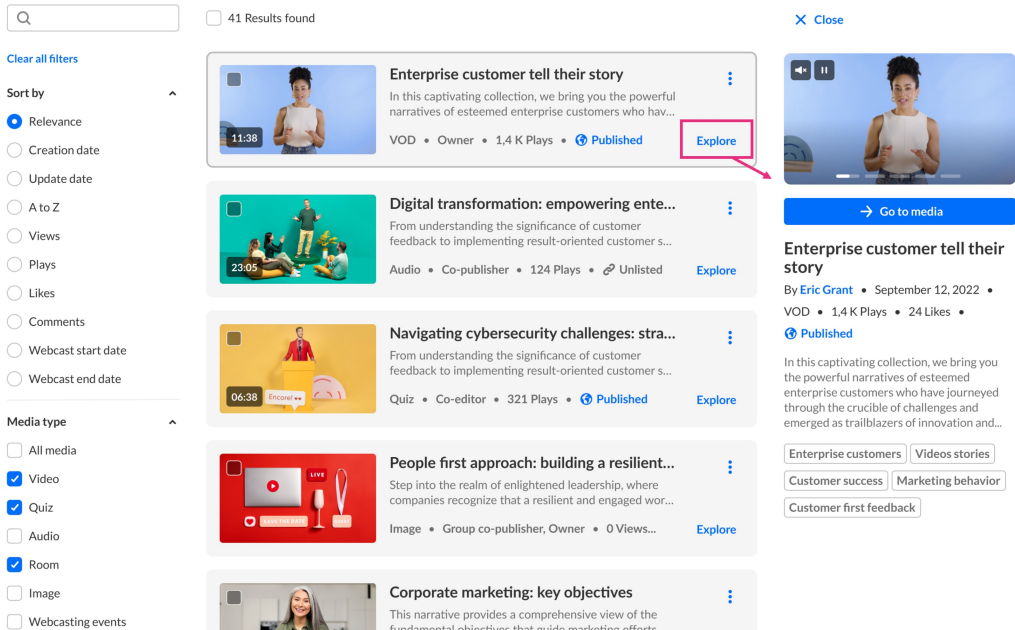
- **Publish** - Click to view the Publish status menu, and publish the item. See our article [Publish media -Theming](#) for more information.
- **Edit** - Clicking will redirect you to the edit media page.
- **Analytics** - Click to access the VOD analytics dashboard and get an overview of the media. See our article [VOD Analytics](#) for more information.
- **Delete** - Click to delete the media or move it to the Recycle Bin if this feature has been enabled. Check out our article [Restore deleted items from the Recycle Bin](#) for more information.

 Other options such as **Add to Playlist**, **Captions** and more will be added in upcoming versions.

Explore

Click **Explore** to open a sidebar that displays additional information about the media.

My Media



The screenshot shows the 'My Media' page with a search bar at the top left containing a magnifying glass icon. Below it, there are filter options: 'Clear all filters', 'Sort by' (with 'Relevance' selected), and 'Media type' (with 'Video', 'Quiz', and 'Room' selected). The main content area displays a list of media items, each with a thumbnail, title, description, and metadata. A red box highlights the 'Explore' button on the first item. On the right side, there is a detailed view of the selected item, including a video player, a 'Go to media' button, and a list of tags.

The sidebar displays the following information:

- Media thumbnail
- Video preview, mute / unmute, and play / pause functions (for VOD entries)
- "Go to media" button - this will navigate the user to the media page
- Media name
- Name of publisher
- Creation date
- Media type
- Number of plays (or 'views' for images)
- Media description
- Tags - clicking a tag will navigate the user to the relevant category / channel
- Scheduled sessions - schedule is shown

The information in the **Explore** section will look different if you entered a search term beforehand. The Explore section will highlight related results, for example, if you searched for 'customers,' the term will appear in captions, tags, and more. See the image below for an example.

My Media

[X Close](#)



[→ Go to media](#)

Enterprise customer tell their story

By [Eric Grant](#) • September 12, 2022 • 1,4 K Plays • 24 Likes • [Published](#)

- 01:45 Enterprise customers who have more then you think of giving time and more...
- 02:13 Enterprise customer navigated the complex landscape of consumer trends...
- 02:48 This enterprise customer comprehensive understanding of how to leverage...
- 03:45 Prominent enterprise customer is big data and human psychology to the fine...
- 04:35 Engaging customer experiences offers the compass you need to navigate the...
- Community, employees, and customers...
- create a seamless customer journey...

[Enterprise customer](#) [Customer stories](#)


Click **X Close** to dismiss the panel.

Search and filters

To search for content, enter your keyword(s) in the search field. As you type, you will see your search history if you have any. If you hover, you'll see an 'x', which you can click to remove the search from your 'previous searches'.

Press **Enter** on your keyboard to activate the search.

My Media

Q Customer X 4 Results found 

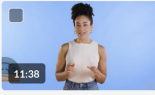
[Clear all filters](#)

Sort by ^

- Relevance
- Creation date
- Update date
- A to Z
- Views
- Plays
- Likes
- Comments
- Webcast start date
- Webcast end date

Media type ^


- All media
- Video
- Quiz
- Audio
- Room
- Image
- Webcasting events



Enterprise customer tell their story

In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success...

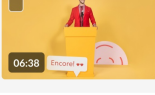
VOD • Owner • 1,4 K Plays • [Published](#) [Explore](#)



Customer satisfaction: key strategies for success

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture...

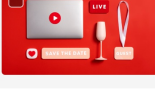
VOD • Owner • 124 Plays • [Published](#) [Explore](#)



Understanding customer behavior: a comprehensive guide

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture...

VOD • Owner • 321 Plays • [Published](#) [Explore](#)




Creating a memorable customer journey: from prospects to promoters

Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture t...


VOD • Owner • 1,4 K Plays • [Published](#) [Explore](#)

You can access advanced search options for specific fields by clicking the gear icon.

My Media


Q customer 

[Clear all filters](#) [Search in fields](#)

 The gear icon will not be visible unless a search term is entered.

The gear icon opens a drop-down menu with filters allowing you to search for the term in one of these specific fields:

- All fields
- Title
- Description
- Tags
- Chapters / Slides
- Captions
- Polls
- Quiz (results from quiz questions and answers)
- Comments

 Please note **Playlists** are not currently searchable in the video portal.

Use the filters beneath the search field to refine, sort, and adjust your search. For example, you can filter by the **Publish status** of a media item, as shown below:


Publish Status ^

- All Statuses
- Private
- Published
- Pending
- Rejected
- Unlisted

You can also filter according to **Scheduling**, as shown below:

Scheduling ^

- All Availabilities
- Future Scheduling
- Available Now
- Past Scheduling

 Filters are configured by your administrator in the [Search module](#).

To learn more about the search and filter functions, check out our article [Global search](#). The **Publish status** and **Scheduling** filters are exclusive to the My Media page and are not available on the global search page.

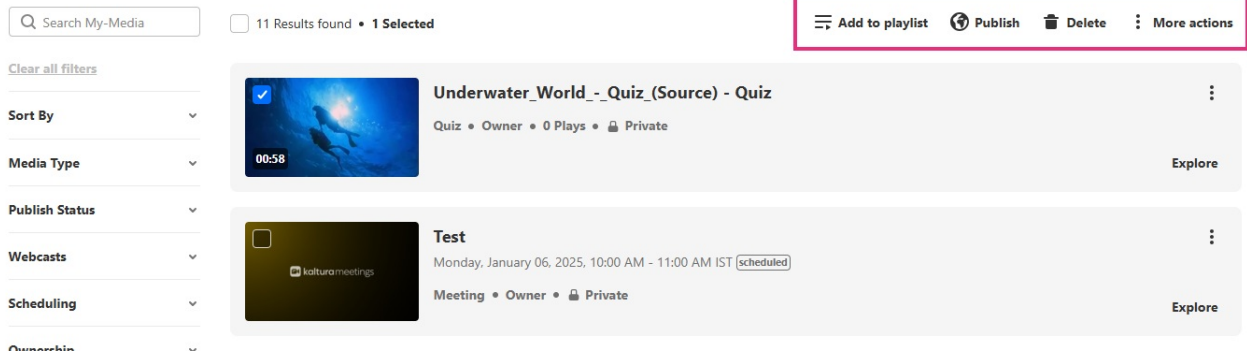
Bulk actions

When you click the checkbox of one or more entries, the bulk actions header appears at the top of the page with the following options:

- Add to playlist
- Publish
- Delete
- More actions

These actions are hidden until at least one media item is selected.

My Media



Search My-Media 11 Results found • 1 Selected

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Scheduling

Ownership

Add to playlist **Publish** **Delete** **More actions**

Underwater_World_-_Quiz_(Source) - Quiz ⋮
 Quiz • Owner • 0 Plays • Private Explore

Test ⋮
 Monday, January 06, 2025, 10:00 AM - 11:00 AM IST scheduled
 Meeting • Owner • Private Explore

Add to playlist

Select multiple media items and click **Add to playlist** in the bulk actions menu to add selected media to a playlist. For more information, see our article [Add media to a playlist](#).

Publish

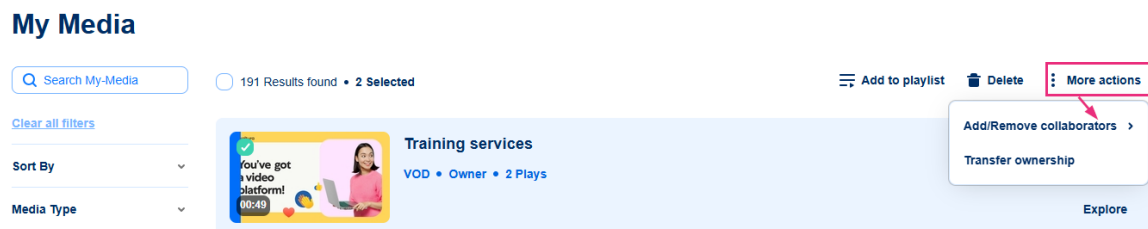
Select multiple media items and click **Publish** in the bulk actions menu to publish your media. For more information, see our article [Publish media](#).

Delete

Select multiple media items and click **Delete**. A confirmation message will appear which will vary based on whether the recycle bin feature is enabled. To learn more, read our article [Recycle bin](#).

More actions menu

The **More actions** menu has options that can be applied as bulk actions.



Search My-Media 191 Results found • 2 Selected

Clear all filters

Sort By


Media Type

Add to playlist **Delete** **More actions**

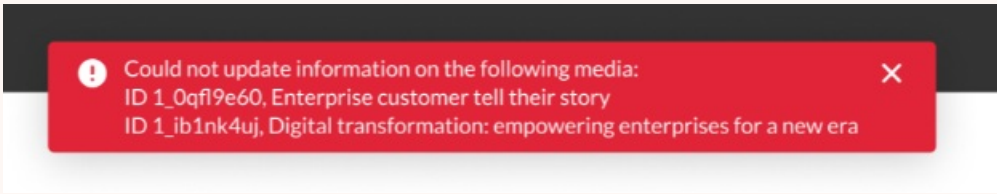
Training services ⋮
 VOD • Owner • 2 Plays Explore

Add/Remove collaborators ➤
Transfer ownership

- **Add / Remove collaborators** - Add co-editors, co-publishers, co-viewers, and Webcasting moderators to your media.
- **Transfer ownership** - Allow someone else to take ownership of your media.

 The **Reach captions & enrich**, **Set metadata**, and **Add / Remove tags** features are not currently available, but will be very soon.

⚠ Some content might not update due to permissions or missing information, resulting in a failure message: *Could not update information on the following media: [media ID].*



! Could not update information on the following media: ×
ID 1_0qfl9e60, Enterprise customer tell their story
ID 1_ib1nk4uj, Digital transformation: empowering enterprises for a new era