


My Media - Theming

Last Modified on 08/15/2024 7:30 pm IDT

 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.

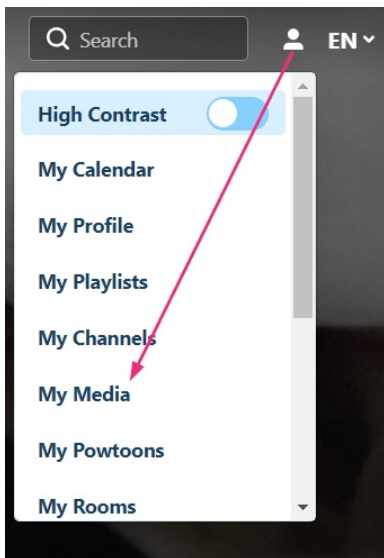
 These instructions are for [Theming](#) users. For non-Theming users, please see our article [My Media](#).

Prerequisite

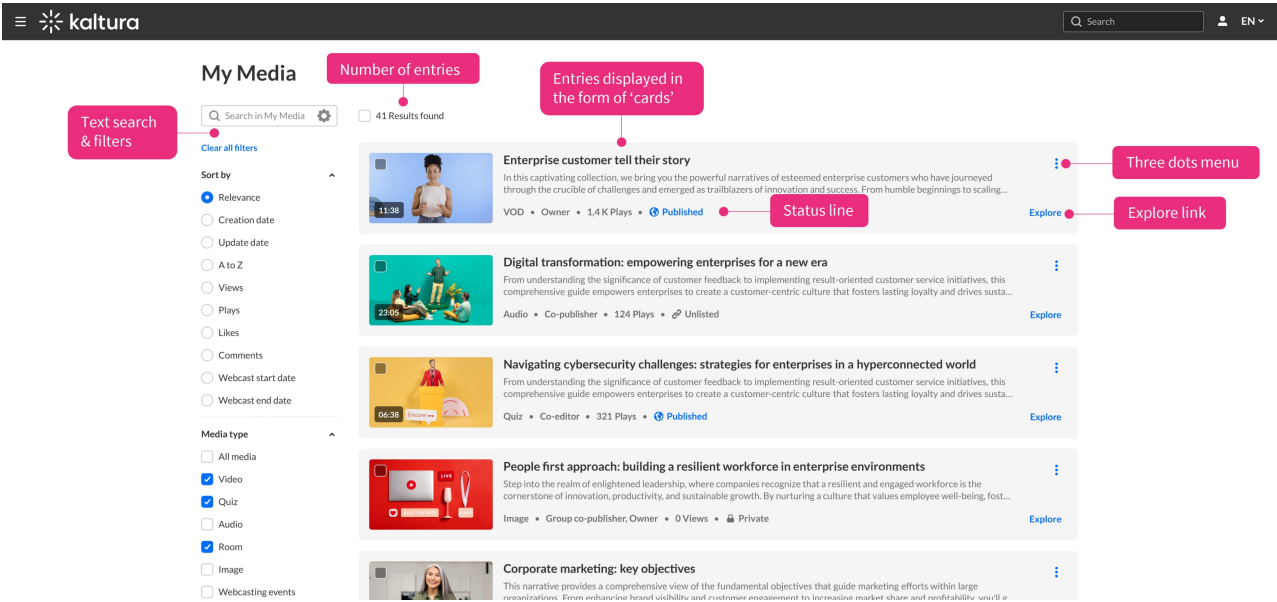
Ensure the [Theming module](#), including the 'mymedia' feature, is enabled.

Access My Media

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



The **My Media** page displays.



The screenshot shows the 'My Media' interface with the following callouts:

- Text search & filters:** Points to the search bar and filter options on the left.
- Number of entries:** Points to the '41 Results found' indicator.
- Entries displayed in the form of 'cards':** Points to the list of media items.
- Three dots menu:** Points to the vertical ellipsis icon on the right of each card.
- Status line:** Points to the line of metadata (e.g., 'VOD • Owner • 1,4 K Plays • Published') below the title.
- Explore link:** Points to the 'Explore' button at the bottom right of each card.

⚠️ 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. The drop-down menu gives you the following options:

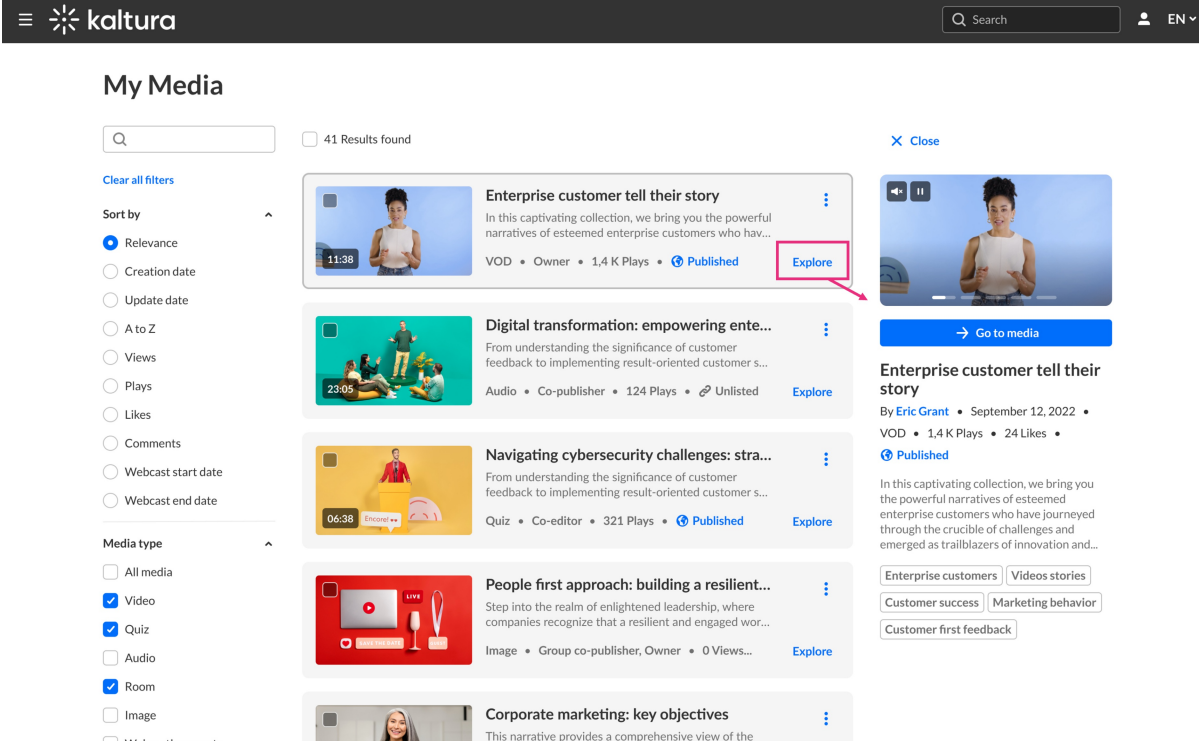
 The options in your menu may look slightly different depending on what has been enabled in your account. If something is missing, please contact your account administrator to have it enabled.

- **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 **Publish, 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.

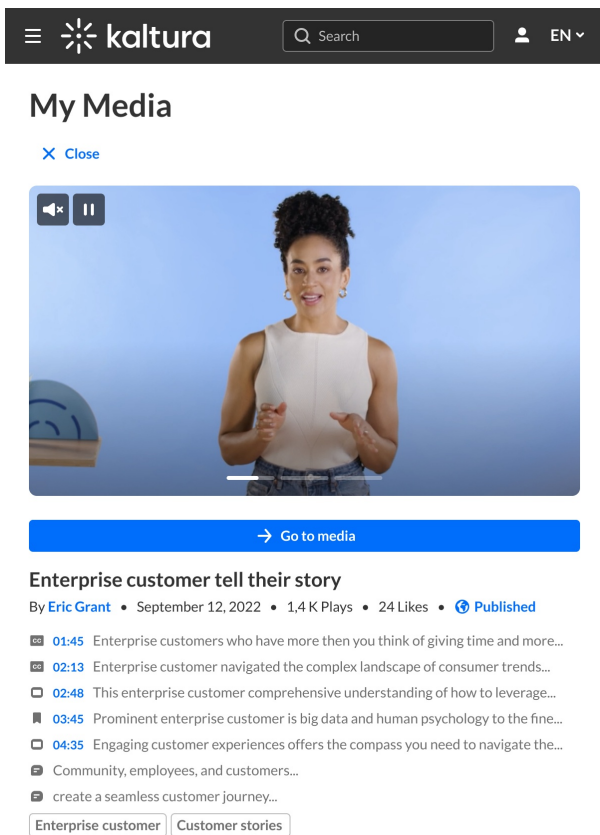


The screenshot shows the 'My Media' interface. On the left, there are filters for 'Sort by' (Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, Webcast end date) and 'Media type' (All media, Video, Quiz, Audio, Room, Image, Webcasting events). The main area displays a list of media items. The first item, 'Enterprise customer tell their story', is selected, and its 'Explore' button is highlighted with a red box and an arrow. The 'Explore' sidebar on the right shows the video player, title, author (Eric Grant), date (September 12, 2022), and various tags like 'Enterprise customers', 'Videos stories', 'Customer success', 'Marketing behavior', and 'Customer first feedback'.

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.

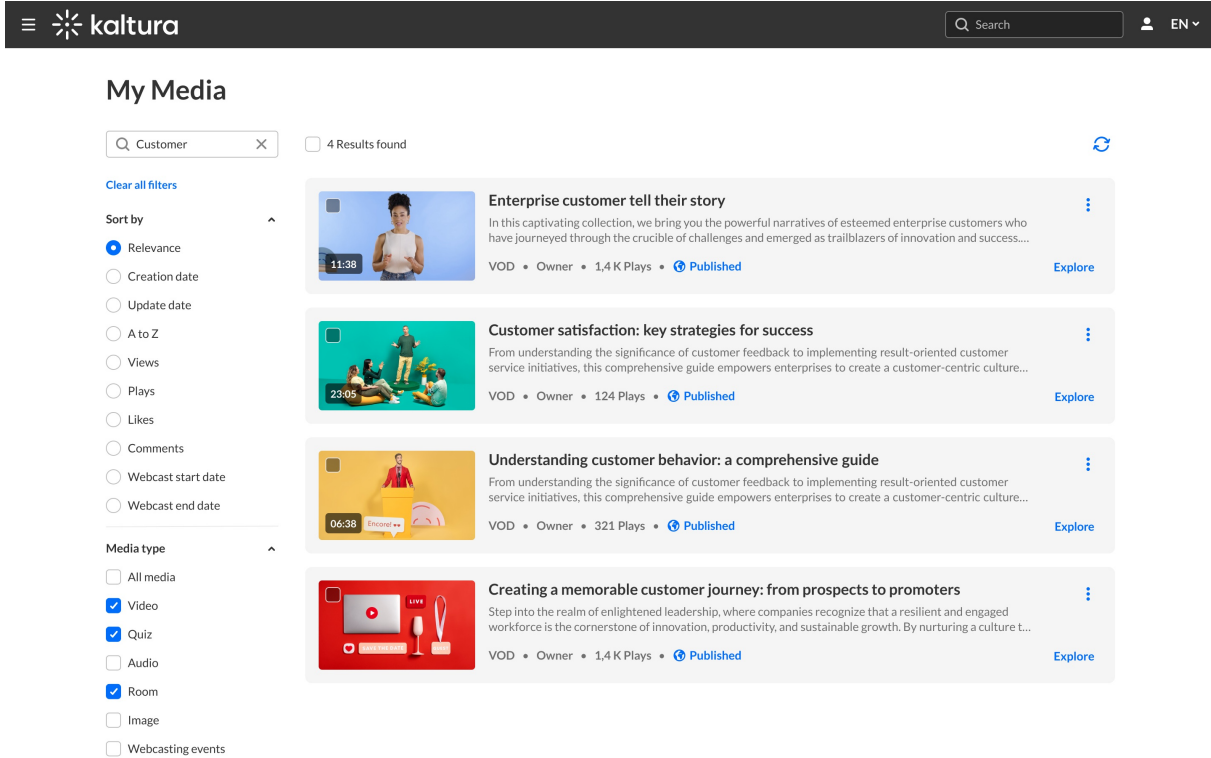


Click **X Close** to dismiss the panel.

Search and filters

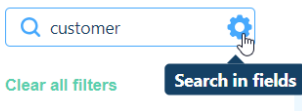
To search for content, enter your keyword(s) in the search field. As you type, you will see your search history if you have any. If you hover, you'll see an 'x', which you can click to remove the search from your 'previous searches'.


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



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

My Media




 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.

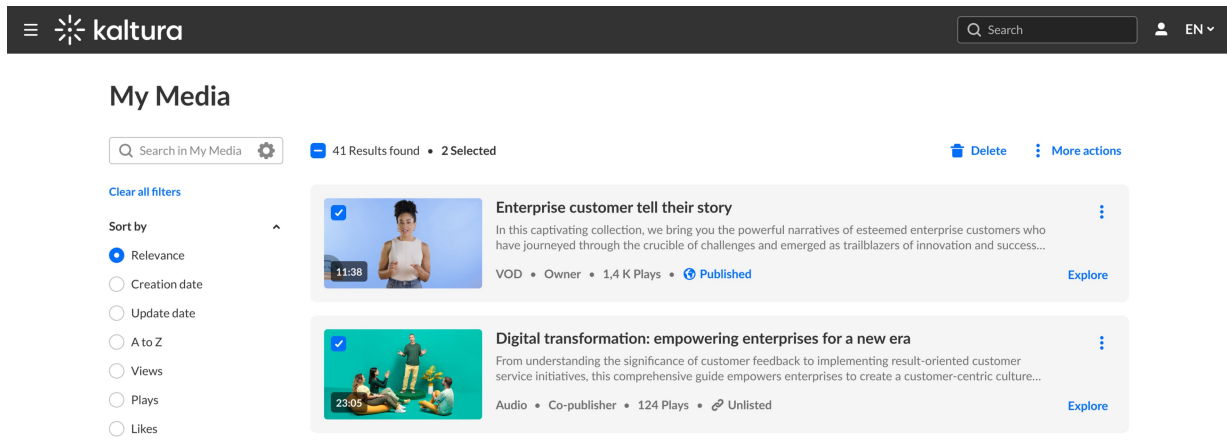
Bulk actions

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:

- Delete
- More actions

✓ **Add to playlist** and **Publish** functions will be added in an upcoming version.

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



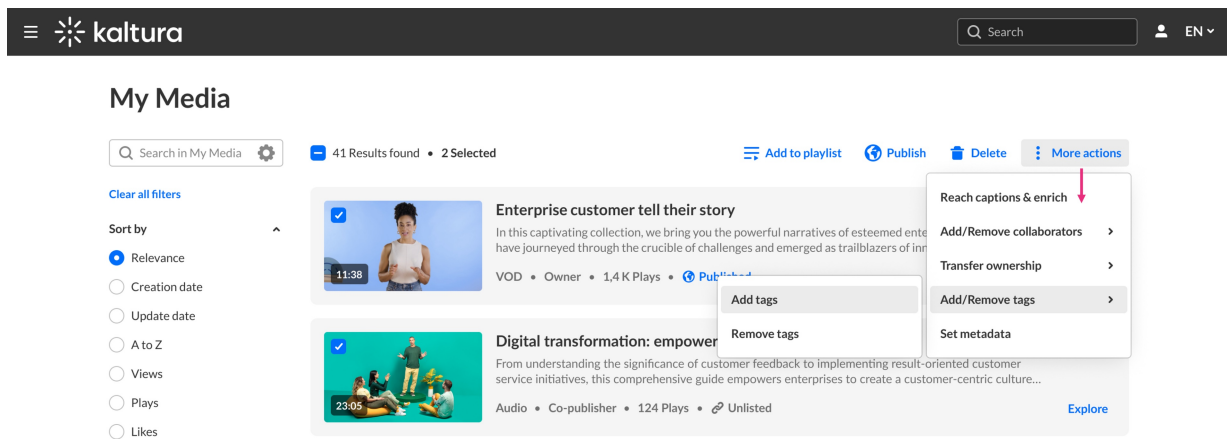
The screenshot shows the 'My Media' page with a search bar and a filter sidebar. Two media items are selected: 'Enterprise customer tell their story' (VOD, Owner, 1.4 K Plays, Published) and 'Digital transformation: empowering enterprises for a new era' (Audio, Co-publisher, 124 Plays, Unlisted). The 'More actions' menu is open, showing options like 'Reach captions & enrich', 'Add/Remove collaborators', 'Transfer ownership', 'Add/Remove tags', and 'Set metadata'.

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 a dropdown with options that can be applied as bulk actions.

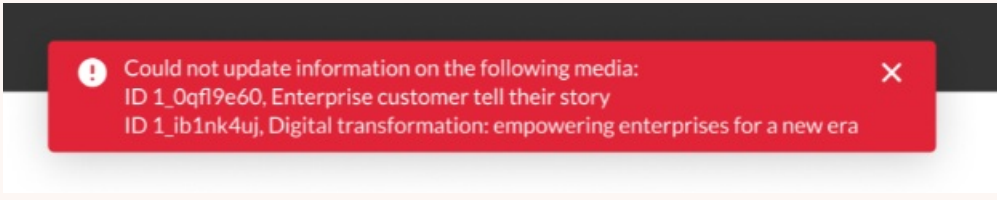


This screenshot is similar to the previous one but highlights the 'More actions' menu. The menu is open, showing options like 'Reach captions & enrich', 'Add/Remove collaborators', 'Transfer ownership', 'Add/Remove tags', and 'Set metadata'. A red arrow points to the 'Reach captions & enrich' option.

- **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].*



[template("cat-subscribe")]
