

## **Custom Data Filter - User Guide**

Last Modified on 09/11/2024 6:55 pm IDT

28 This article is designated for all users.

## About

Administrators can give users the ability to filter via custom metadata and, specifically search in custom metadata, in the video portal entry search. This provides you with more precise search results than using the default Filter option via the video portal search engine. The following sections outline user capabilities.



This module is for both Theming and non-Theming users.

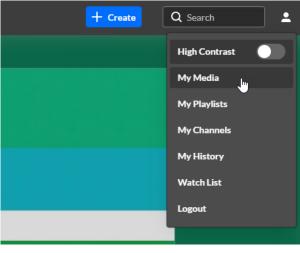
For technical support, contact Kaltura Customer Care. For all other inquiries, reach out to your Customer Success Manager.

## Filter search results

If your admin has enabled and configured the Custom Data Filter module, there may be up to eight metadata fields with which you can filter media in video portal.

- 1. Log into your video portal. If you need help, please follow the instructions in Log into your video portal.
- 2. For both Theming and non-Theming users, select My Media from the user ACTIONS menu.

Theming:



Non-Theming:

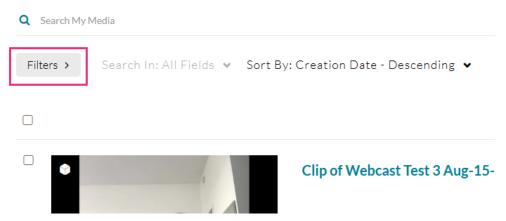


ADD NEW	L IS	 0
	My Profile	
	My Playlists	
	My Channels	
	My Media	
	My Powtoons	

My Media displays.

3. Click Filters.

## My Media



The filter choices display.

4. Click More Filters to see additional filters.

Search My Media				<b>(</b> )	
Filters 🗸 Sear	ch In: All Fields 👻 Sort By: Cr	eation Date - Descending 👻			actions 🗸
ledia Type	Publish Status	Scheduling	Ownership	Captions	Duration
All Media	<ul> <li>All Statuses</li> </ul>	<ul> <li>All Availabilities</li> </ul>	Any Owner	All	Any Duration
] Video	Private	Future Scheduling	Media I or My Group Owns	Available	00:00-10:00 min
Quiz	Published	Available Now	Media My Group Owns	Not Available	10:00-30:00 min
Audio	Pending	Past Scheduling	Media I Can Edit		30:00-60:00 min
] Draft	Rejected		Media I Can View		Custom Duration
	Unlisted		Media I Can Publish		

Below is an example of a custom data filter enabled by the administrator, allowing you to filter media by department division.



My Media		
Q Search My Media		
Filters - Searc	n In: All Fields 👻 Sort By: Cre	eation Date - Descending 👻
Creation Date	Last Update Date	Department Division
<ul> <li>Any Date</li> </ul>	<ul> <li>Any Date</li> </ul>	Marketing
<ul> <li>Last 7 days</li> </ul>	○ Last 7 days	Product
<ul> <li>Last 30 days</li> </ul>	O Last 30 days	Engineering
O Custom	O Custom	Finance
		Sales
		🗆 HR
		Management

5. Simply select desired filters and the media is filtered. Only media that fits the search criteria chosen is displayed.

This document is maintained by Kaltura's Professional Services team. Please send comments or corrections to your Customer Success Manager. Ask them to forward it to the Professional Services team. We are committed to improving our documentation and your feedback is appreciated.