


# Custom Data Filter - User Guide


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

 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.

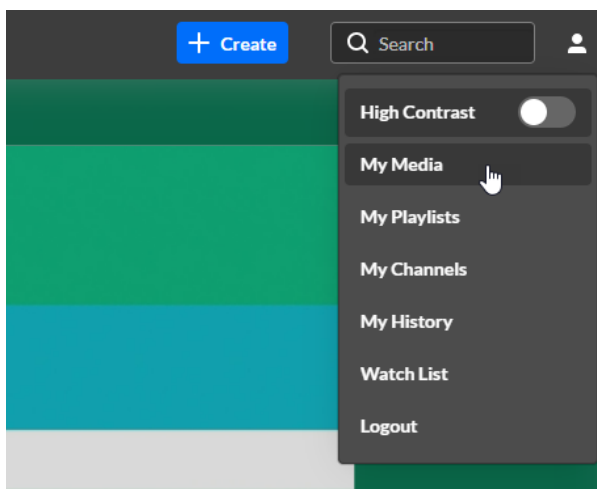
 For technical support, contact Kaltura Customer Care. For all other inquiries, reach out to your Customer Success Manager.

## Filter search results

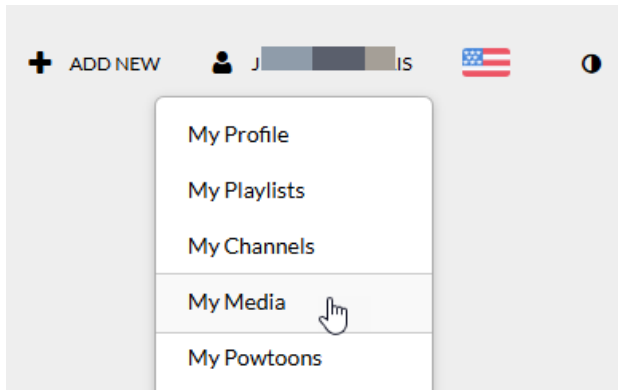
If your admin has enabled and configured the Custom Data Filter module, there may be up to eight metadata fields with which you can filter media in video portal.

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:



My Media displays.

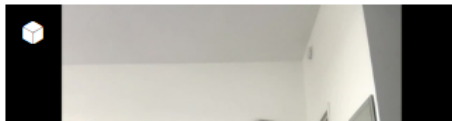
3. Click Filters.

## My Media

Search My Media



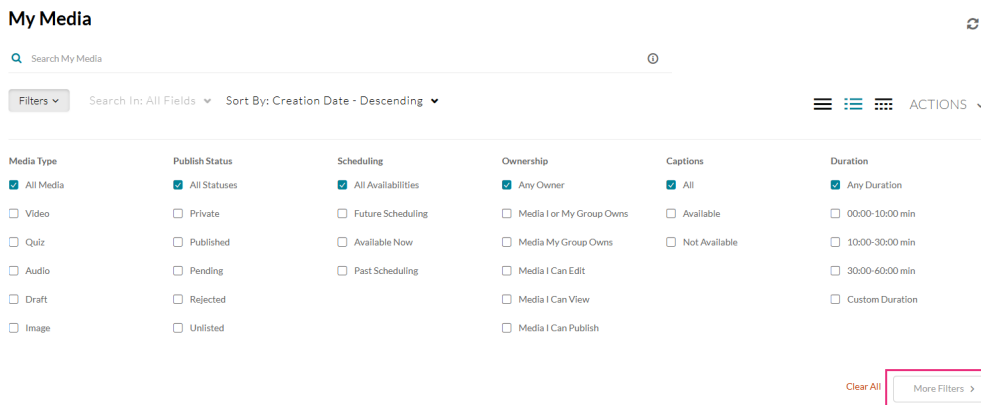
Search In: All Fields ▾ Sort By: Creation Date - Descending ▾



Clip of Webcast Test 3 Aug-15-

The filter choices display.

4. Click **More Filters** to see additional filters.



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

**My Media** ↻

🔍 Search My Media 0

Filters ▾ Search In: All Fields ▾ Sort By: Creation Date - Descending ▾ ☰ ☰ ☰ ACTIONS ▾

<b>Creation Date</b> <input checked="" type="radio"/> Any Date <input type="radio"/> Last 7 days <input type="radio"/> Last 30 days <input type="radio"/> Custom	<b>Last Update Date</b> <input checked="" type="radio"/> Any Date <input type="radio"/> Last 7 days <input type="radio"/> Last 30 days <input type="radio"/> Custom	<b>Department Division</b> <input type="checkbox"/> Marketing <input type="checkbox"/> Product <input type="checkbox"/> Engineering <input type="checkbox"/> Finance <input type="checkbox"/> Sales <input type="checkbox"/> HR <input type="checkbox"/> Management
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Clear All ← More Filters

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

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