Search and filter in My Media in Content Hubs

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This article is designated for all users.

About

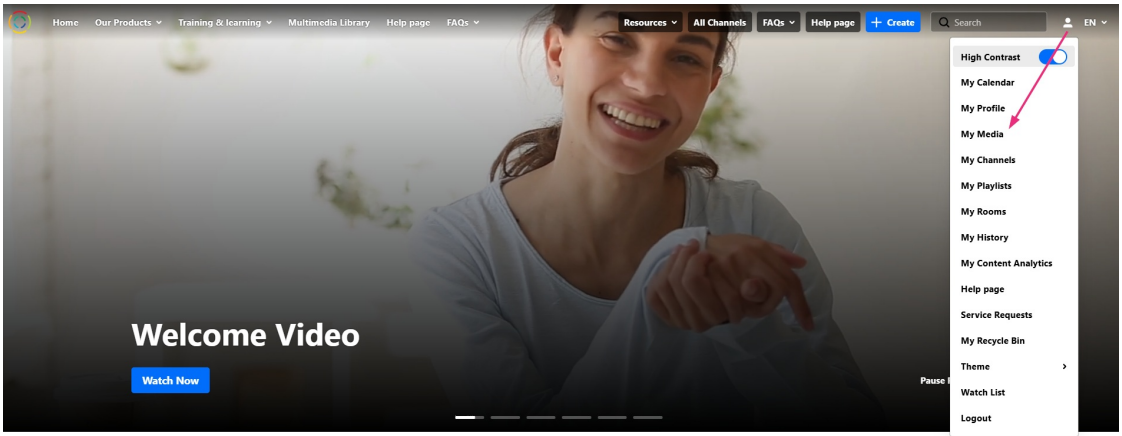
Kaltura offers a powerful search function in the **My Media** section of your Content Hub, making it easy to locate items quickly.

Once you learn how to do a basic search, you can learn how to use special search parameters, tools, and filters to get the most helpful results.

To learn more about the search and filter functions, check out our article Global search.

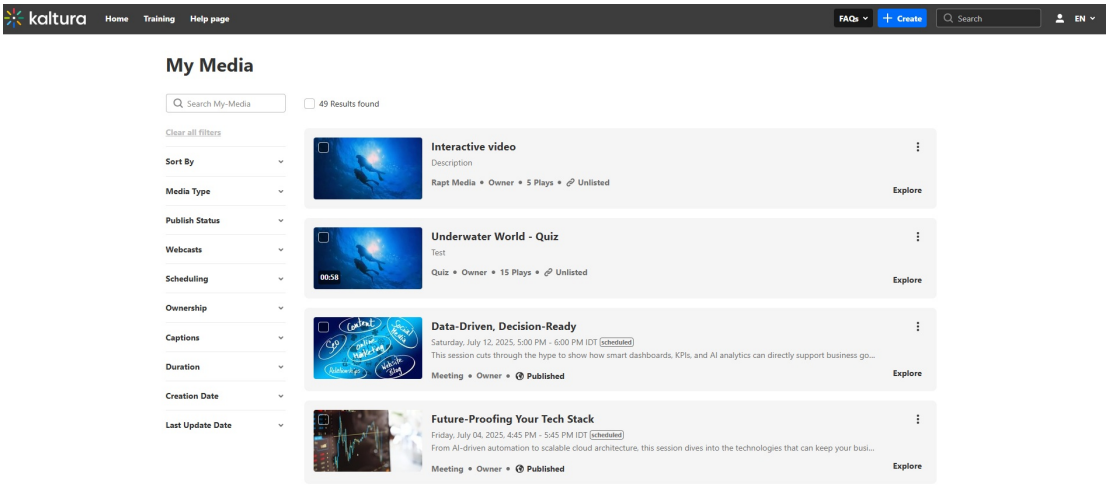
Access My Media

1. Select My Media from the user menu.



The 'My Media' page displays.

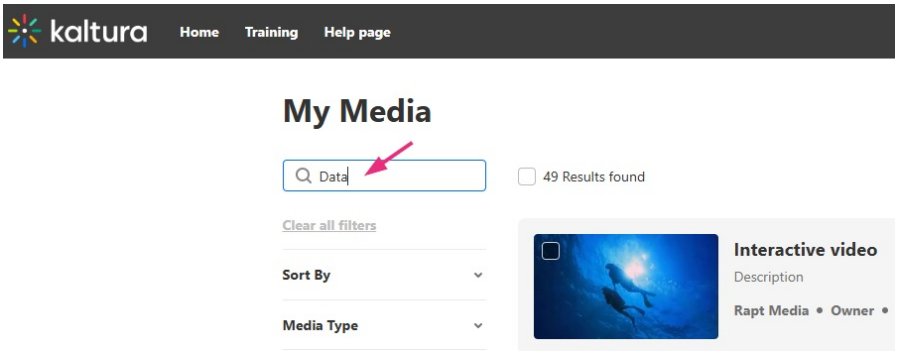
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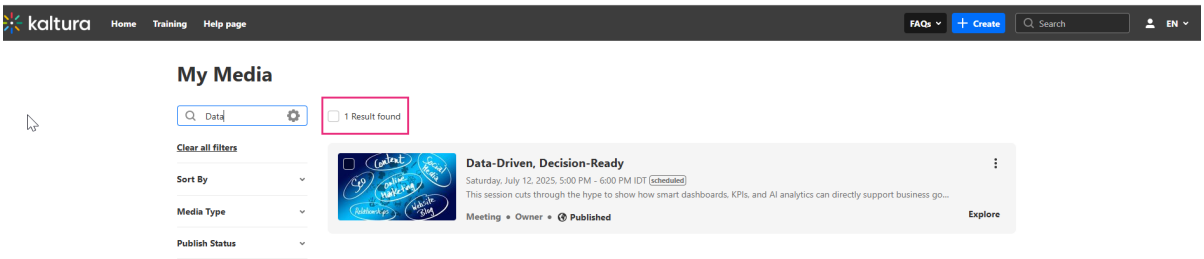
Search and filter

To search for content, enter your keyword(s) in the search field. As you type, y ou 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'.

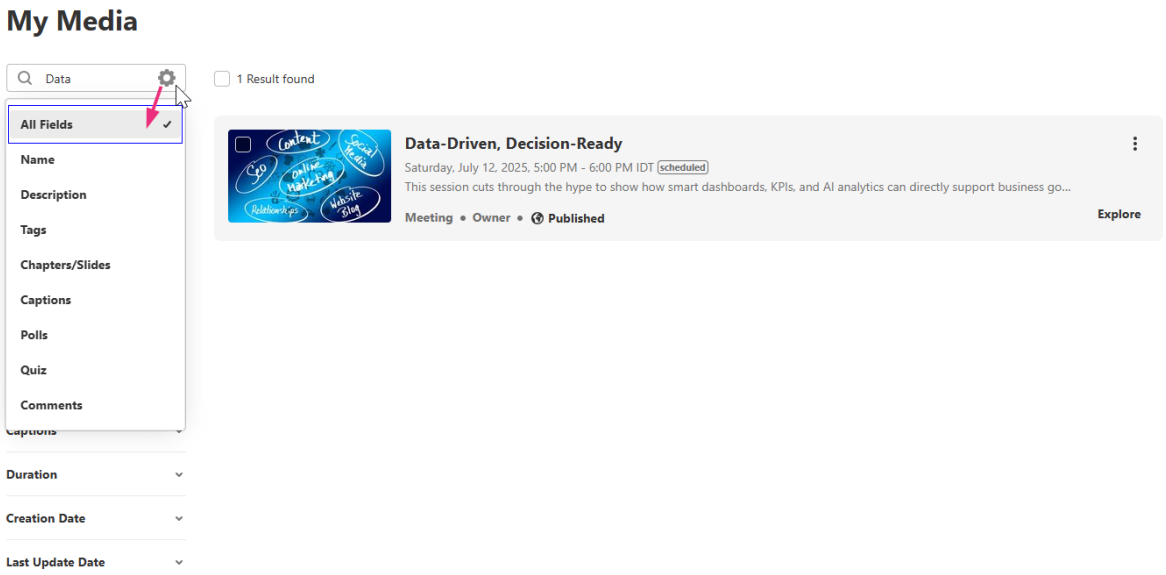


Press **Enter** on your keyboard to activate the search. The number of results are displayed to the right of the search field.



You can access advanced search options for specific fields by clicking the **gear icon**. (The gear icon won't be visible unless a search term is entered.)

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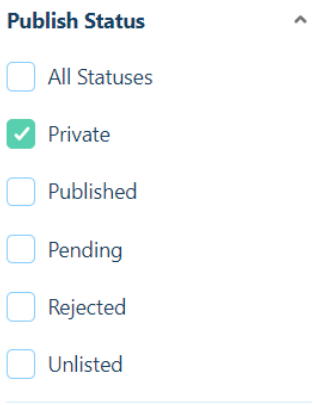
The gear icon opens a drop-down menu with filters allowing you to search for the term in one of these specific fields:

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

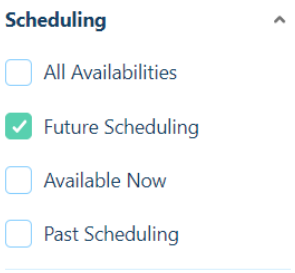
Please note **Playlists** are not currently searchable.

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:

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



- Filters are configured by your administrator in the Search module.
- The **Publish status** and **Scheduling** filters are exclusive to the My Media page and are not available on the global search page.

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