

Searching and Filtering Playlists

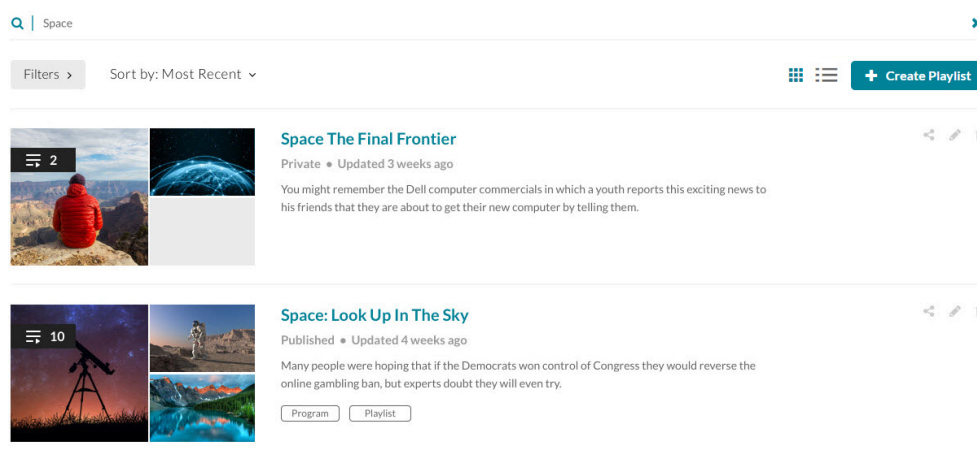
Last Modified on 06/29/2020 11:29 pm IDT

This article describes how to search and filter through playlists in KMS.

To search through playlists

1. Access the [My Playlists Page](#).
2. To search through playlists in your account, type the search criteria in the Search field. You can search for any word in the playlist name, tags or both. In the following example, the word "space" was searched for.
3. Click Enter. All the playlists containing the word "space" are displayed.

My Playlists



The screenshot shows the 'My Playlists' interface with a search bar at the top containing the text 'Space'. Below the search bar, there are filters and a 'Sort by: Most Recent' dropdown. A '+ Create Playlist' button is visible on the right. Two search results are displayed:

- Space The Final Frontier**: Private • Updated 3 weeks ago. Description: 'You might remember the Dell computer commercials in which a youth reports this exciting news to his friends that they are about to get their new computer by telling them.' It has a thumbnail showing a person in a red jacket looking at a landscape.
- Space: Look Up In The Sky**: Published • Updated 4 weeks ago. Description: 'Many people were hoping that if the Democrats won control of Congress they would reverse the online gambling ban, but experts doubt they will even try.' It has a thumbnail showing a telescope and a landscape.

Each result has a 'Program' and 'Playlist' button at the bottom.

To filter playlists

1. Access the [My Playlists Page](#).
2. Click Filters. The Filter options are displayed.

My Playlists

 Search My Playlists

Filters ▾

Sort By: Update Date - Descending ▾

Ownership

- ☒ Any Owner
- ☐ Playlists I Own
- ☐ Playlists My Group Owns
- ☐ Playlists I Can Edit
- ☐ Playlists I Can View
- ☐ Playlists I Can Publish

Creation Date

- ☒ Any Date
- ☐ Last 7 days
- ☐ Last 30 days
- ☐ Custom

3. Select the Ownership, then select a Creation Date. Use the Custom option to create a custom time range.