

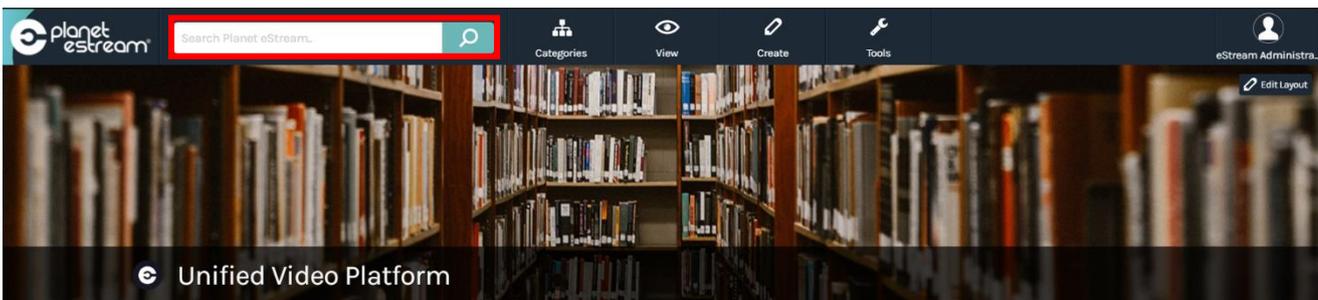


Searching for Content

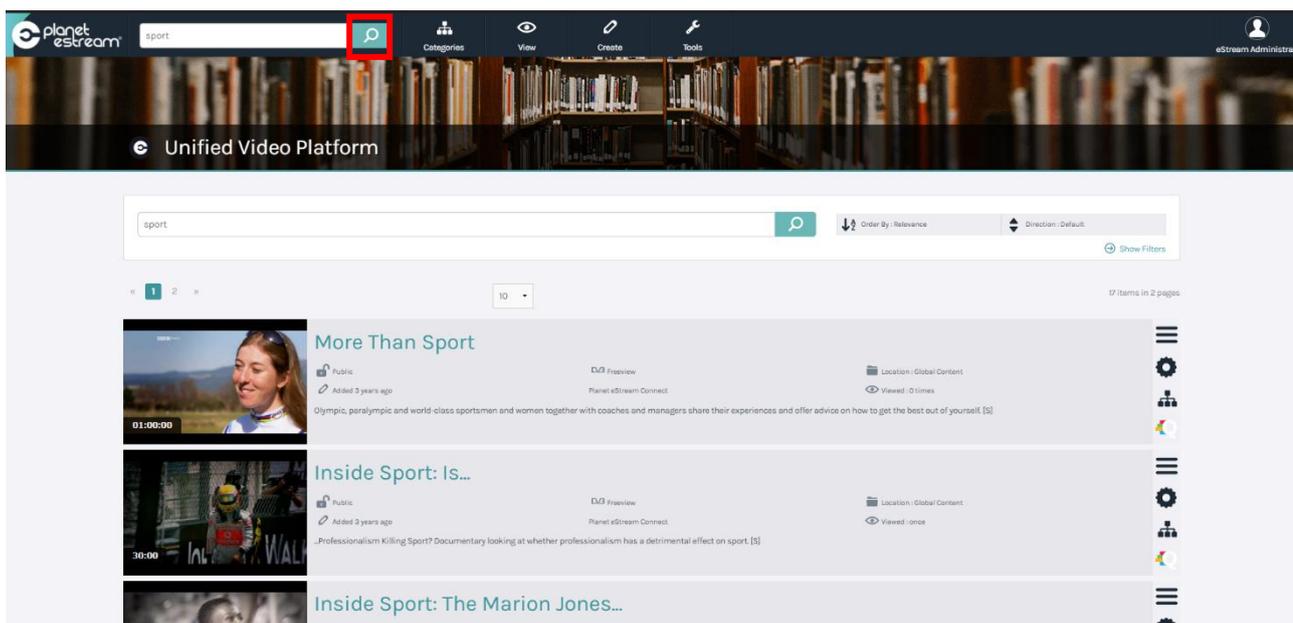
There are three main ways that you can search for content on your Planet eStream site.

Option 1: Searching in the Top Navigation

The first option you can use to find content is the Planet eStream search tool in the top navigation of your eStream site.

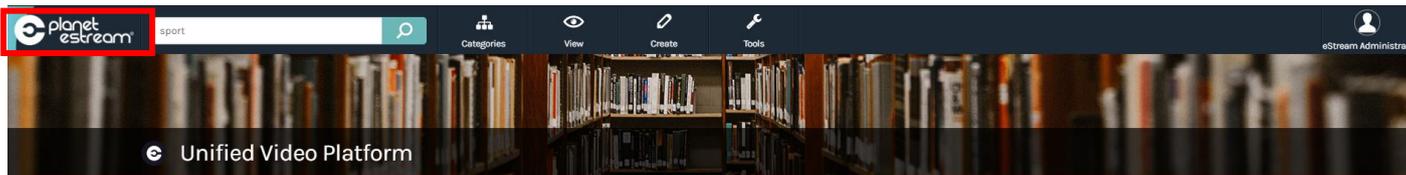


This search function is used to find content using simple search terms such as a keyword or content title. Typing in a search term within the search tool and either clicking the magnifying glass icon or pressing enter will bring up any search results related to the specified search term that are available within your eStream site.

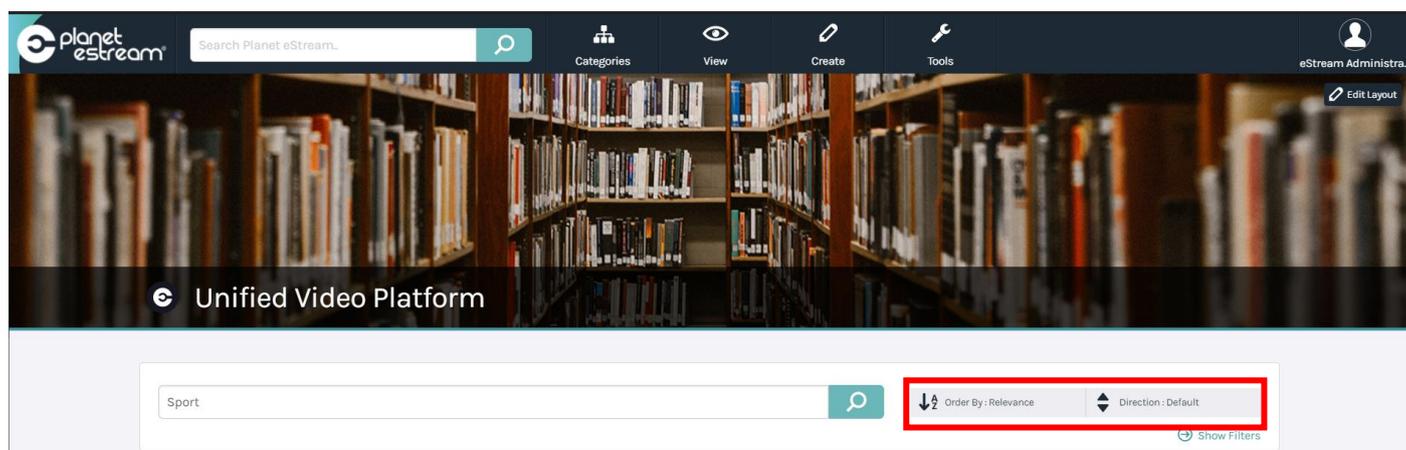


Option 2: Using the Search Bar on the Planet eStream Home Page

If you are any other page than the home page click on the logo in top-left corner of your Planet eStream site to take you back to the home page. In this case it is a Planet eStream logo, but it may be the logo of your organisation.



The search bar is located in the middle of your eStream homepage. After typing in your chosen keyword, you can then choose to filter the results by either relevance, date added, popularity, rating, title, last viewed or duration. You also have the ability to choose the direction that the results are displayed in.



The homepage search bar also allows you to filter your searches. Search filters allow you to select specific data fields which provide more granular or specific results when searching for content. To access search filters, select **Show Filters** just underneath the search bar.



Clicking here will display several filters that you can select to filter your searches and return more specific results.

The screenshot shows a search interface with a search bar containing the word "Sport". To the right of the search bar are controls for "Order By: Relevance" and "Direction: Default", along with a "Close Filters" button. Below the search bar, there are several filter sections:

- Media Types:** Includes checkboxes for Recordings, Freeview Recordings, Playlists, Lesson Plans, Collections, External Links, and Documents.
- Added between:** Two date input fields, both containing "dd/mm/yyyy", with a "[clear]" link.
- Duration:** Includes checkboxes for "Short < 5 mins", "Medium < 60 mins", and "Long > 60 mins".
- Within Categories:** A checkbox for "Only show results that are not in a Category" and a "Select Categories" link.
- Metadata Filter:** A dropdown menu with "[Select Field]", a "Does Contain" dropdown, and a "Remove" link.
- Specific Filters:** Includes checkboxes for "Audio Only" and "Has Quizzes".
- Added By (Author):** A text input field containing "User..".
- Location:** A dropdown menu with "All" selected.
- Source:** A dropdown menu with "All" selected.
- Document Type:** A dropdown menu with "All" selected.

A "Perform Search" button is located at the bottom right of the filter section.

You can then select applicable data fields in order to really refine your searches. For example, if you were to type in a specific keyword then select **Freeview Recordings** and adjusting the **Added Between** dates in the filters, the search results will content related to the keyword that has been added between the two specified dates and only if it has been recorded via Freeview. This could be used for finding news broadcasts of events that happened on a certain date, as an example.

This screenshot shows the same search interface as above, but with filters applied. The search bar still contains "Sport". The "Current Filters" section at the top left shows "Show: Freeview Recordings" and "Added Between: 01/02/2018 and 06/04/2020". In the "Media Types" section, the "Freeview Recordings" checkbox is checked. The "Added between" date fields now contain "01/02/2018" and "06/04/2020". The "Duration" section remains the same.

You are also able to search via specific metadata fields. With this example, selecting Title > Does Contain > Sport will bring up any search results that have the keyword Sport in the title.

This screenshot shows the "Metadata Filter" section. The dropdown menu is set to "Title", the "Does Contain" dropdown is selected, and the text input field contains "Sport". There is a "Remove" link to the right of the input field and an "add" link below it.

If you want to search for more specific content either by owner, publishing policy location or type of content. You can specify data fields at the bottom. In this area, you can also choose to locate any content that has a quiz assigned to it. Once you are happy with your search filter specifications, just hit **Perform Search**.

Specific Filters

Audio Only **Has Quizzes**

Added By (Author)

Location

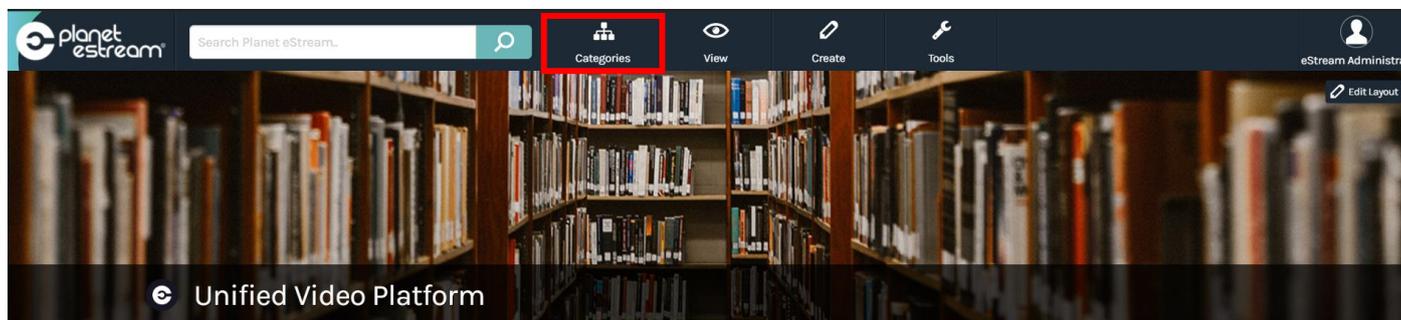
Source

Document Type

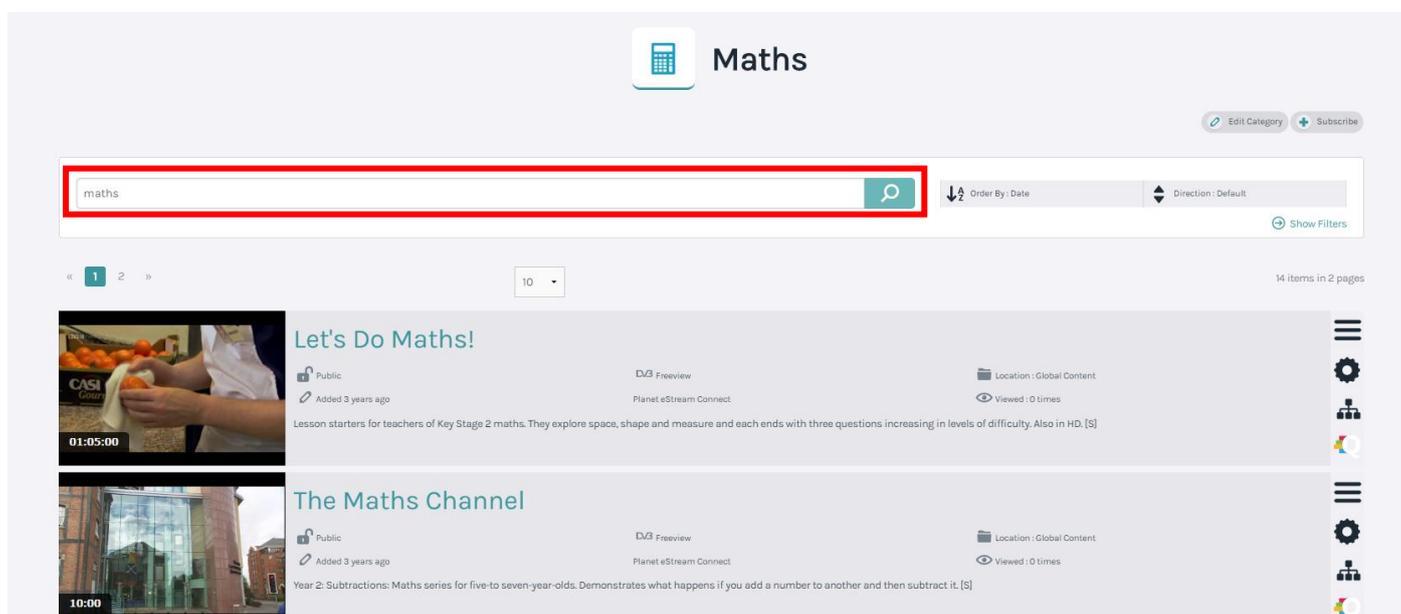
Perform Search

Option 3

The third option you can choose to locate content would be through Categories. Your eStream site should already be setup with a Categories page and you can find these by selecting Categories from your top navigation. Please note, this may have been changed to be more specific to your organisation so may now be called Subjects, Channels or something else.



After navigating to the Categories homepage, you will notice a search bar, this search bar will work in the same way as the previous ones covered in this guide but will only search against content that is allocated to a category. You can also navigate into any category by selecting the name of that category. You can then enter a search term to search for results within that specific category.



Some categories may also have sub-categories. These work in the same way as other categories so you can access the sub-categories by selecting the name and then search using the search bar.

The screenshot displays the 'PE' (Physical Education) category page. At the top, there is a search bar with the placeholder text 'Enter keywords...' and a magnifying glass icon. To the right of the search bar, there are two dropdown menus: 'Order By: Relevance' and 'Direction: Default'. Below the search bar, there are three category cards: 'Dance' (featuring a silhouette of a dancer), 'Rugby' (featuring a rugby ball), and 'Football' (featuring a soccer ball). The page also includes navigation options like 'View: All', 'Order By: Popularity', and 'Jump to: Select Category'. At the top right, there are buttons for 'Edit Category' and 'Unsubscribe'.

