



CHAPTER 2

Browse and Search Videos

Revised: May 31, 2011

This section describe ways that you can browse through or search for public videos from the home page. It contains the following topics:

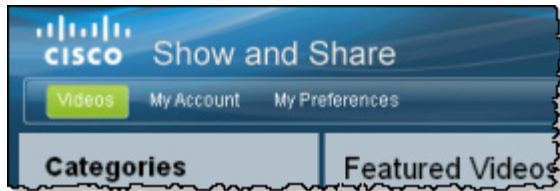
- [Browse the Featured Videos, page 2-2](#)
- [Browse The Public Videos, page 2-3](#)
- [Navigate Among Your Filtered Results, page 2-8](#)
- [Play a Video, page 2-8](#)
- [Search for Videos, page 2-9](#)

Browse the Featured Videos

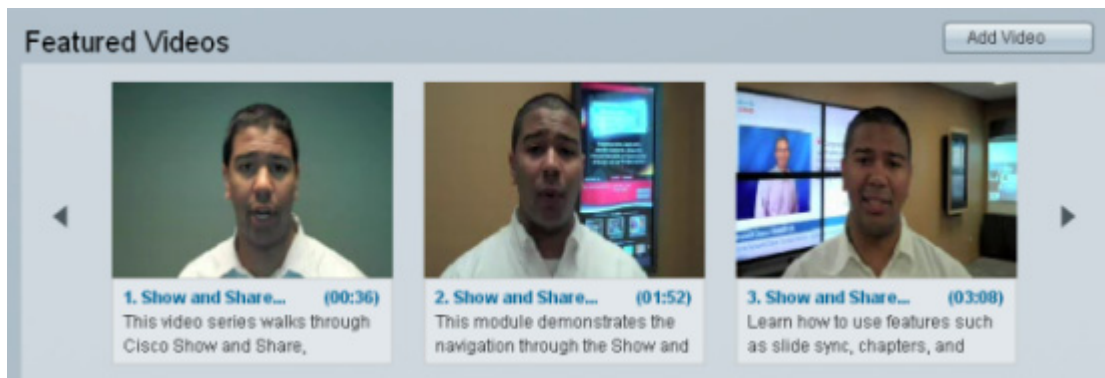
Featured videos appear at the top of the home page. Videos are designated as “featured” by the Cisco Show and Share administrators. Refer to your organization’s policies and procedures for information about how videos are determined to be featured videos.

Procedure

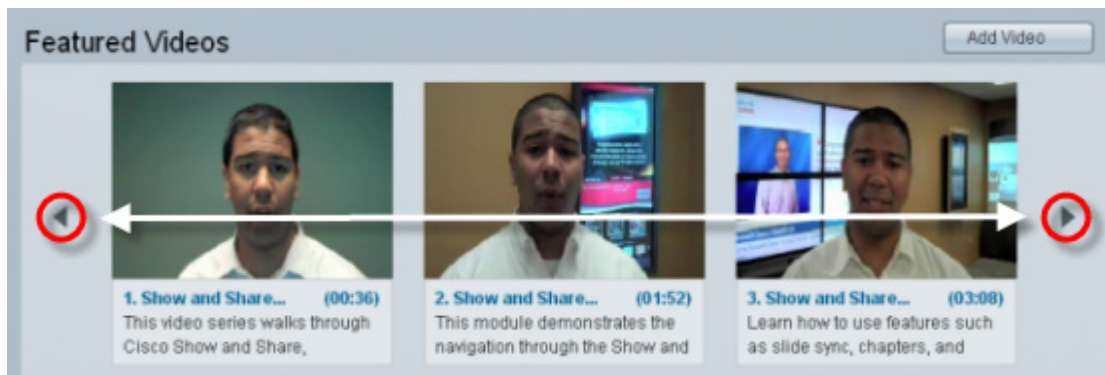
Step 1 If not on the home page, click **Videos** on the primary tab bar.



If featured videos exist, you will see their thumbnails at the top of the page.



Step 2 Click the left and right arrows to browse through featured videos, as needed.



Step 3 (Optional) Click a video to open its video player.

Step 4 Stop. You have completed this procedure.

Browse The Public Videos

When you first access the Cisco Show and Share home page, the Public Videos list displays the newest videos at the top of the list. You can change the list view and sort and filter the list to make finding videos easier.

- [Change the Public Videos List View, page 2-3](#)
- [Sort the Public Videos, page 2-4](#)
- [Filter the Public Videos, page 2-5](#)


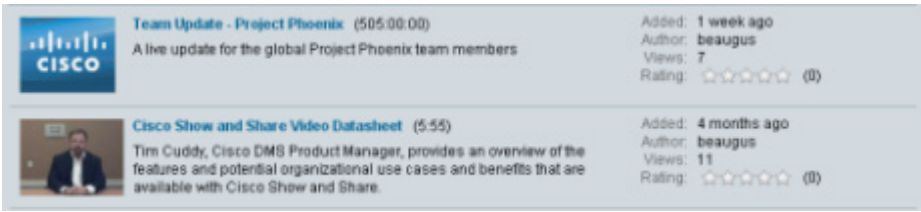


Change the Public Videos List View

The list view buttons appear above the video list. The list view only remains for the session you are currently in. If you sign out or exit, the view reverts to the default list view.



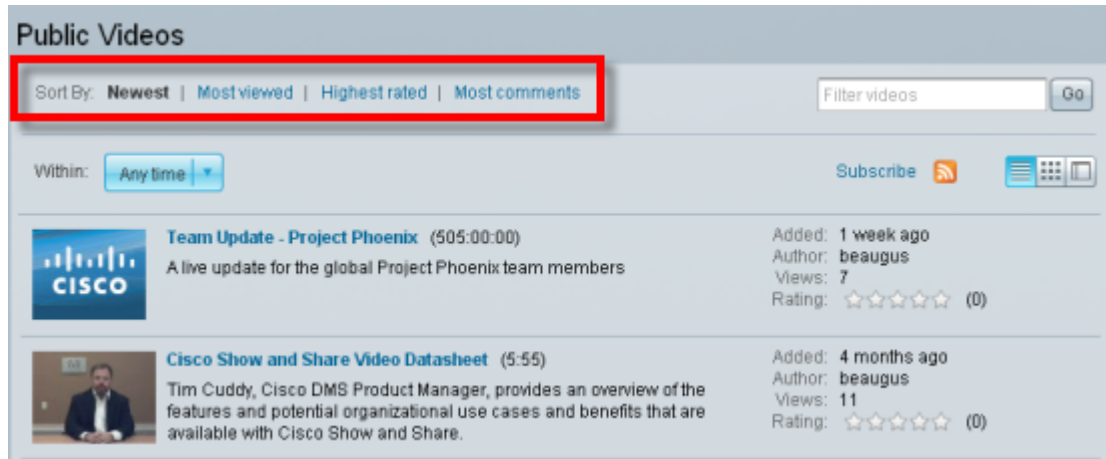
Click a button to change the list view. [Table 2-1](#) describes the views.

Table 2-1 List Views

Button	View																																				
 (List View)																																					
 (Grid View)																																					
 (Table View)	<table border="1"> <thead> <tr> <th>Title</th> <th>Duration</th> <th>Added:</th> <th>Author:</th> <th>Rating:</th> <th>Views:</th> </tr> </thead> <tbody> <tr> <td>Team Update - Project Phoenix</td> <td>505:00:00</td> <td>Wed. Mar. 18, 2011</td> <td>beaugus</td> <td>☆☆☆☆☆</td> <td>7</td> </tr> <tr> <td>Cisco Show and Share Video Datasheet</td> <td>5:55</td> <td>Mon. Feb. 07, 2011</td> <td>beaugus</td> <td>☆☆☆☆☆</td> <td>11</td> </tr> <tr> <td>Possibilities</td> <td>1:48</td> <td>Thu. Feb. 03, 2011</td> <td>kiew</td> <td>☆☆☆☆☆</td> <td>2</td> </tr> <tr> <td>What's New in Cisco Show and Share 5.2.2</td> <td>2:54</td> <td>Wed. Jan. 12, 2011</td> <td>nitasav</td> <td>☆☆☆☆☆</td> <td>0</td> </tr> <tr> <td>1. Show and Share Intro: Introduction</td> <td>0:36</td> <td>Wed. Jan. 12, 2011</td> <td>beaugus</td> <td>☆☆☆☆☆</td> <td>6</td> </tr> </tbody> </table>	Title	Duration	Added:	Author:	Rating:	Views:	Team Update - Project Phoenix	505:00:00	Wed. Mar. 18, 2011	beaugus	☆☆☆☆☆	7	Cisco Show and Share Video Datasheet	5:55	Mon. Feb. 07, 2011	beaugus	☆☆☆☆☆	11	Possibilities	1:48	Thu. Feb. 03, 2011	kiew	☆☆☆☆☆	2	What's New in Cisco Show and Share 5.2.2	2:54	Wed. Jan. 12, 2011	nitasav	☆☆☆☆☆	0	1. Show and Share Intro: Introduction	0:36	Wed. Jan. 12, 2011	beaugus	☆☆☆☆☆	6
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Sort the Public Videos

You can sort the public video list by newness, most views, ratings, or number of comments.



To sort the list, click one of the following options in the **Sort By** list:

- **Newest**—The most recently added videos appear at the top of the list. This is the default sort order of the list.
- **Most viewed**—The videos are sorted in descending order by the number of views.
- **Highest rated**—The videos are sorted in descending order by rating.
- **Most comments**—The videos are sorted in descending order by the number of comments. Both general and timeline comments count towards the comment total for a video.

Under certain circumstances, the sort by most viewed list may appear to be out of order. Videos with fewer views can appear higher in the list than a video with more views. This happens when a video author creates a draft of a public video (for example, to edit some of the video information). Views of the draft video count towards the overall video views, but are not reflected in the number of views shown in the Views count of the public video. This situation is corrected when the video author re-publishes the draft video.

Filter the Public Videos

There are several methods for filtering the Public Videos list. You can use any combination of the following methods to filter the video list. You can also combine these filters with the changed view and sorting to help you quickly find the videos you are looking for.

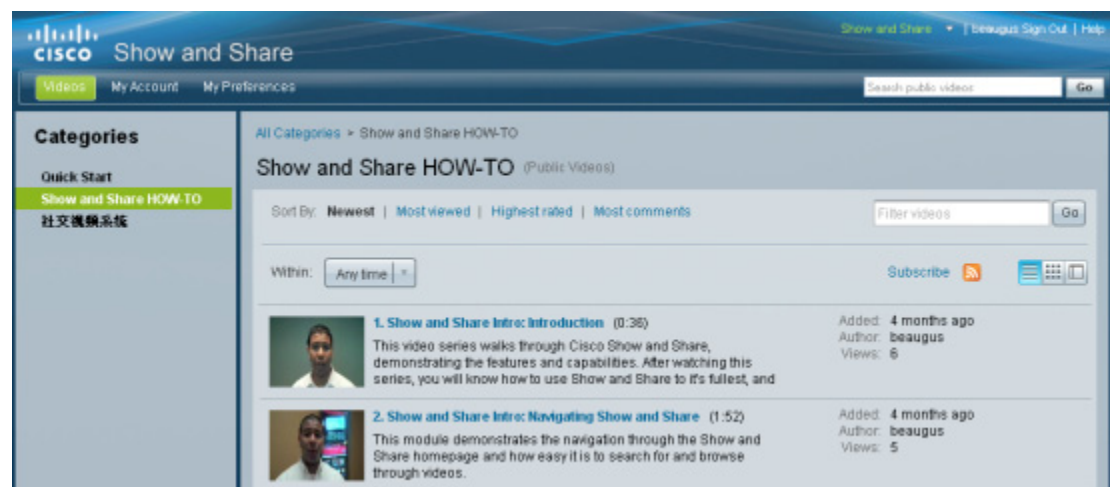
- [Filter by Category, page 2-5](#)
- [Filter by Tag, page 2-6](#)
- [Filter by Date, page 2-7](#)
- [Filter by Keyword, page 2-8](#)

Filter by Category

You can filter the Public Videos list to show only those videos belonging to a selected category.

Step 1 Click a category in the Categories area.

The Home page displays the filtered list of public videos.



If you have nested categories, click the triangle next to the category name to reveal the sub-categories, and then click one of the sub-categories.



Step 2 To remove the category filter, click **Categories**.

Filter by Tag

You can filter the Public Videos list to show only those videos that have the selected tag.

Step 1 Click a category in the Common Tags area.

The Public Videos list displays only those videos with the selected tag.

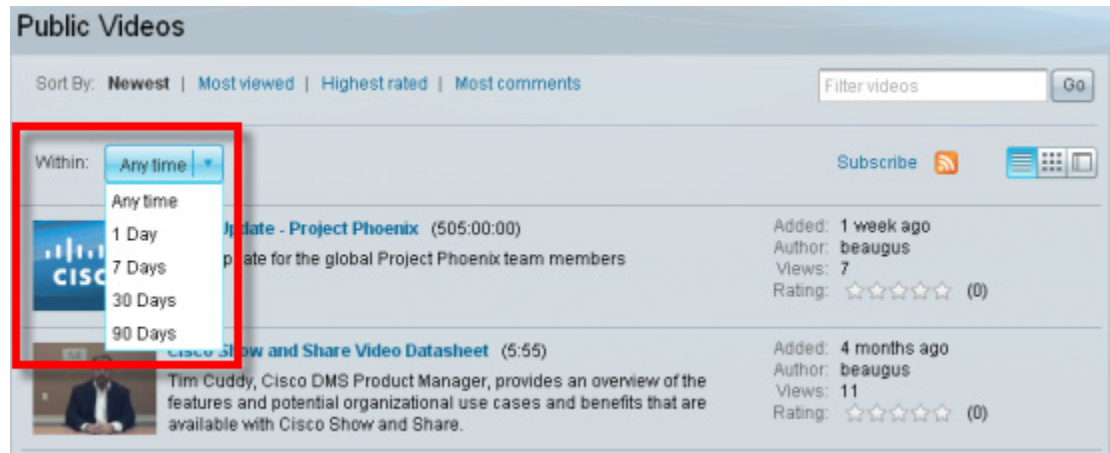


Step 2 To remove the tag filter, click the X to the right of the selected tag.

Filter by Date

You can filter the list to show only those videos that were published within the last day, week, month, or 90 days.

Step 1 Choose a time frame from the **Within** list.



The Public Videos list shows only those videos that were published within the selected time frame.

Step 2 To remove the date filter, choose **Any time** from the **Within** list.

Filter by Keyword

You can filter the list to show only those videos that match a word or phrase of your choosing. Video titles, descriptions, tags, and user information are included in searches.

Step 1 Enter the word or phrase in the **Filter videos** field and click **Go**.



Step 2 To remove the keyword filtering, clear the **Filter videos** field and click **Go**.

Navigate Among Your Filtered Results

Pagination controls include the buttons and fields clustered under a table, by which you:

- Set how many rows a table should show per page before it starts to span multiple pages.
- Move from one page to another in a table that spans multiple pages.
- Cause the table to show refreshed data.



Play a Video

After you have found the video you were looking for, click the video title or thumbnail to play the video. For more information about playing and interacting with videos, see [Play, Comment, Tag, and Share Videos, page 3-1](#).

Search for Videos

The following applies to basic and advanced searches:

- Search ignores common words, such as “the” (or the equivalent in the system base language).
- Search ignores special characters, such as punctuation. If you have titles with a special character (non-alphanumeric character), such as an ampersand (&), and you perform a search for that character, you will not receive any search results because the special character is ignored.
- If you search for more than one term, it treats the search as an “and” and does not split the terms across fields that are being searched. For example, if you have a video submitted by a user with the user ID of “user1” and tagged with the tag “tag”, searching for “user1 tag” may not produce the video in the results. This is because the search looks for both user1 and tag in the tags field and user1 and tag in the user ID field. However, you can filter the display on the home page with the desired tag and then search for the user ID.

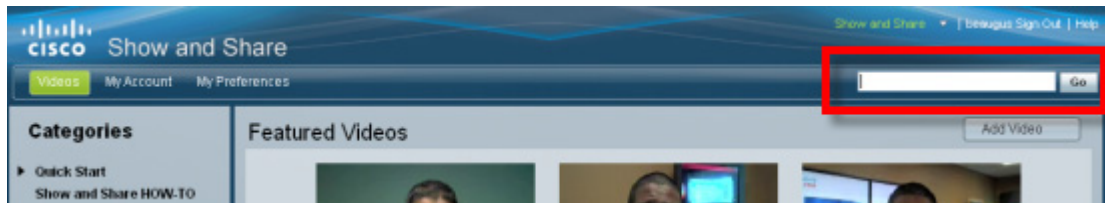
This section contains the following topics:

- [Basic Search, page 2-10](#)
- [Advanced Search, page 2-11](#)

Basic Search

Procedure

- Step 1** Enter a search term and then click **Go**.



The Search Results page appears.



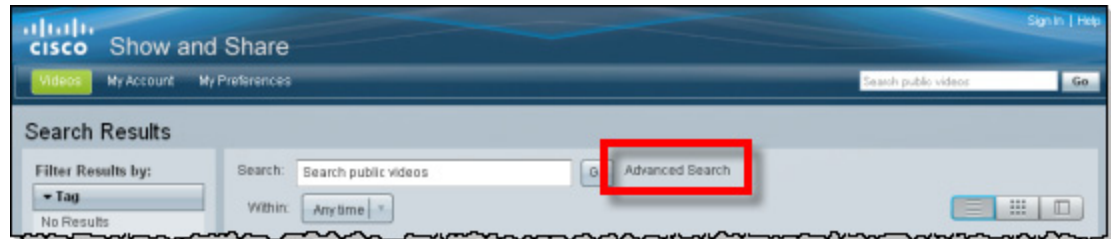
- Step 2** You can further refine the search by filtering the results by tag, author, or date published. Clicking one or more of the filter entries in the **Filter Results by** area.

Advanced Search

Step 1 Click **Go**. You do not need to enter a search term.

The Search Results page appears.

Step 2 Click **Advanced Search**.



The Advanced Search form opens.

 A screenshot of the 'Advanced Search' form. The form is titled 'Advanced Search' and contains several sections:

- Search Criteria:** Four input fields for 'All of these words', 'This exact phrase', 'At least one of these words', and 'Without these words'.
- Located In:** Radio buttons for 'All categories' (selected) and 'Specific category'.
- That occur:** Radio buttons for 'Anywhere' (selected), 'Page title only', 'Description only', and 'Tags only'.
- Published By:** An input field.
- Date Published:** Radio buttons for 'Anytime' (selected) and 'Between'.
- Rated:** A dropdown menu currently set to 'Any'.

 At the bottom of the form are 'Cancel' and 'Search' buttons.

Step 3 Enter search terms in the search term fields. You can enter terms in more than one field. If you do, they are treated as if joined by “and”. For example, you can search for an exact phrase and at least one of another list of words:

- All of these words—all of the words must appear in the title, the description, the tags, or the author information. The order that they appear in is unimportant.
- This exact phrase—all of the words must appear in the title, the description, the tags, or the author information. Additionally, they must appear in the exact order.
- At least one of these words—at least one of the words in the list must appear in the video title, the description, the tags, or the author information. The words in the list must be separated by a space.
- Without these words—exclude videos that contain the specified words in the video title, the description, the tags, or the author information. Separate the words with a space. The order that they appear in is unimportant.

Step 4 (Optional) Specify a category the video must be in:

a. Click **Specific category**.

A list of categories appears.



b. Select a category from the list.

Step 5 (Optional) Narrow down the fields searched by selecting one of the following options in the **That occur** field:

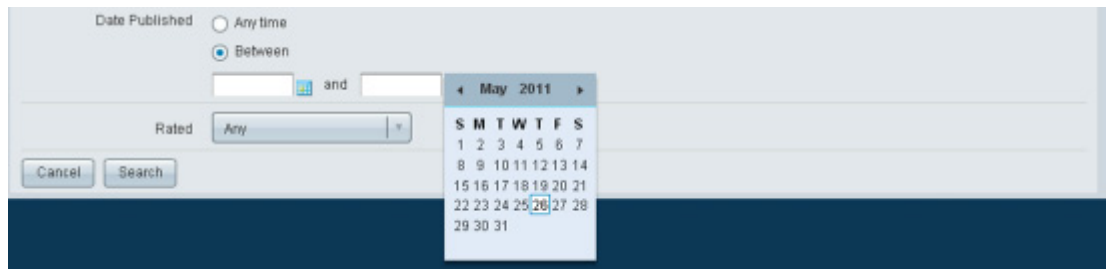
- Anywhere—search video titles, descriptions, and tags.
- Page title only—confine the search to the video titles only.
- Description only—confine the search to the video descriptions.
- Tags only—confine the search to the video tags.

Step 6 (Optional) Enter a user name in the **Published by** field to restrict the results to videos published by a specific author.

Step 7 (Optional) Restrict the search to videos published in a specific date range:

a. Click **Between** in the Date Published field

Date entry fields appear.

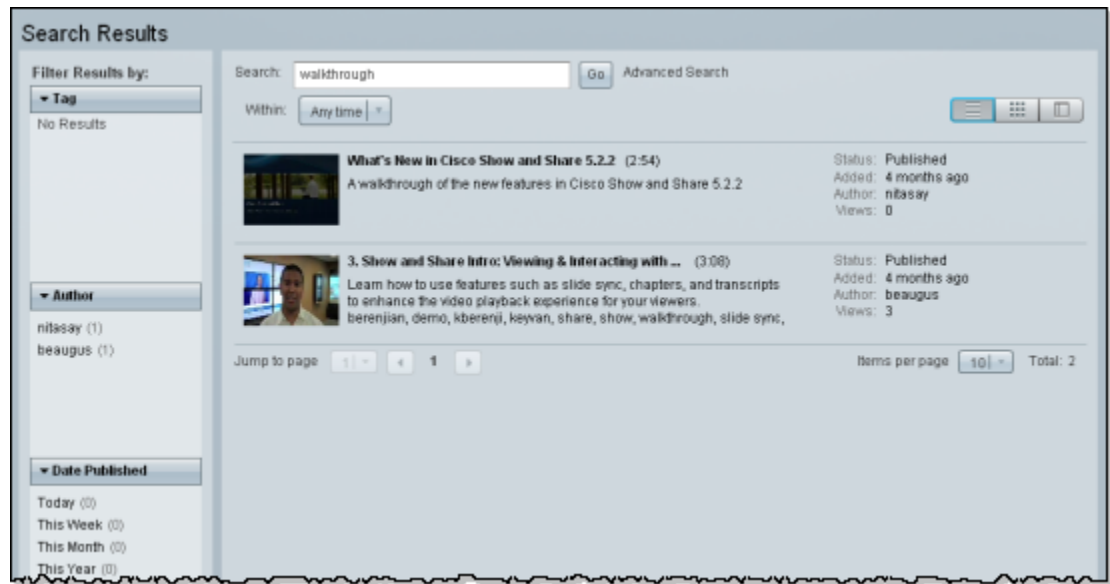


b. Type a date or select one from the date chooser. Leave a date field blank to indicate that there should not be a start or a finish date.

Step 8 (Optional) Restrict the search to videos with a specific rating or better by choosing a rating from the **Rated** list.

Step 9 Click **Search**.

The Search Results page appears.



Step 10 You can further refine the search by filtering the results by tag, author, or date published. Clicking one or more of the filter entries in the **Filter Results by** area.

Search Tip

Save your search by bookmarking the URL in the Search Results page. You can then repeat your search or share your searches with others.

