


Find your content

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You don't need to worry about finding your content in Kontent, even when you have thousands of content items. There are different ways of navigating through the content as well as various ways of filtering it and sorting it.

Where to look for your content?

When you click  Home, you'll find three possible ways of navigating through your content. If you are in the Sample or Getting Started projects, there will be another tab called Quickstart. This tab serves as an overview of the project. The remaining tabs are:

- [Your content](#) – a list of items recently edited by you and items assigned to you.
- [Project overview](#) – a dashboard showing how many articles are planned for publishing, on track, or delayed, and an overview of the workflow steps in your project.
- [Editorial calendar](#) – a calendar with scheduled items, items with due dates, and items already published.


You can navigate to your content items list by clicking  Content & assets. This is where you [search and filter your content items](#).

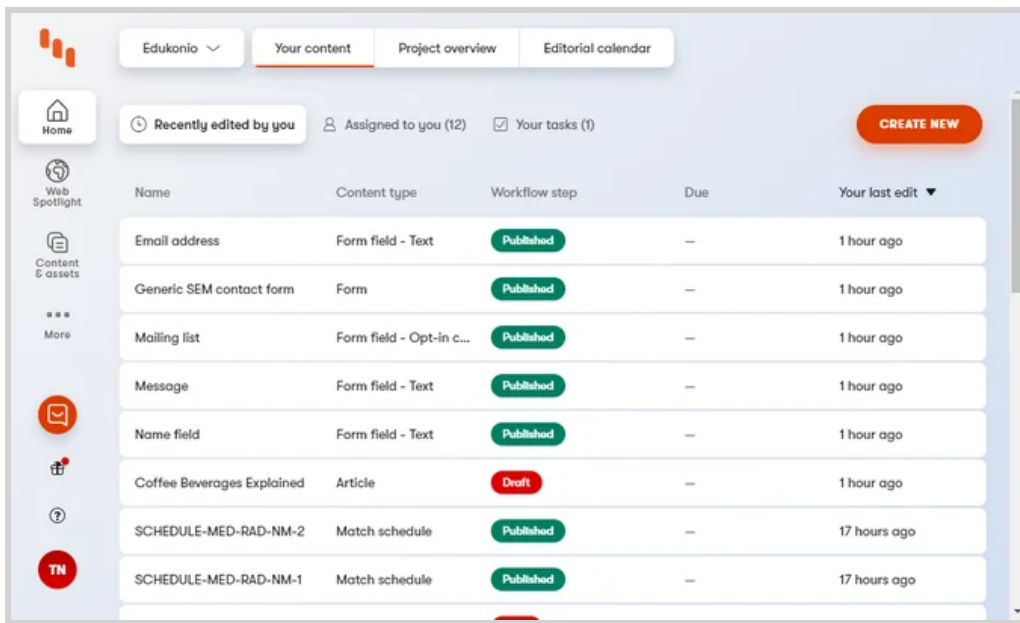
Search efficiently

Take our [Hello Kontent course](#) today to learn how to find the content you need, get a sneak peek at the content model administration, and more.

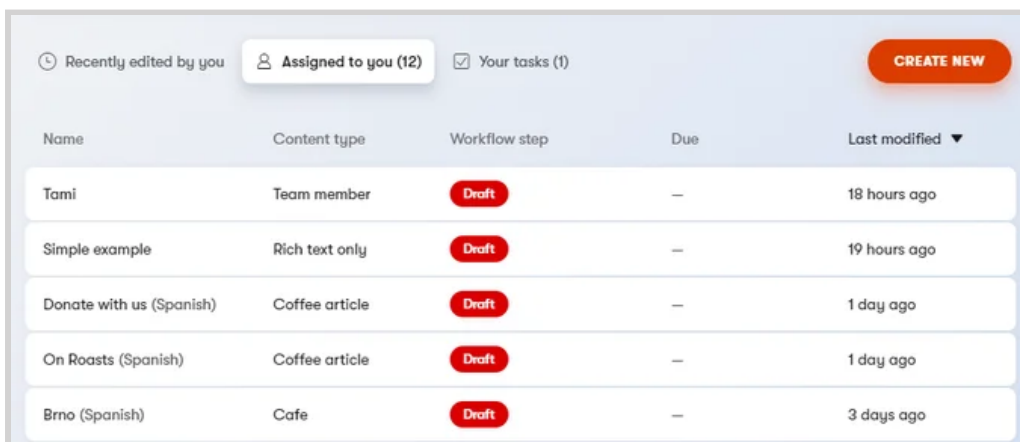
Navigate your content

After signing in to Kontent, you will be directed to the **Your content** tab.

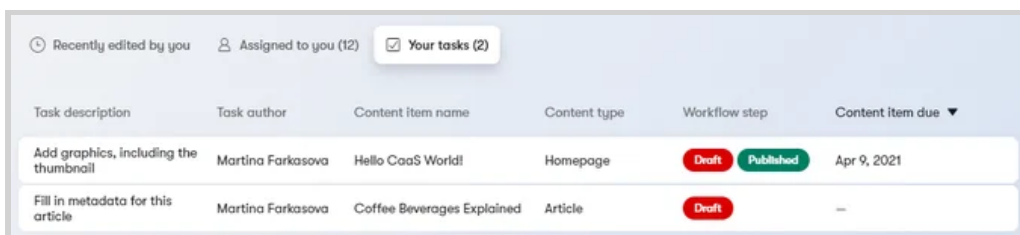
In the  Recently edited by you tab, you'll find the content items you have recently created or updated.



The Assigned to you tab shows content items you are assigned to as a contributor. You can then choose to sort the items by due date or when they were last modified.



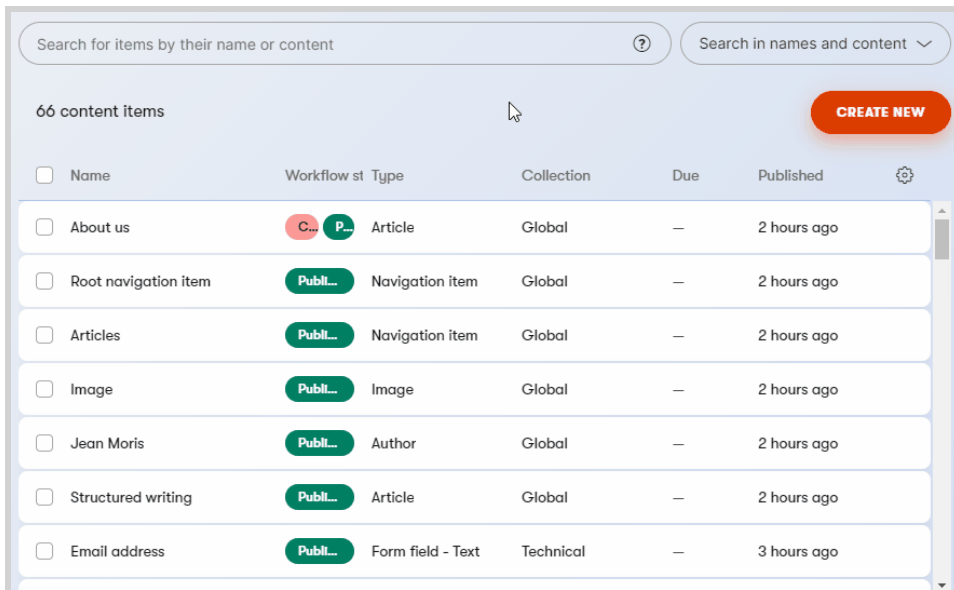
The Your tasks tab gives you an overview of [tasks](#) assigned to you. You can click a task to open a content item where the task has been created.



Search your content

To search your content, navigate to Content & assets. The dropdown menu next to the full-text search bar gives you two options for searching your content items. Either you can search both their names and content or just the names. If you know the name of the item you're looking for, use the second option to narrow the results down.

Watch the example below to see how to find items that include the word “coffee”.



Content items filtering, first by their name and content, then only by name.

As you can see, selecting *Search in names only* narrows down the number of results dramatically.

Advanced filtering options

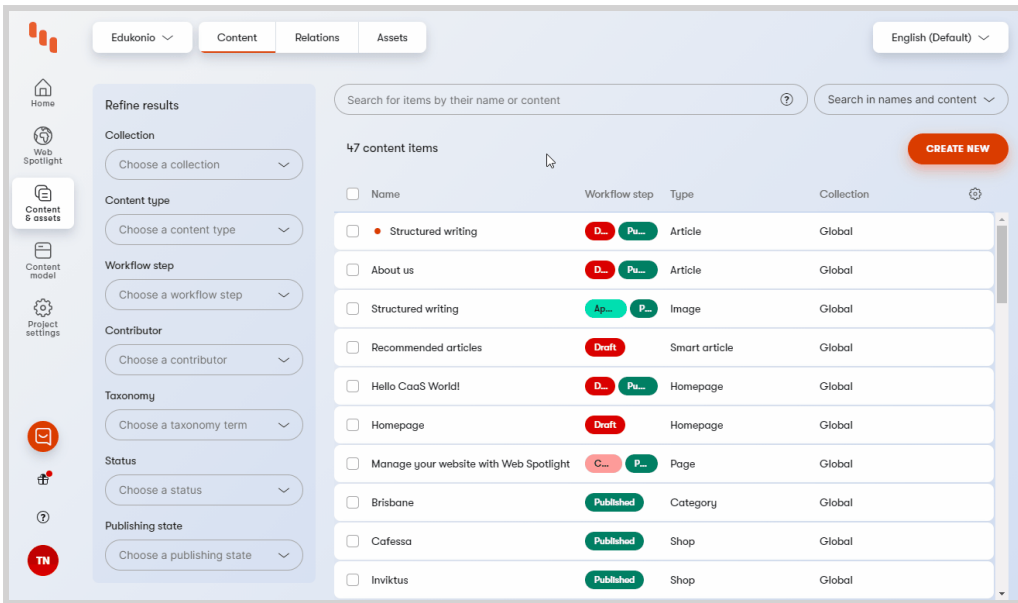
Searching content items by name or by their content works well when you know what's written in your desired content item. Sometimes you might not know that. That's when the left-side filtering options come to the rescue.

Let's say you'd like to find all brewers and cafes that are ready for you to review. Combine the left-side filters to find them.

1. Select *Brewer* and *Cafe* in the **Content type** filter dropdown.
2. Select *Review* in the **Workflow step** filter dropdown.

Generally, you can refine the list of content items by the following criteria:



- Collection – list only content items in a [collection](#) relevant to you.
- Content type – only show items based on chosen [content types](#).
- Workflow step – filter your items by the [workflow step](#) they're in.
- Contributor – list only items [assigned to a specific person](#).
- Taxonomy – filter your items by [taxonomies](#) added to them.
- Status – quickly find untranslated items or items with incorrectly filled in elements. Possible statuses:
 - Unfinished: One or more content elements are not filled in correctly.
 - Ready: All content elements are correctly filled in, the item is ready for publishing.
 - All done: Item is already published, no action needed.
 - Not translated: The item is not yet translated to the currently selected [language](#).
- Publishing state – separate [published](#), not yet published, and [unpublished](#) items.

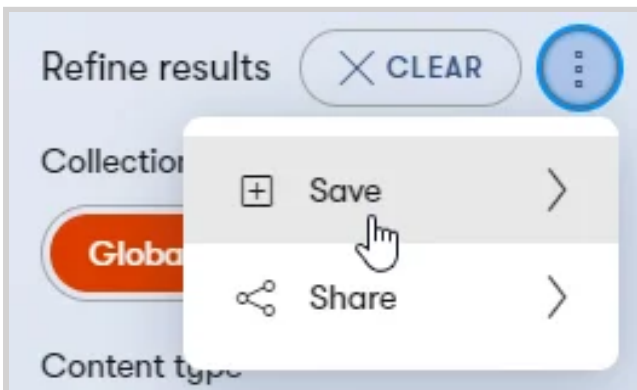


Saving a filter


If you often search for the same content, you can save the filters you use the most. Filters can be saved in the content items list, project overview, editorial calendar, or dialogs where you select a content item.

To save an active filter:

1. Click  on the top of the Refine results sidebar.
2. Click  Save.
3. Type a name for the filter.
4. Click Save.



Saving a content items filter for later use.



When you want to use a saved filter, click its name located on the top of the sidebar. To rename or remove a saved filter, click  next to the filter name and make changes as needed.

Saved filters are private to you. You can only share an active filter, meaning the one you are currently using.

Sharing a filter

To share an active filter:

1. Click  on the top of the Refine results sidebar.

2. Click  Share.
3. Click  to copy the filter link.

You can now share this link with your colleagues.

Sort your content

For easier overview and quicker navigation you can choose to sort your content items by one of the following parameters:

- **Name** – sort in alphabetical order.
- **Due date** – sort by due date to ensure a quick overview of items that have a fast-approaching deadline.
- **Published** – sort by date of publication.
- **Last modified** – if you are having trouble finding the content item you've modified just a second ago, click the **Last modified** column header on the right side. This puts the last modified item to the top of the list.

<input type="checkbox"/> Name	Workflow step	Type	Collection	Due	Published	Last modified
<input type="checkbox"/> Root navigation item	Published	Navigation item	Global	–	3 hours ago	<input type="checkbox"/> Name
<input type="checkbox"/> Articles	Published	Navigation item	Global	–	3 hours ago	<input checked="" type="checkbox"/> Workflow step
<input type="checkbox"/> Image	Published	Image	Global	–	3 hours ago	<input checked="" type="checkbox"/> Type
<input type="checkbox"/> About us	Published	Article	Global	–	3 hours ago	<input checked="" type="checkbox"/> Collection
<input type="checkbox"/> Jean Moris	Published	Author	Global	–	3 hours ago	<input checked="" type="checkbox"/> Due
<input type="checkbox"/> Structured writing	Published	Article	Global	–	3 hours ago	<input checked="" type="checkbox"/> Published
						<input checked="" type="checkbox"/> Last modified

See only the columns that matter to you

If you don't need certain columns, such as **Workflow step** or **Due date**, you can hide them to have a clear view of what's important for you.

Click  above the content items list on the right and unselect the columns you don't need.

What's next?

- Get a grip of [creating content items](#) and make sure to [add media files](#) to the mix.
- [Search for assets](#) you need for your project.
- Keep your content production on track with [project overview](#).