HOW TO SEARCH IN THE MEDIA LIBRARY

Welcome to the Media Library! If you are looking for something that you cannot find, please contact your representative as usual. The Media Library is still very new and our marketing team is uploading assets every day which means that the asset you are looking for may not have been uploaded yet. Thank you for your patience as we are going through this transition.

If you are unsure on how to search for assets, please see the searching methods below.

SEARCH BAR

To search for an asset, type what you are looking for into the search bar, and click “Search.” The results will appear below. Acceptable search terms could include the file name, the brand, product model name, as well as any verbage associated with the asset. The Media Library has the ability to search words in .pdf documents as well.

You can narrow your search results by selecting any of these boxes. Once the boxes are checked, only assets categorized in those filters will be shown.

CATEGORY SEARCH

To search by category, simply click on “Categories” located at the top of the dashboard. Hover over a category to view the sub-categories. This search option is good for browsing if a user is unsure of what they’re looking for.
SPOTLIGHT COLLECTIONS & SPOTLIGHT SEARCHES

Located on the dashboard, spotlight collections and searches are preset by HARMAN to help users find the assets they need. These collections and searches may change with upcoming events or user needs.

Click on any spotlight collection to view assets that have been grouped into a collection.

Click on any spotlight search to view the results of a preset saved search.