

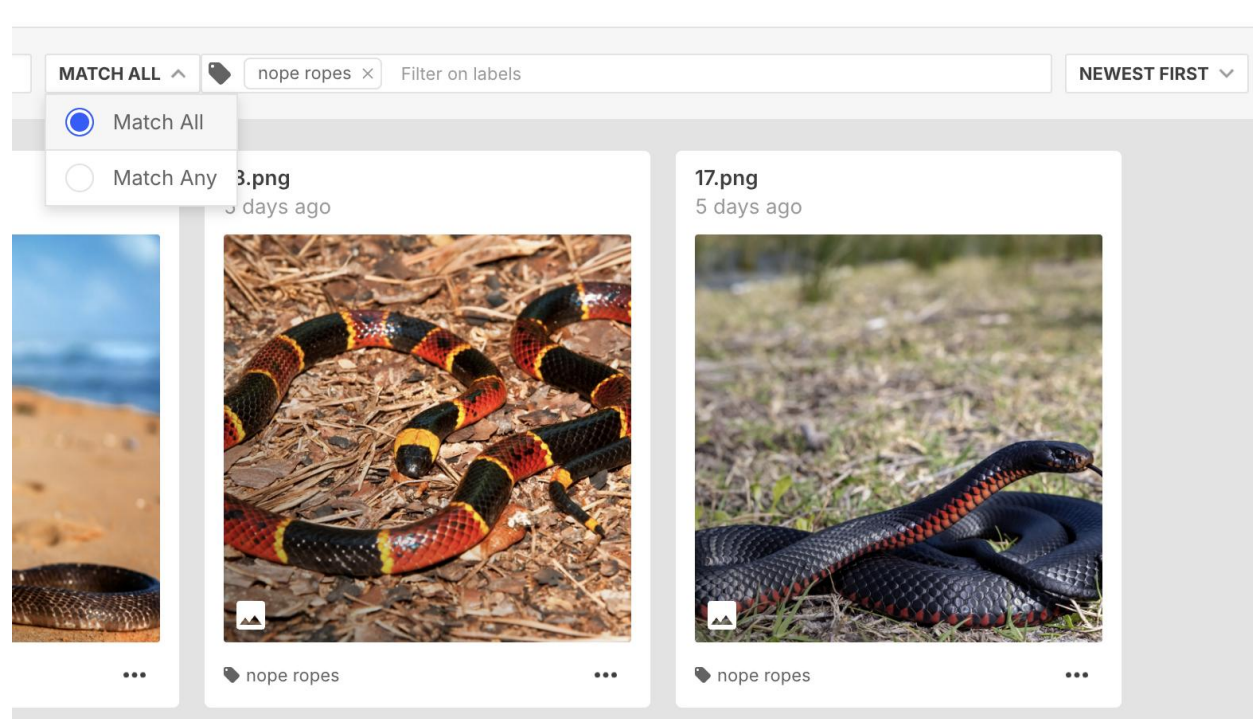
## Filtering and Sorting Stock Items in the Content Pool

The Content Pool allows you to [upload stock items](#) for the team to browse and utilize. By uploading stock items, users can easily discover inspiring content, locate the most relevant visual content, and find out more information on how and when to utilize content.

In this article, find out how to narrow down your search using labels, filters, dates, keywords, and number of copies.

### Filtering by Labels

From the top of the page, click the **Filter on labels** box to search and select labels. Using the **Match All** dropdown, you can choose to either view stock items that have all of your specified labels, or any of them.



### Filtering by Keyword

From the top left, click the **Filter by keyword** search box to begin typing any keywords. Matching stock items will appear if either the title of the stock item or any text assets included a stock item match the specified keyword(s).

## Content Pool

SELECT DATES

CREATE STOCK

ASSET TYPE ▾

Q corn x

MATCH ALL ▾



nope ropes x

Filter on labels

NEWEST FIRST ▾

16.png

5 days ago

corn snake



⌚ expires in 17 days

📄 1 🗑 nope ropes

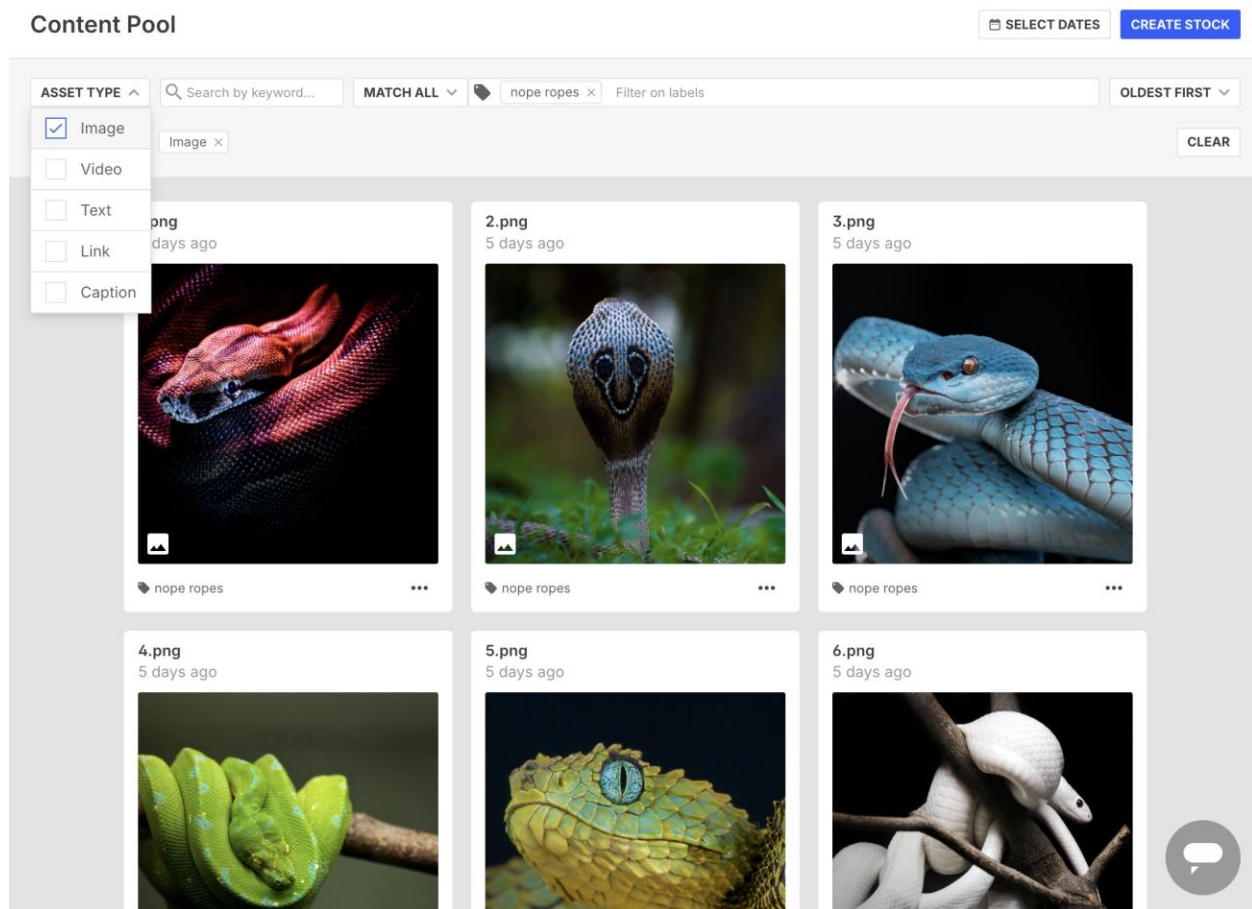


### Filtering by asset type

From the top left, click the **Asset Type** dropdown menu to view only stock items which include a specific type of asset (media type).

You can choose one or more of the following:

- Image
- Video
- Text
- Link
- Caption (video captions)



## Filtering by date

From the top right, click **Select Dates** to choose from one of the following options:


- View only content which was created within a specified date range.
- View only content which may be utilized within a specified date range (based on a stock item's embargo and expiration date).

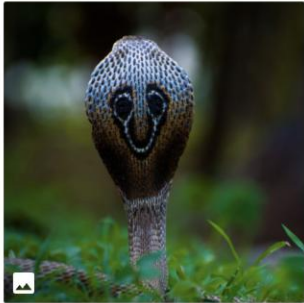
If you choose to view stock items which can be used within a certain date range, your results will include stock items with matching embargo and expiration dates and also stock items with no specified dates at all.


**Content Pool**

CAN BE USED ^ between 1 JUL 2024–31 JUL 2024 < > X TODAY **CREATE STOCK**

ASSET TYPE Search by keyword... MATCH ALL no ☒ Can be used ? ☐ Created ? OLDEST FIRST ^

1.png  
5 days ago  
  
nope ropes ...

2.png  
5 days ago  
  
nope ropes ...

3.png  
5 days ago  
  
nope ropes ...

## Sorting by copies and upload date


From the top right, click the **Newest First** dropdown to choose how to sort your stock items. You can choose to sort by newest first, oldest first, most copied, or least copied.


If you choose to sort your stock items by most or least copied, your results will appear in order of how many times each stock item was used to [create a new post](#). Choosing newest or oldest first will sort your stock items based on when the items were [added to the Content Pool](#).

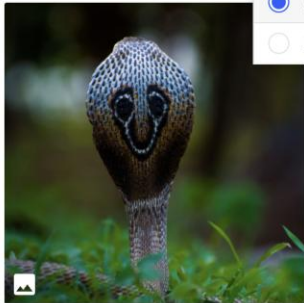
**Content Pool**

SELECT DATES **CREATE STOCK**

ASSET TYPE Search by keyword... MATCH ALL nope ropes x Filter on labels **MOST COPIED ^**

16.png  
5 days ago  
corn snake  


1.png  
5 days ago  
  
nope ropes ...

2.png  
5 days ago  
  
nope ropes ...

☐ Newest First  
☐ Oldest First  
☒ Most Copied  
☐ Least Copied