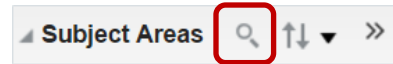


Basics: Using Column Search and Table Sort Order

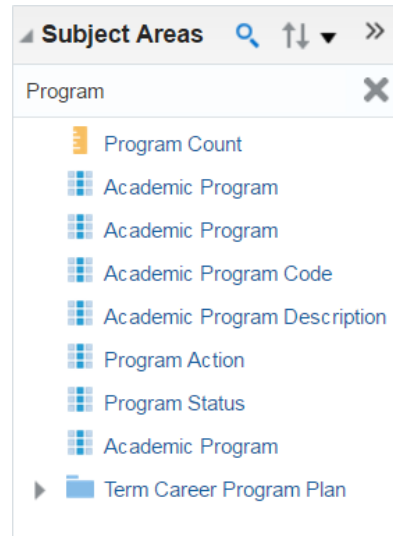
Column Search

As you're creating a new analysis or editing an existing analysis, you have the ability to search for a specific data column within the series of available tables, or to search for any data column names that might contain a particular word or string of text.

At the top of the Subject Areas column is the familiar title. Next to the words Subject Areas, you can see the standard magnifying glass icon, indicating a Search function is available.



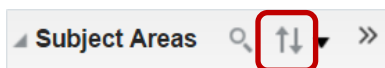
Click the **Search** button, and a Search field will open up. Simply type your search criteria – part of the name of a data column, for example – and the system will automatically find and return the list of data columns and/or tables that contain that word or phrase.



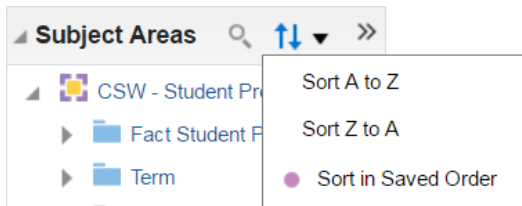
To determine the table from which an individual data column originates, hover your mouse over that particular data column name. A pop-up flag will appear, showing you the name of the subject area and table. Alternatively, double-click the data column and drop it into the analysis.

To clear the Search function to perform another search, click the large gray "X" on the right side of the box. To exit the function altogether, simply click the **Search** button again. The Subject Areas pane will revert to the normal view, showing you all existing tables and data columns.

Table Sort Order



Subject area folders are displayed in the Subject Areas pane in the sort order specified by the System Administrator. You can change this sort order, if you wish.



To change the sort order for subject area folders and data columns within each folder for the analysis that you are creating or modifying, click the **Sort Subject Area** button, and then select one of the options from the list.

The list of tables, and the list of data columns in each table, will be sorted in the order you selected.

To reset the list, click the Sort Subject Area button again and select **Sort in Saved Order**.