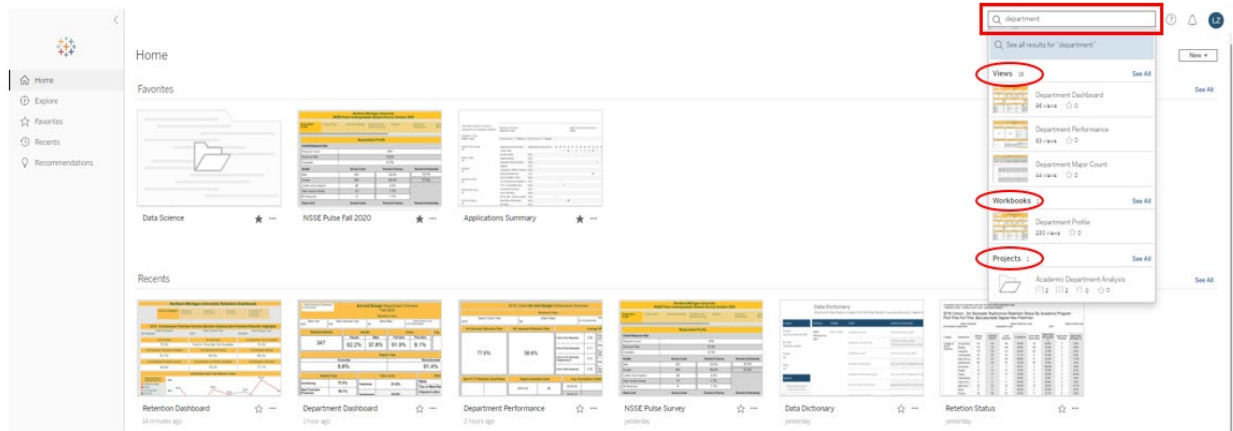


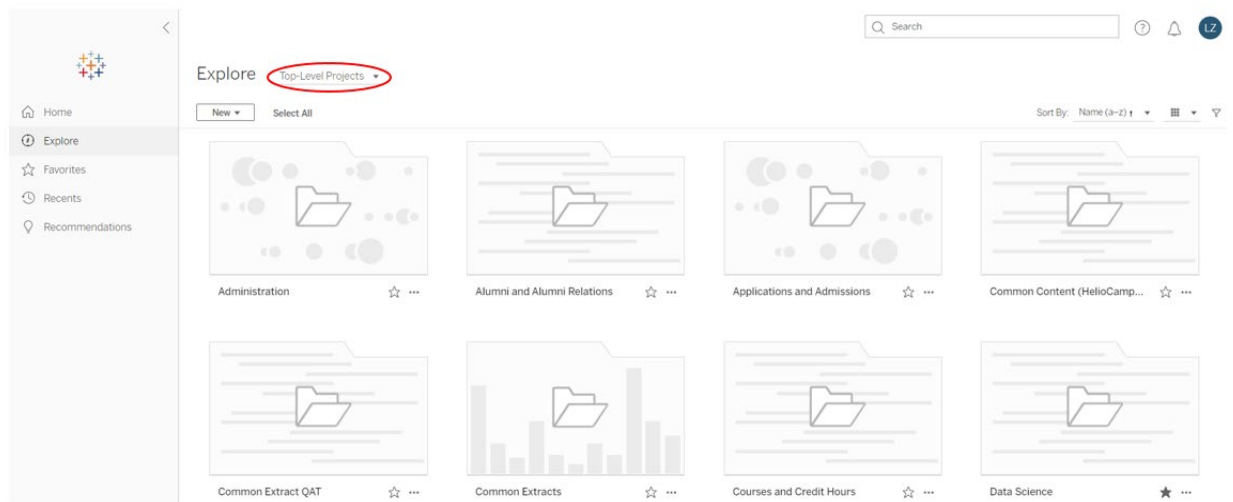
Tutorial 5-Search Information

There are multiple ways you can use to search for information in the Analytics Portal.

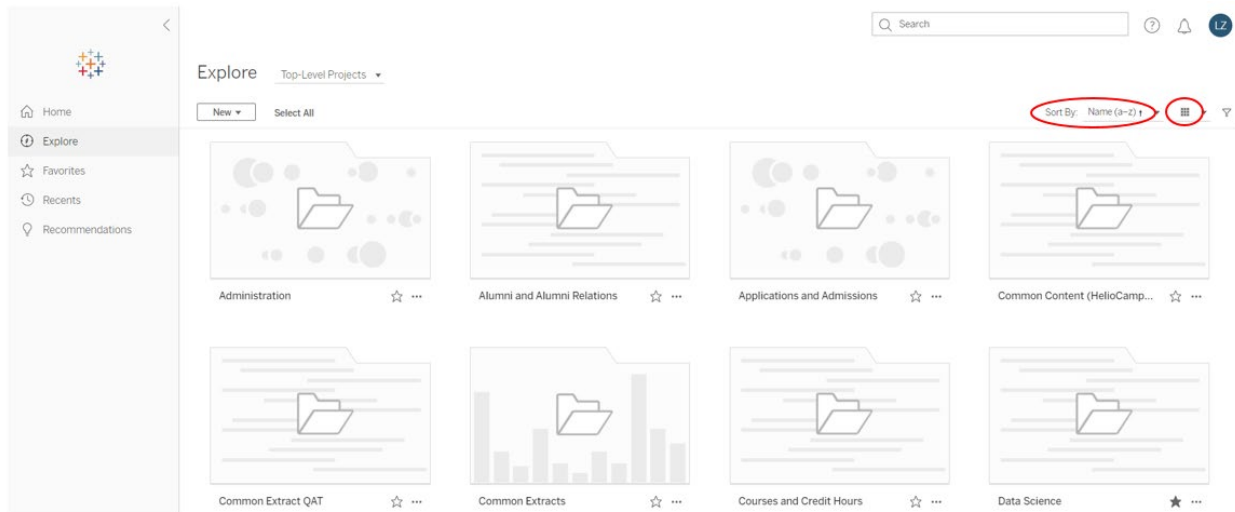
1. You can use the search box at the top of the Home page (Explore, Favorites, Recents, and Recommendations pages also have the search box). Once you type in the keywords (multiple keywords are allowed and no punctuations needed to separate them) for search, the results would be broken down by content type, so you can choose the one that matches your search goal.



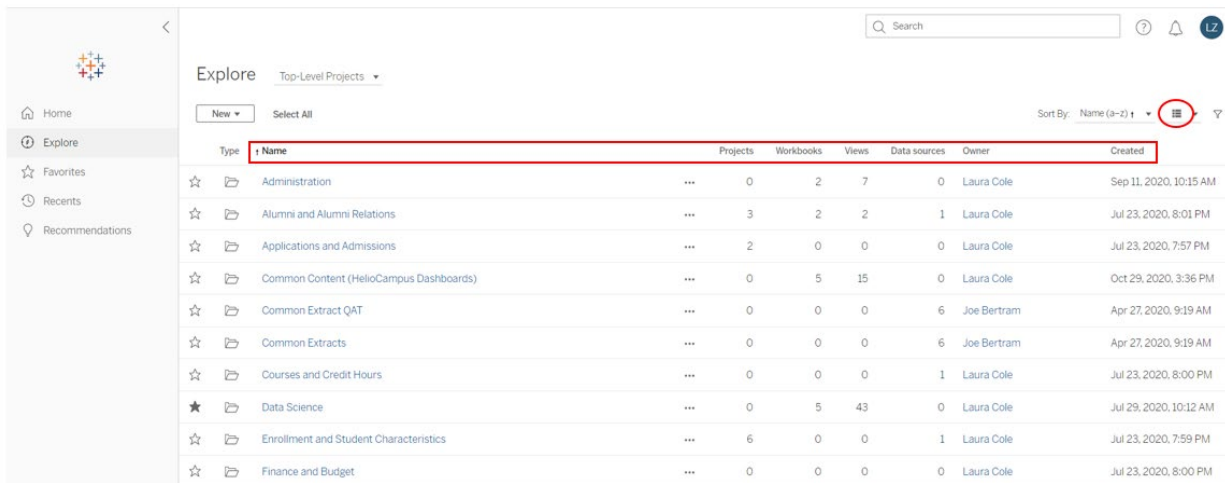
2. You can go to the Explore page for an information search. The content type menu controls the display on the Explore page and the default content type is the "Top-Level Projects", which is consistent with the category names listed on Tutorial 4. You can change the content type to All Projects, All Workbooks, and All Views, etc. based on your needs.



3. Multiple results can be shown by keyword searching, therefore, using the options to the right, you can display the content as a grid or as a list. When displayed as a grid, you can sort the content using the Sort by drop-down menu.



When displayed as a list, you can additionally sort the results by using the column headings.



4. If the current displays still show too many results, you can use the filtering on the right to narrow the results down further.

The screenshot shows a search results page for the term "retention". The page displays a table of results with columns for Type, Name, Views (all-time), Workbook, Sheet, Project, Owner, and Modified. A sidebar on the right contains a filter menu with options for Owner, Tag, Modified on/after, Modified on/before, Created on/after, and Created on/before. The filter menu is highlighted with a red box. The search results table is as follows:

Type	Name	Views (all-time)	Workbook	Sheet	Project	Owner	Modified
Retention and Gra...	...	92	Core Development - Rete...	1	Core Dashboards	Laura Cole	Sep 29, 2018
Retention Summ...	...	65	HC Exploratory Workboo...	1	IR/Registrar Validation	Joe Bertram	Aug 17, 2018
Retention and Gra...	...	35	Core Development - Rete...	2	Core Dashboards	Laura Cole	Sep 29, 2018
Retention and Gra...	...	33	Core Development - Rete...	3	Core Dashboards	Laura Cole	Sep 29, 2018
Retention Dashbo...	...	30	Retention Rate Dashboar...	1	Retention	David Parzuchowski	Nov 18, 2018
Retention and Gra...	...	22	Core Development - Rete...	1	Common Content (Helio...	Tasha Almond-Dannenbri...	Dec 2, 2018
Predicted Retentio...	...	21	Retention Probability Sco...	1	Data Science	Rick Ruiz	Oct 9, 2018
Student Retention	15	Retention Probability Sco...	2	Data Science	Rick Ruiz	Oct 9, 2018

Tutorial 6 will give you an example of a dashboard and introduce how to interact with it.