

## Data Table Displays

Here, you will learn how to personalize your data tables, which are available in almost every SchoolData application.

### Filtering and Sorting

**Basic vs. Advanced Filters:** In the basic filter mode, users can apply only a single filter per column. All filters across columns are combined using an implicit “and” operation. On the other hand, **advanced filters** enable the creation of complex filter combinations using both “and” and “or” operators. This provides more flexibility for filtering data based on multiple conditions.

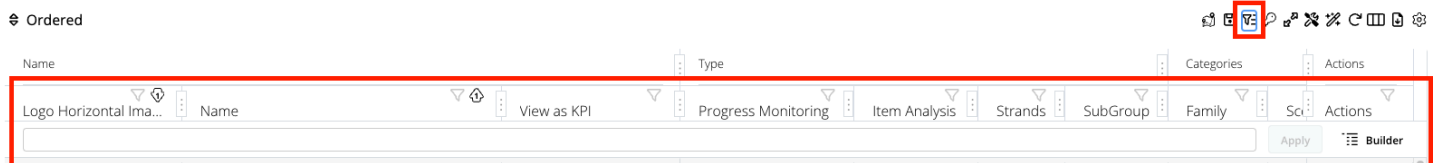
#### Basic Filter Modes

- **Keyword Search:** Type a keyword directly into the search field at the top of a column. This will filter the rows to display only those containing the keyword.
- **Sorting:** Click a column header to sort the data in ascending/descending order. An arrow icon will appear, showing the direction of the sort.
- Click the **Filtered icon** in the top left above the table and click the **trash can icon** to delete filtered settings.
- **Filtering Icons:** Click the **filter icon** (usually a funnel or an arrow pointing up or down) at the top of a column. This will open a menu with various filtering options, such as:
  - **Text Filters:** Contains, Does Not Contain, Starts With, Ends With, Equals, Does Not Equal.
  - **Number Filters:** Equals, Does Not Equal, Greater Than, Less Than, Between.
  - **Date Filters:** Today, Yesterday, Tomorrow, This Week, Last Week, This Month, Last Month, This Year, Last Year, Custom Range.

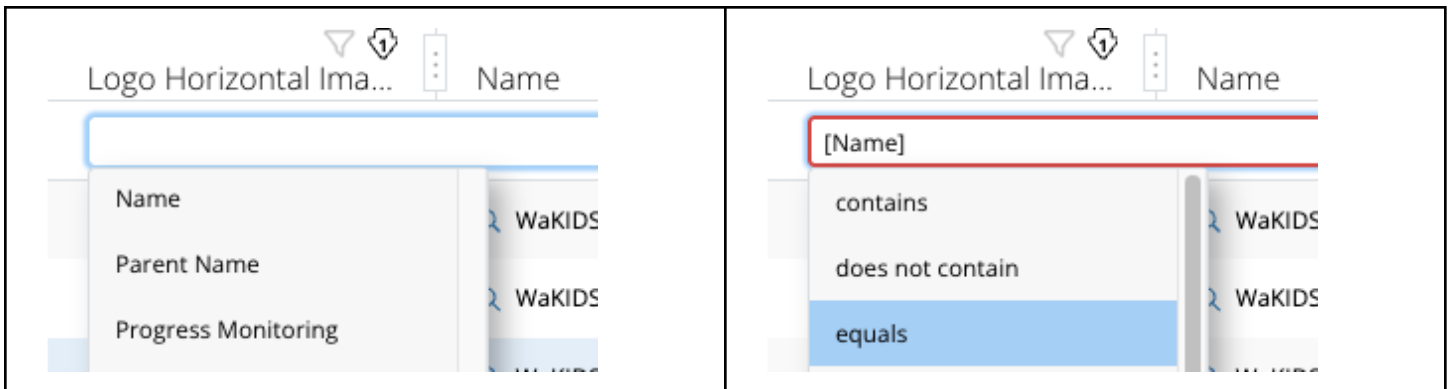


## Advanced Filter

The **Advanced Filter** button is a filter icon in the action menu at the top-right corner of the data table. Once advanced filters are enabled, the column headers are updated, and any existing basic filters are removed. A long text input box appears beneath the column headers. Clicking into the text box activates a tool to assist in building filters.

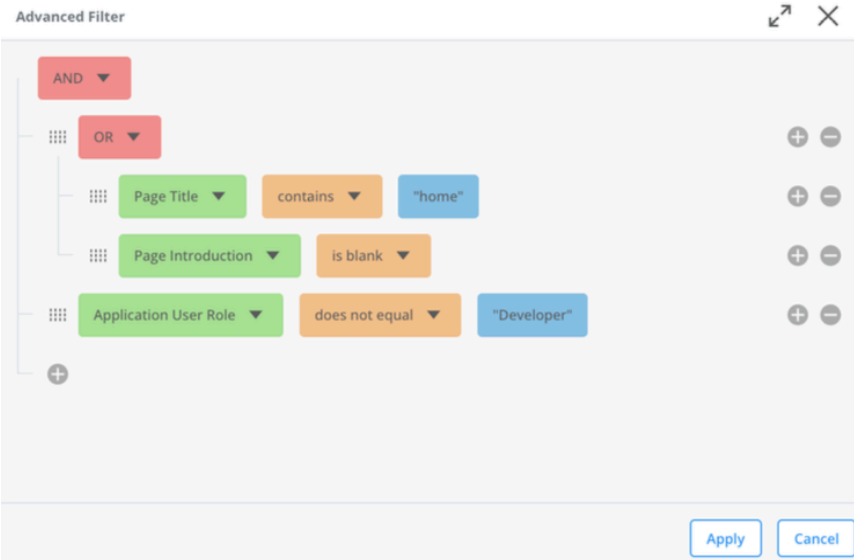


1. Select a **column** from a dropdown menu or type the column name directly.
2. Choose an **operator** (e.g., equals, contains).
3. Enter the **value** to complete the filter.
4. Once a valid filter is created, pressing space will allow the user to add another filter, specifying that the new filter should be combined using “And” or “or” with the previous one(s).
5. If the filter text is invalid, the text box will turn red to indicate an error.



## Builder Button

1. Click the **Builder Button** to the far right of the text box. Clicking this opens a more visual filter-building tool, offering a graphical interface for creating complex “And” or “Or” filter combinations. This tool makes managing and visualizing nested filters easier.
2. Click **Apply** to close the builder tool. The created filters will then be displayed in the text box.
3. The image below shows an advanced filter using an “and” for two clauses, one filter and the other a filter group. The image shows we will filter to rows that are Not for Developers “and” either the page title contains home “or” the introduction is blank.



## Navigating the Table

- Use the **scroll bars** on the right and bottom of the table to view more data.
- Click the **arrows** at the bottom of the table to move between pages.
- Click the **dropdown menu** in the bottom right corner to adjust the number of rows displayed per page.

Logo Horizontal ima...	Name	View as KPI	Progress Monitoring	Item Analysis	Strands	SubGroup	Family	Sci	Actions
	WaKIDS: 10a Engages in Conversations - Fall (Thru 19/20)						WaKIDS	Stat	
	WaKIDS: 11a Attends and engages - Fall (Thru 19/20)						WaKIDS	Stat	
	WaKIDS: 11b Persists - Fall (Thru 19/20)						WaKIDS	Stat	
	WaKIDS: 11c Solves problems - Fall (Thru 19/20)						WaKIDS	Stat	
	WaKIDS: 12a Recognizes and recalls - Fall (Thru 19/20)						WaKIDS	Stat	
	WaKIDS: 13 Uses Classification Skills - Fall (Thru 19/20)						WaKIDS	Stat	
	WaKIDS: 14a Thinks Symbolically - Fall (Thru 19/20)						WaKIDS	Stat	
	WaKIDS: 15a Notices and discriminates rhyme - Fall (Thru...						WaKIDS	Stat	

to 50 of 8185

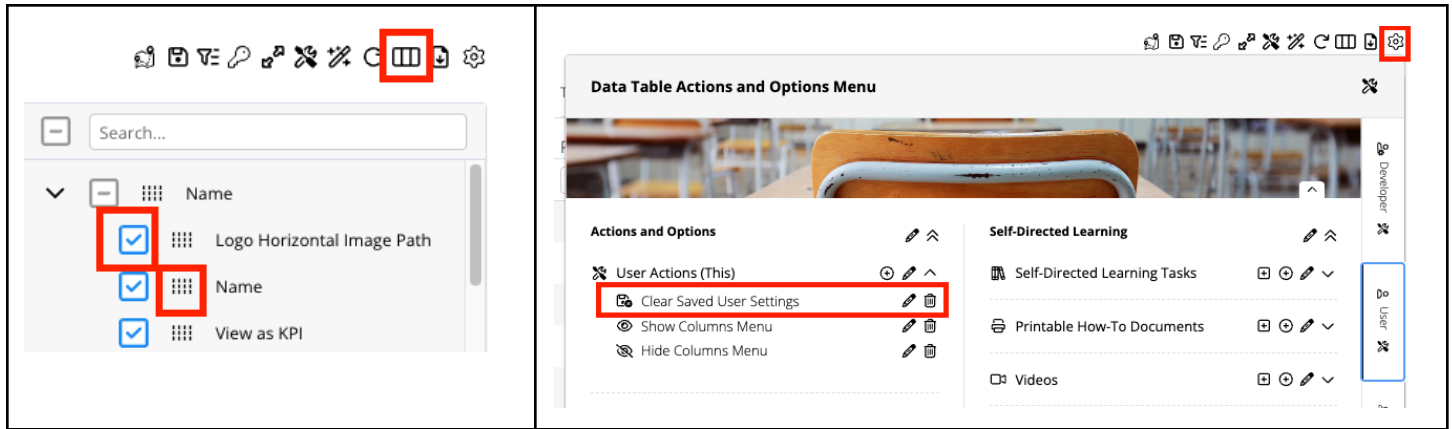
Page 1

50 per page  
100 per page  
500 per page  
1000 per page

## Customizing the Table

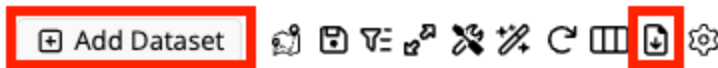
- **Column Visibility:** Click the **Show Column Panel** button at the top right to adjust which columns to display. A checked box makes a column visible, and an empty checkbox hides it.
- **Column Reordering:** Click and drag the **three-dot icon** next to a column header to reposition it.

- **Resetting the Table:** Click the **Data Table Actions and Options Gear** and choose **Clear Saved User Settings** to restore the table to its default state.



## Interacting with Data

- **Download:** Click the **Download Data Table icon** in the top right to generate a CSV or Excel document.
- Look for options to add new entries, often represented by an **Add New** button in the top right of the table.



- **Hyperlinks:** Clicking on blue text or symbols will open a new view or page with more details.
- **Row Actions and Options:** These are specific to the application and table. They might include editing, deleting, printing, or marking items as complete.



- **Bulk Actions:** Select multiple rows by clicking one or more **checkboxes** in the far left column. Check the topmost checkbox to select all items in the table. Then, click the **Selected Gear** in the top left of the table to choose a bulk action.

