Data Miner Techniques
Getting Results for Multiple DAs

The DA drop-down list filter allows you to search for multiple, non-contiguous DAs. With the flexibility of the DA filter and the More/Search option, it’s easy to get only the data you need. Below are the four methods to search for multiple DAs.

1. Type or paste directly in the user input field, separating DAs by a semi-colon. Columns of data cannot be pasted directly from Excel, but other sources, including rows, may be pasted. After pasting, remember to separate DAs with a semi-colon.

2. Check the box next to each value.

3. Click the Pencil icon to paste DA numbers from another source, such as Excel. (Details on p. 2)
   - This method is recommended, because it is faster than other methods.

4. Enter a partial DA number and then search for all DAs matching your criteria. (Details on p. 3)

Note: For dashboards that have both the DA is LIKE (pattern match) and DA drop-down filters, you must complete at least one of the filters. You may complete both for greater flexibility.
Pasting from another source, such as Excel.

1. Click the drop-down arrow for the **DA(s)** filter.

2. Click the **More/Search** link at the bottom of the drop-down list.

3. In the **Select Values** screen, click the **Pencil** icon in the upper right corner.

4. The **Edit** box appears.

5. Within Excel (or another application), execute the copy command (Control + C).

6. Within Data Miner, click in the **Edit** field and execute the paste command (Control + V).

7. Click **OK** in the **Edit** box to return to the **Select Values** screen.

8. Click **OK** to exit the **Select Values** screen.

9. The DAs are populated in the user input field. You can verify this by clicking the drop down arrow.
Searching for all values matching your criteria

This method of searching for multiple DAs is more time consuming than the other three methods, because it populates a long list of DAs. To get your data faster, we recommend using one of the other methods to search for DAs.

1. Click the drop-down arrow for the DA(s) filter.

2. Click the More/Search link at the bottom of the drop-down list.

3. In the Select Values screen, enter text in the user input field. The default searching option is for DAs that start with a specified value. For example, enter 89 to retrieve DAs starting with 89.

4. Click the Search button.

5. After retrieving all Departmental Activity numbers beginning with 89, you can select one or more DAs and then move the DAs to the Selected portion of the screen.
   - To select all numbers, click the double-arrow.
   - To select a range of numbers, hold down the Shift key while you click the first and last number in the list. Then click the single arrow.
   - To select non-contiguous numbers, hold down the Control key while you click non-contiguous numbers. Then click the single arrow.

6. Click OK to exit the Select Values screen.

7. The DAs are populated in the user input field. You can verify this by clicking the drop-down arrow.