Data Miner Techniques
Keeping or Removing Rows

Use the content of a cell to keep the records you need or remove the records you don’t need.

Example

You want to see all Office Depot purchases. After running the EBO AP Expenditure Detail dashboard, an expenditure record shows Office Depot in the Description column.

To view all records containing Office Depot in the Description column, use Keep Only.

1. Locate a cell containing Office Depot in the Description column.
2. Right-click within the cell containing Office Depot to see the menu.
3. Choose Keep Only.
4. The screen will refresh. The only records now shown are those with Office Depot in the Description column.

If you have already reviewed Office Depot records, you can instead hide them by using Remove in the Description column.

1. Locate a cell containing Office Depot in the Description column.
2. Right-click within the cell containing Office Depot to see the menu.
3. Choose Remove.
4. The screen will refresh. All records containing Office Depot in the Description column have been removed from the screen.