

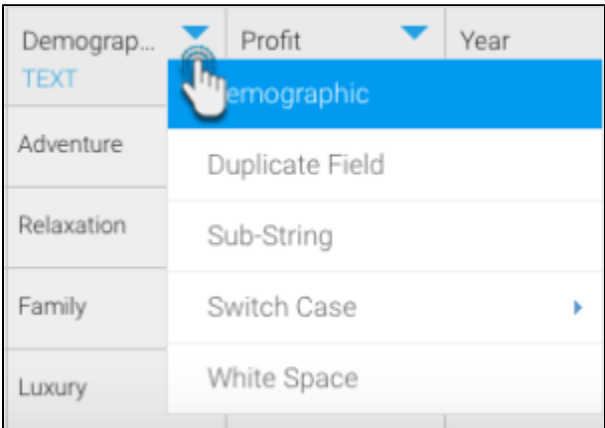
Sub-String

This transformation is used to extract part of a string from a text field. You can specify the number of characters you want to extract from the string, and which side to begin extraction from (that is, left, right, or middle).

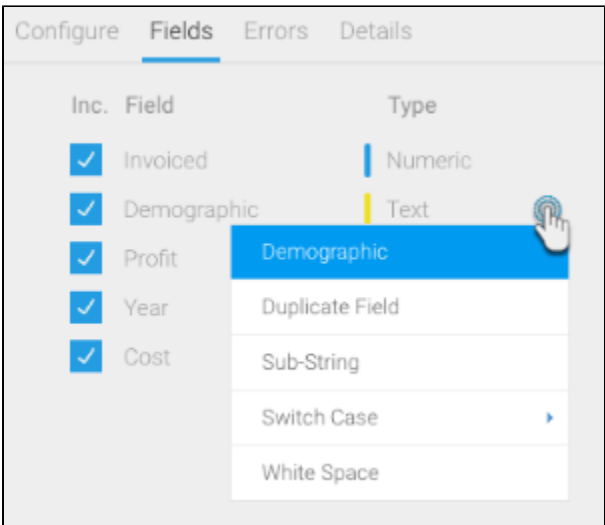
Instructions

This transformation is done directly on column fields once a step has been configured, and data is generated in the Data Transformation module. Follow these steps to perform a sub-string transformation:

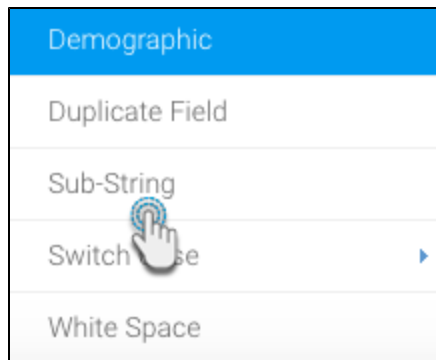
- 1. Either click on the menu icon next to a text field's name in the data preview panel.



- 2. Or click on the menu option next to a text field in the Configure panel, under the Fields tab.



- 3. A menu will appear for the selected field.
- 4. Click on the Sub-String option.



5. When the popup appears, choose which side to begin extraction from. Options include:
- **Left:** Extract characters starting from the left side (beginning) of the string.
 - **Right:** Extract characters starting from the right side (end) of the string and work backwards.
 - **Middle:** Extract characters starting from the specified starting position (including the character at that position) and work forwards.

A "Sub-String" popup window with a blue header and a close button (X). The main area is titled "Extract String from:" and contains three radio button options: "Left" (selected), "Right", and "Middle". To the right of these options is a text input field labeled "Number of Characters". At the bottom of the popup is a large blue "Submit" button.

6. Then specify the number of characters to extract.
7. If the *Middle* option is selected, then enter a starting position to begin extraction. (The character in that position will also be extracted.)

A "Sub-String" popup window showing the "Middle" option selected. The "Number of Characters" field contains the value "3". The "Starting from" field contains the value "2".

8. Click on Submit.