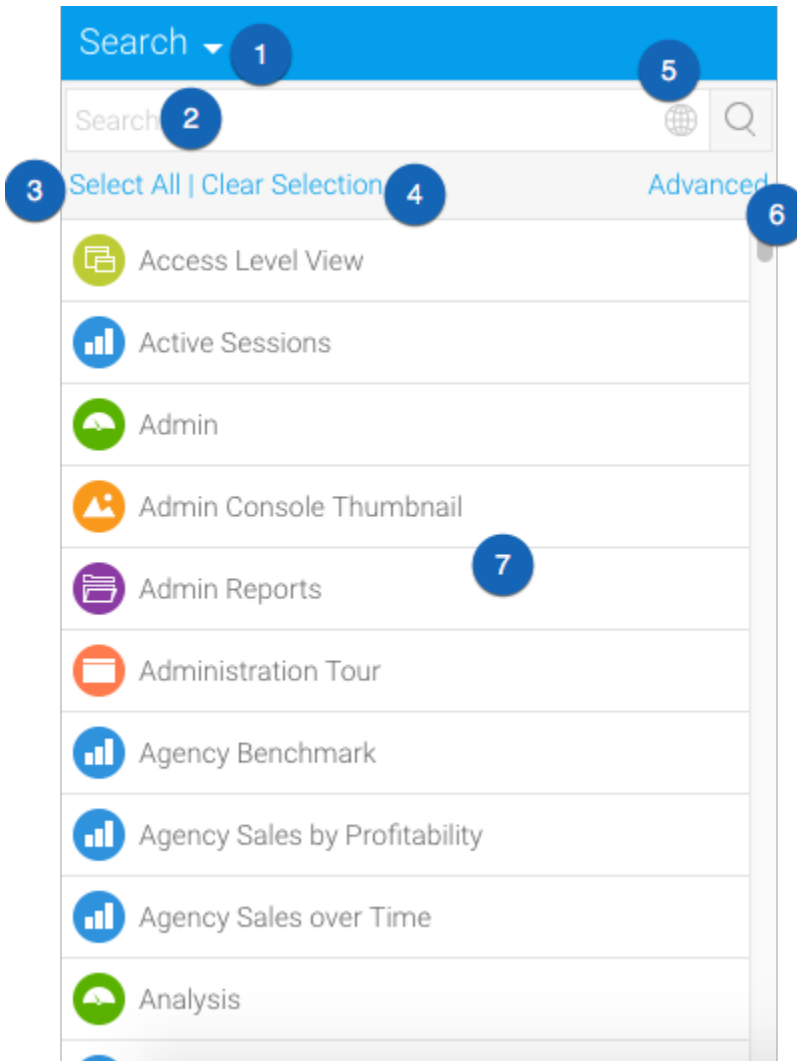


Searching for Export Content

The search panel on the bottom left side of the export screen can be used to search through your Yellowfin content.

Following is an image of what the search panel looks like:



1. Main dropdown

2. Search bar

3. Select all link

4. Clear selection link

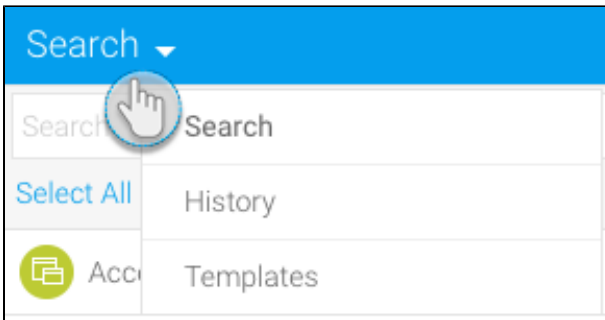
5. Content type filter

6. Advanced search

7. Content list

Main Dropdown

There are three means to use this feature:



This selection will let you filter your content. ([Skip ahead](#) to learn more about this feature.)
Select 'history' to view all your previously exported content. Each time you create an export file, Yellowfin automatically saves the content selection for you.

Click on the name of the saved file from the left side content list; its content will appear in the export list on the right

| History ▾ | | Export List | | | | |
|-----------|----|-------------------------|--------------------|----------------------|-------------|--------|
| admin | 12 | Name | Last Modified | Last Modified By | Linked Con. | Alerts |
| expo | 18 | Admin | 13/4/2016 11:49 AM | System Administrator | 10 | |
| | | Admin Console Thumbnail | 17/12/2013 6:26 PM | | 0 | |

You can remove content from the export list that you don't want to export, by dragging it out.

Shows a list of previously saved templates. These are export file contents that you have specifically saved as templates while exporting them.

Click on the name of a template file from the left side content list; its content will appear in the export list panel on the right

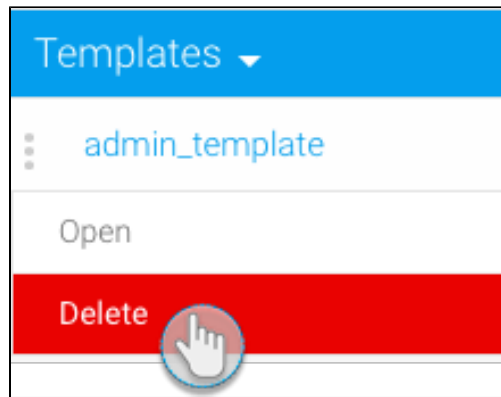
| Templates ▾ | | Export List | | | | |
|----------------|----|-------------------------|--------------------|----------------------|-------------|--------|
| admin_template | 12 | Name | Last Modified | Last Modified By | Linked Con. | Alerts |
| | | Admin | 13/4/2016 11:49 AM | System Administrator | 10 | |
| | | Admin Console Thumbnail | 17/12/2013 6:26 PM | | 0 | |

You can remove content from the export list that you don't want to include in the next export by dragging them out.

How to delete a template file:

To delete a template file from the list, follow the steps below:

1. Click on the vertical ellipsis menu to the left of the template file's name
2. Then click on the delete option from the menu



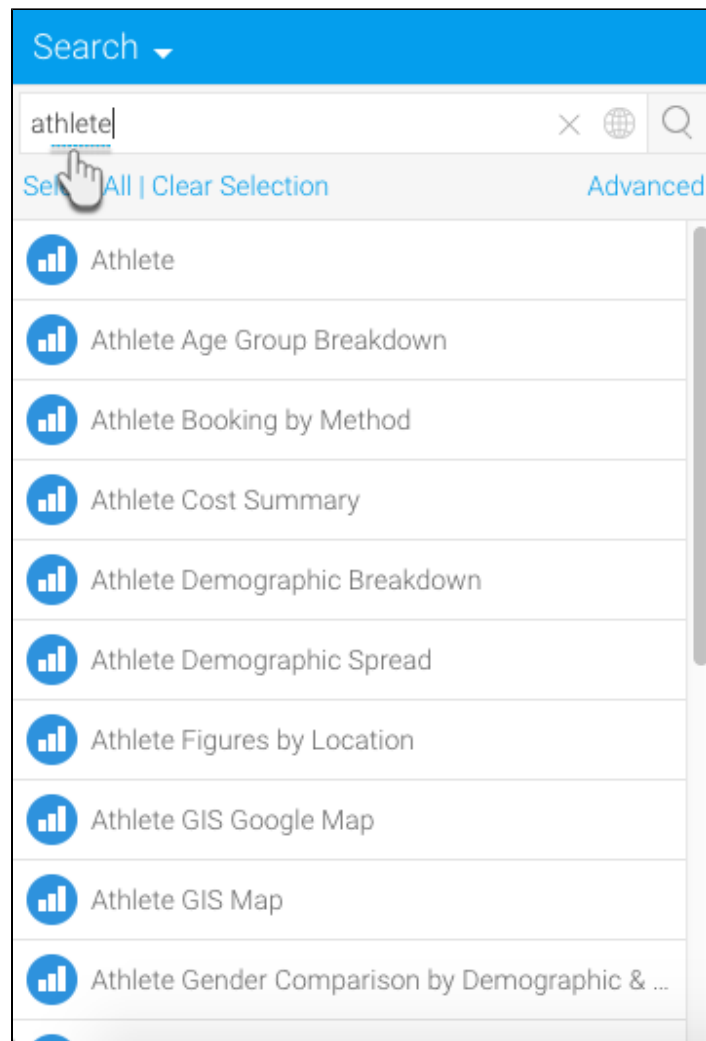
3. Your template file should now be removed

[Top](#)

Search Keyword Bar

Use the search keyword bar to enter any word to filter the content list accordingly.

For example: using 'athlete' as the keyword, sifts the content list with only content names that have the word 'athlete' in their title.

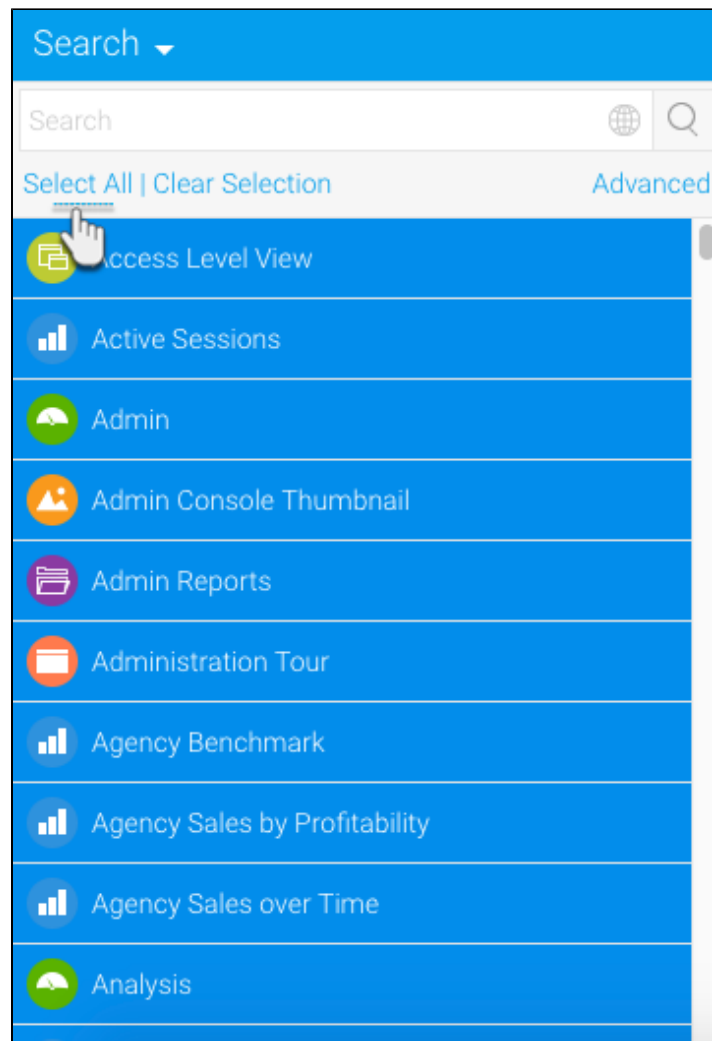


[Top](#)

Select All Link

Simply click on the *Select All* link to select all the items currently displayed in the content list.

You can simply drag one of the selected items to the export list panel and they will all be moved there.



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Clear Selection Link

To unselect all the selected items, click on the *Clear Selection* link.

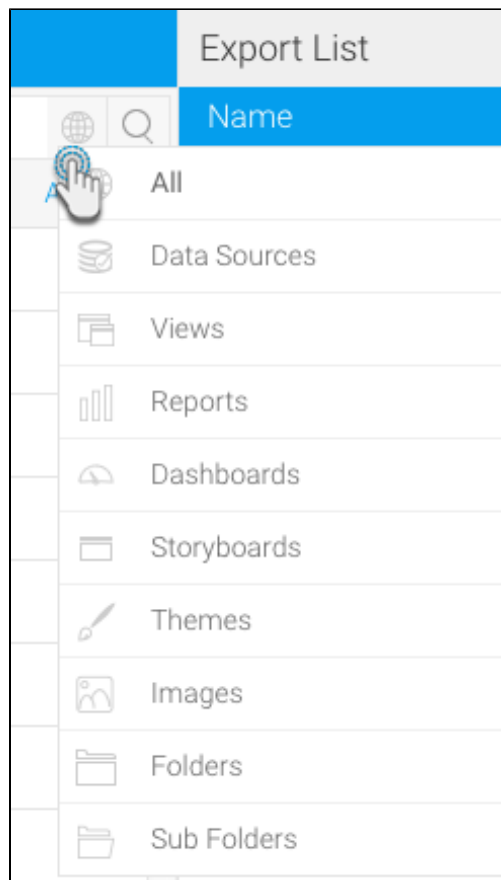


This link doesn't affect the content already added to export list

[Top](#)

Content Type Icon

Click on the content type icon to view a list of content types



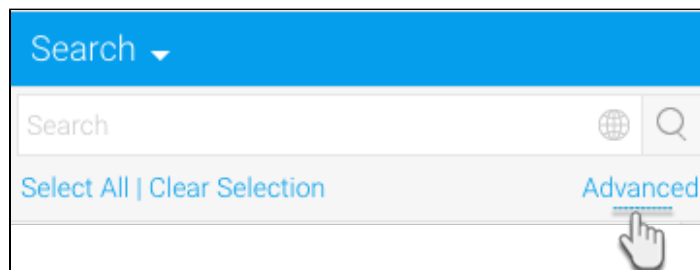
You can use this menu to select a specific type to apply to the content list.

✓ You can also use this list as a legend to view unique icons for each type of content types.

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Advanced Search

Click on the advanced link on the right of the search panel to view the advanced filter options.



Note: As soon as you click on the Advanced link, it will be replaced by a Basic link, so you could return to the basic search filters anytime.

Here's what the advanced filter panel looks like:

Advanced

-- Select Data Source --

-- Select View --

-- Select Folder --

-- Select Sub Folder --

Last Modified

Clear

From this panel, you can select a specific data source, view, folder and sub folder to sift your search content list. Moreover, you can also choose contents that were modified within a particular date range through the Last Modified field.

- Just click on the calendar icon next to the Last Modified field to make a calendar appear
- Click on the start date of the time period and then on the end date to establish a time frame. You can view your selected dates and the highlighted period.
- Then click on the Apply button to use this date and filter the content list with data that was modified within this time frame.

Last Modified

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April, 2017

▶

◀

May, 2017

▶

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Date

01/04/2017

10/05/2017

Cancel

Apply

Related links:

[Export & Import Repository](#)

[The Export Process](#)

[The Import Process](#)

[Navigating the Status Bar](#)