Content Lists: Manage Data

My Content Options
Refresh
Move

Rename
Modify

Publish
Delete

Report Storage
Content Lists

Use the My Content screen to view and manage your saved data.

From the main menu, click My Content.

In the navigation pane on the right, click any section title (My Reports, etc.) to expand a section.

Click any section or folder to display all available records in the content list. The list is displayed in grid format on the main screen.

My Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Map</th>
<th>Status</th>
<th>Date Created</th>
<th>Date Accessed</th>
<th>Report Type</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pop-Facts Executive Summary</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Mar 4, 2014</td>
<td>Pop-Facts Executive Summary</td>
<td>Segmental</td>
<td></td>
</tr>
<tr>
<td>Pop-Facts Demographics</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Feb 13, 2014</td>
<td>Pop-Facts Demographics</td>
<td>Segmental</td>
<td></td>
</tr>
<tr>
<td>Senior Life</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Feb 13, 2014</td>
<td>Senior Life</td>
<td>Segmental</td>
<td></td>
</tr>
<tr>
<td>Pop-Facts Demographics By Age Race Sex</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Feb 13, 2014</td>
<td>Pop-Facts Demographics By Age Race Sex</td>
<td>Segmental</td>
<td></td>
</tr>
<tr>
<td>Pop-Facts Executive Summary</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Feb 13, 2014</td>
<td>Pop-Facts Executive Summary</td>
<td>Segmental</td>
<td></td>
</tr>
<tr>
<td>Pop-Facts Demographics</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Feb 13, 2014</td>
<td>Pop-Facts Demographics</td>
<td>Segmental</td>
<td></td>
</tr>
<tr>
<td>Profile Worksheet</td>
<td>Complete</td>
<td>Feb 12, 2014</td>
<td>Feb 18, 2014</td>
<td>Profile Worksheet</td>
<td>Segmental</td>
<td></td>
</tr>
<tr>
<td>Profile Worksheet</td>
<td>Complete</td>
<td>Feb 12, 2014</td>
<td>Feb 14, 2014</td>
<td>Profile Worksheet</td>
<td>Segmental</td>
<td></td>
</tr>
<tr>
<td>Target Concentration filter applied</td>
<td>Complete(Published)</td>
<td>Feb 6, 2014</td>
<td>Feb 14, 2014</td>
<td>Target Concentration</td>
<td>Segmental</td>
<td></td>
</tr>
</tbody>
</table>

All the current items appear in the list. Available actions that can be performed are displayed in blue at the top of the grid.

Select and Manage Items

Use the action buttons at the top of the grid (Refresh, Copy, Rename, Modify, Move, Publish, Delete) to manage your content.

To select a single item in the list, click its check box. Available actions are displayed in blue.

To select multiple items, click one or more check boxes. Some actions are not available for multiple selections.

For complete instructions on the option buttons, click one of the links above.

Column Sort Options

To find data quickly, you can sort the content list using any column. An arrow appears beside the column heading of the column currently used for list sorting.

To sort by data in a column, click the column heading. The list of items sorts in ascending order.

To sort the data in the column by descending order, click the column heading a second time.

You can change the selected column and the sort order as often as needed.

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If the content lists exceeds a single page, use the page controls to view additional items.

- **Scroll Up and Down**
  Drag the scroll bars at the right side or the bottom of the window to move and view items.

- **Next Page**
  Click the **Next Page** button or the > icon to move to the next page of items.

- **Previous Page**
  Click the **Previous Page** button or the < icon to move to the previous page of items.

- **First Page**
  Click the **First Page** button or the |< icon to move to the first page of items.

- **Last Page**
  Click the **Last Page** button or the |> icon to move to the last page of items.

- **Selected Page**
  Click the **Page** field and type a page number. Press **ENTER** to move to the page.

- **Rows per Page**
  Click the drop-down and click an option to view **10, 20** or **50** rows in the list.

- **Refresh**
  If you selected items to copy or modify, click the refresh icon ⌘ to refresh the list.