When you log into Claritas Segmentation & Market Solutions, the opening screen contains all the options you need to view and manage your data.

As you select the options to create or view content, the screen displays a combination of lists, menus or selection prompts to guide you through the process.

A brief explanation of the screen displays is provided below.

**NOTE:** Use the Settings option to select the first screen that appears when you log into a Segmentation & Market Solutions segment.

**Main Menu**

The main menu spans the top of all screens.

Click an option to select it. The appropriate list, entry screen or selection prompt appears.

If additional options are available, a submenu appears.

**Navigation Pane**

Most main screens include a navigation pane on the right side.

Click an option to display the appropriate screens for creating or viewing data.

- **Collapse/Expand Section**
  
  Click the arrow beside a main section title or option to expand or collapse its contents.

- **Select Options**
  
  Click any option to display its content or move to the appropriate list or selection prompt.

- **Create New Folder**
  
  To organize your content within each section, you can create your own folders. Click the plus icon and type a name of the folder.

- **Collapse/Expand Navigation Pane**
  
  Click the arrow on the right side of the pane to collapse it. The main content area is shown as full size in the window. Click the arrow a second time to expand the navigation pane.

**Content Area**

The main workspace or content area for each action you perform displays on the left side of the screen. You also can collapse the Navigation Pane to view the contents in the full screen.
Click an option to move to its appropriate selection or entry screen.

**Collapse/Expand Section**
Click the arrow beside a main section title or option to expand or collapse its contents.

**Add to Favorites**
The Favorites section is displayed at the top of the Create Content screen. Use it to display a copy of the options you use frequently, for faster selection.
Click the blank star beside an option name to select it as a favorite. The star appears in green, and a copy of the option appears in the Favorites section.
To remove a favorite from the section, click the green star.

**Content Lists**
As you create content, such as reports, analysis areas, etc., your records are displayed in content lists, displayed in grid format on the main screen.

### My Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Red Status</th>
<th>Date Created</th>
<th>Date Accessed</th>
<th>Report Type</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro-Facts Executive summary</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Mar 4, 2014</td>
<td>Pro-Facts Executive summary</td>
<td>Segmented</td>
</tr>
<tr>
<td>Pro-Facts Demographics</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Mar 5, 2014</td>
<td>Pro-Facts Demographics</td>
<td>Segmented</td>
</tr>
<tr>
<td>Pro-Facts Demographics by Age</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Mar 6, 2014</td>
<td>Pro-Facts Demographics by Age</td>
<td>Segmented</td>
</tr>
<tr>
<td>Pro-Facts Demographics Trend</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Mar 7, 2014</td>
<td>Pro-Facts Demographics Trend</td>
<td>Segmented</td>
</tr>
<tr>
<td>Pro-Facts Executive Summary</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Mar 8, 2014</td>
<td>Pro-Facts Executive Summary</td>
<td>Segmented</td>
</tr>
<tr>
<td>Pro-Facts Demographics</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Mar 9, 2014</td>
<td>Pro-Facts Demographics</td>
<td>Segmented</td>
</tr>
<tr>
<td>Profile Worksheet</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Mar 10, 2014</td>
<td>Profile Worksheet</td>
<td>Segmented</td>
</tr>
<tr>
<td>Profile Worksheet</td>
<td>Complete</td>
<td>Feb 13, 2014</td>
<td>Mar 11, 2014</td>
<td>Profile Worksheet</td>
<td>Segmented</td>
</tr>
<tr>
<td>Target Concentration Filter</td>
<td>Complete(Selected)</td>
<td>Feb 13, 2014</td>
<td>Mar 12, 2014</td>
<td>Target Concentration</td>
<td>Segmented</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 options, see [Content Lists: Manage Data Items](#).

**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.

**List View Controls**
If the content list 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.

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

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Refresh
If you selected items to copy or modify, click the refresh icon 🔄 to refresh the list. You also can use it to view the current processing status for any item in the list.

Prompts
When you create new data, such as reports or analysis areas, a series of "prompts" is displayed to guide you through the process.

Each step, such as data entry or selection, is displayed in order.

Click the Previous or Next buttons to move among the steps.

After you complete all the required steps, the Submit button appears.

The Navigation Pane displays your progress as you complete the steps.

- Blue text indicates the current step.
- ❌ indicates that the step is incomplete.
- ✓ indicates that the step is completed.

After all steps are completed, the Next button is active.