

Using the Embedded Airtable Display

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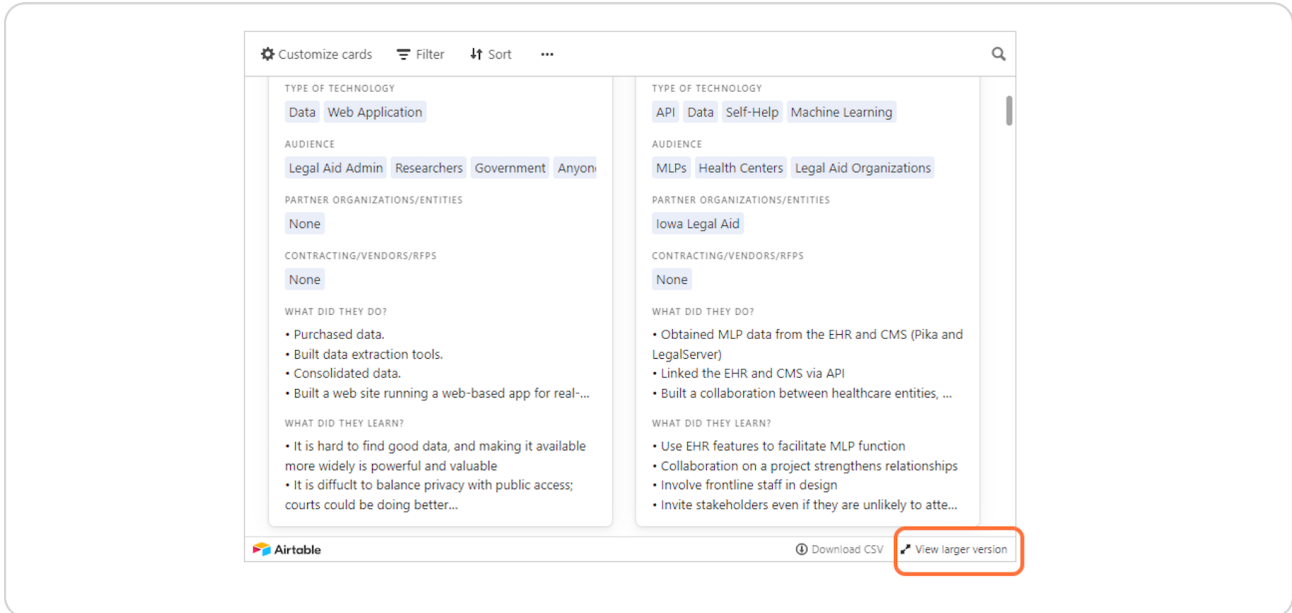
Created by
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January 12, 2023

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August 10, 2023

STEP 1

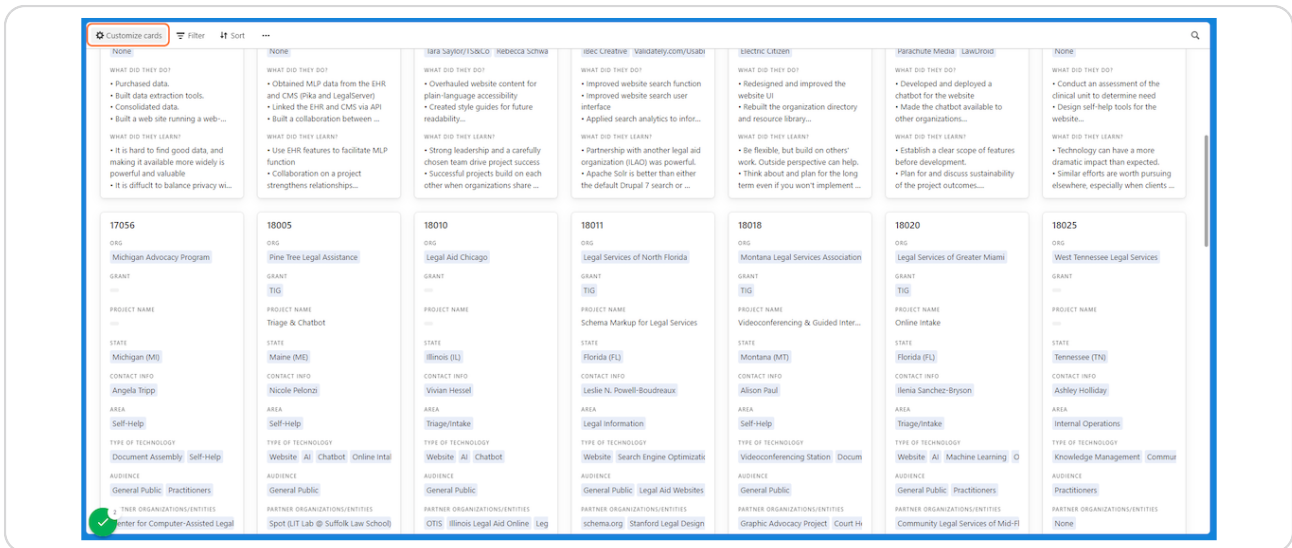
If a larger view of the cards is desired, click on "View larger version" at bottom of AirTable display.



12 Steps

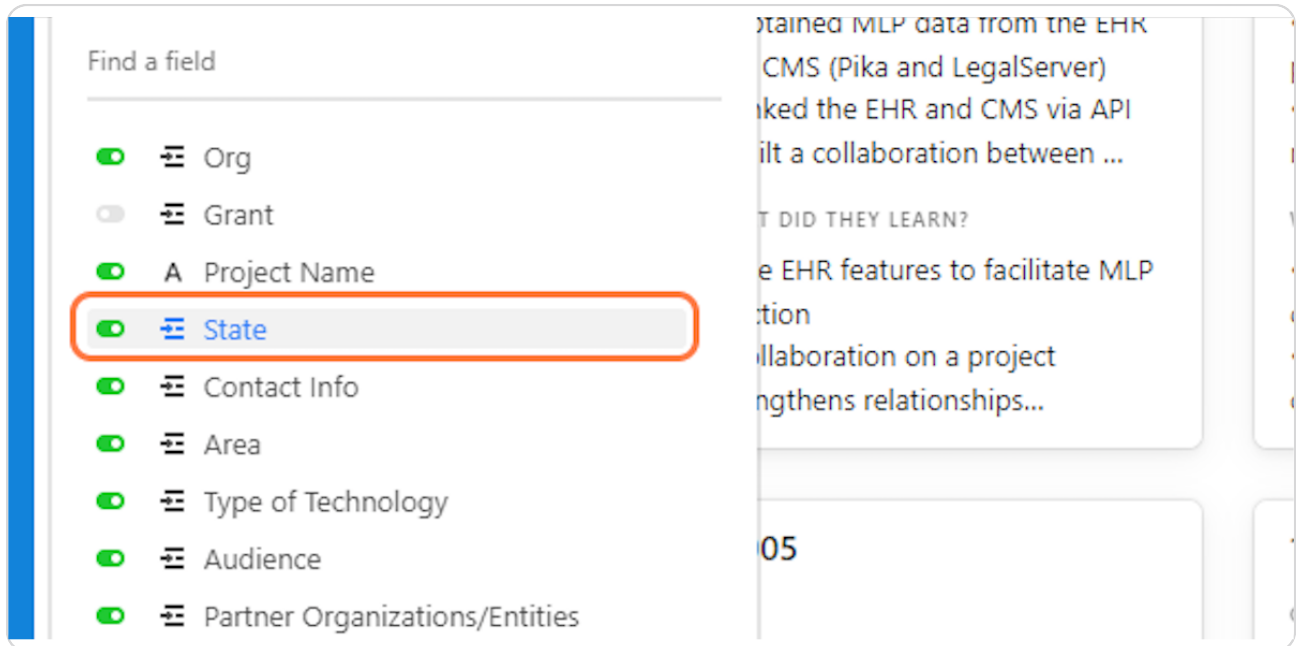
STEP 2

Click on "Customize cards" to change the fields displayed on the cards.



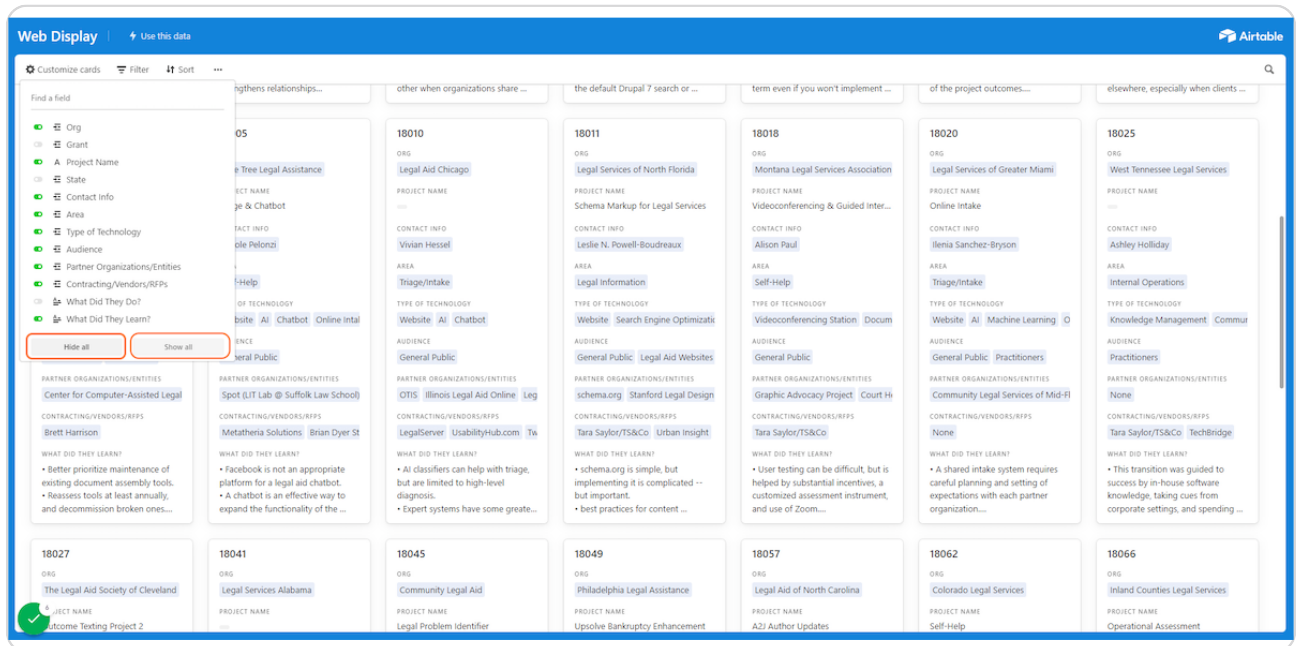
STEP 3

Click on slider to turn an individual field on or off.



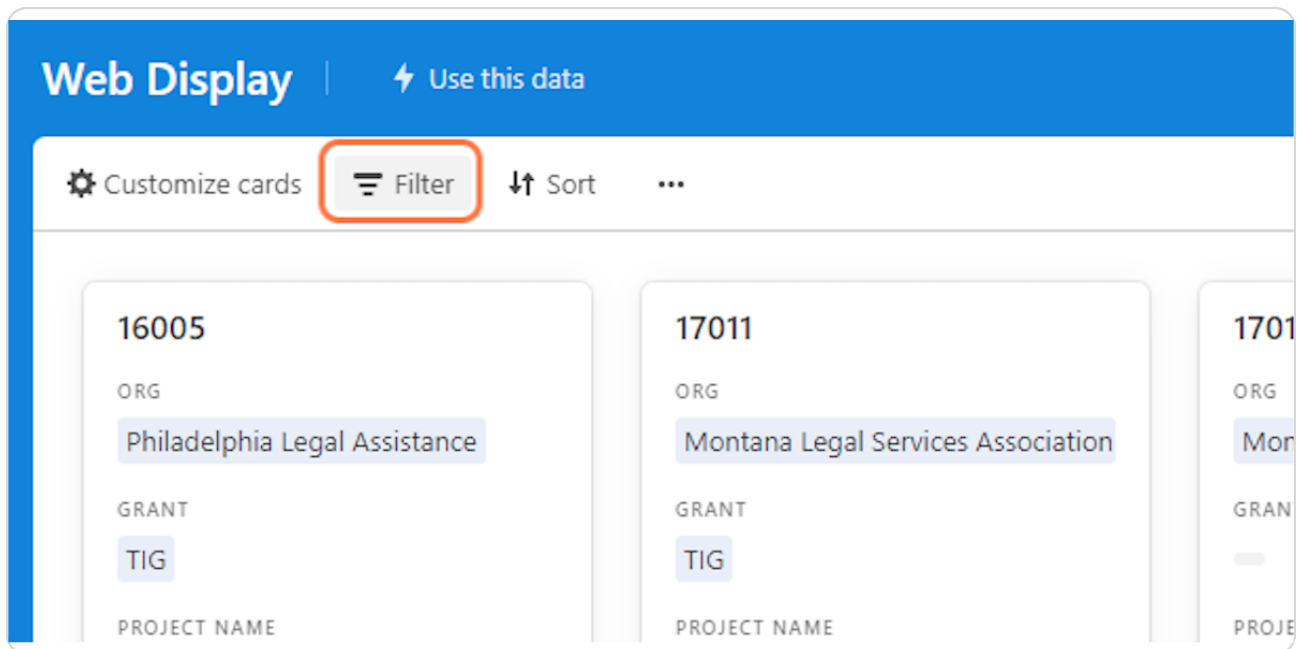
STEP 4

Click on "Hide all" or "Show all" to select all fields quickly.



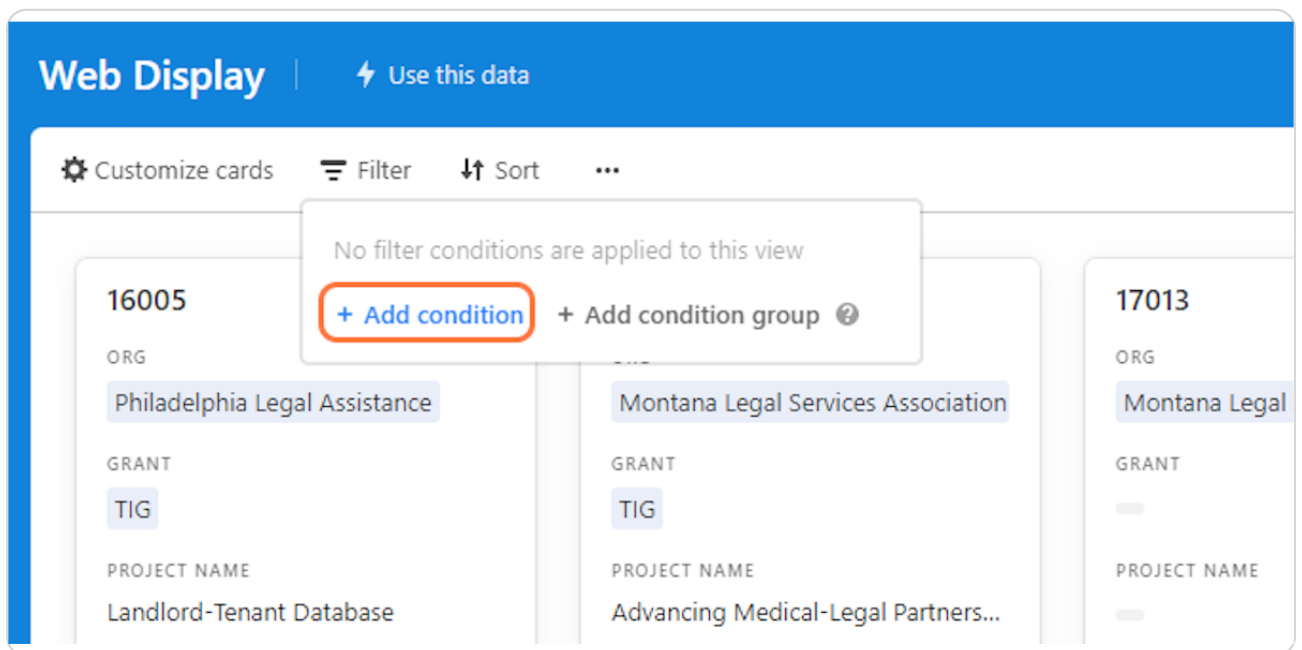
STEP 5

Click on "Filter" to narrow the displayed cards.



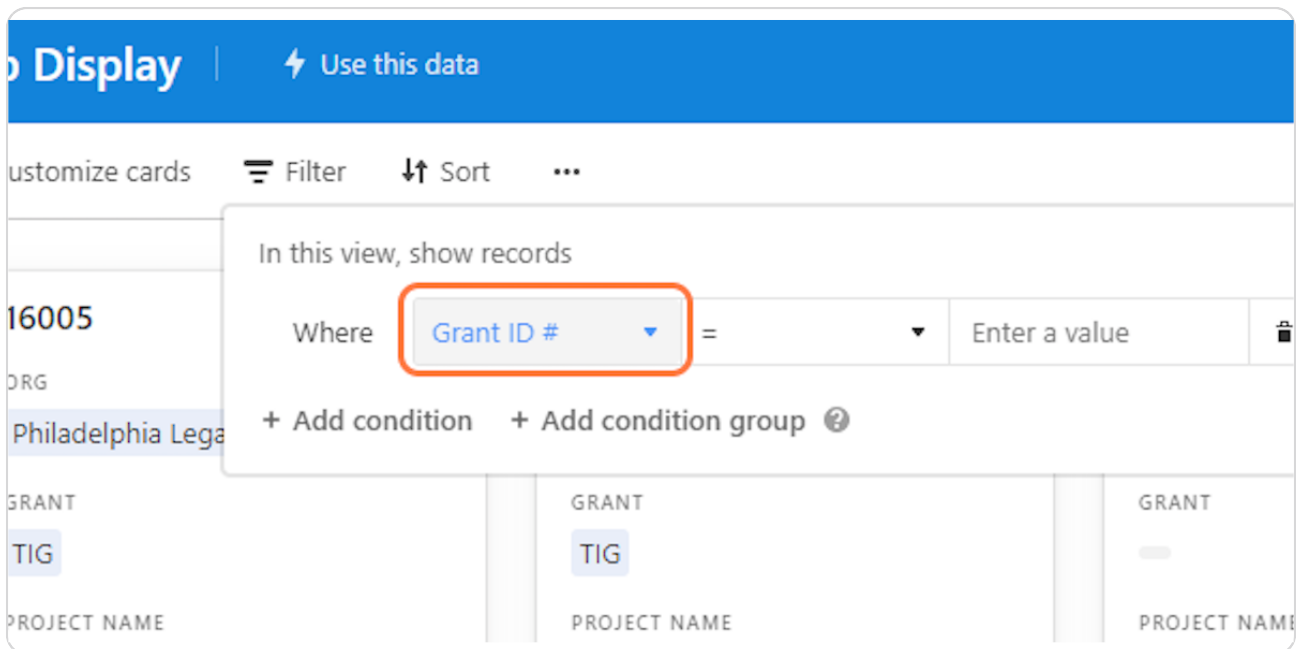
STEP 6

Click on "Add condition."



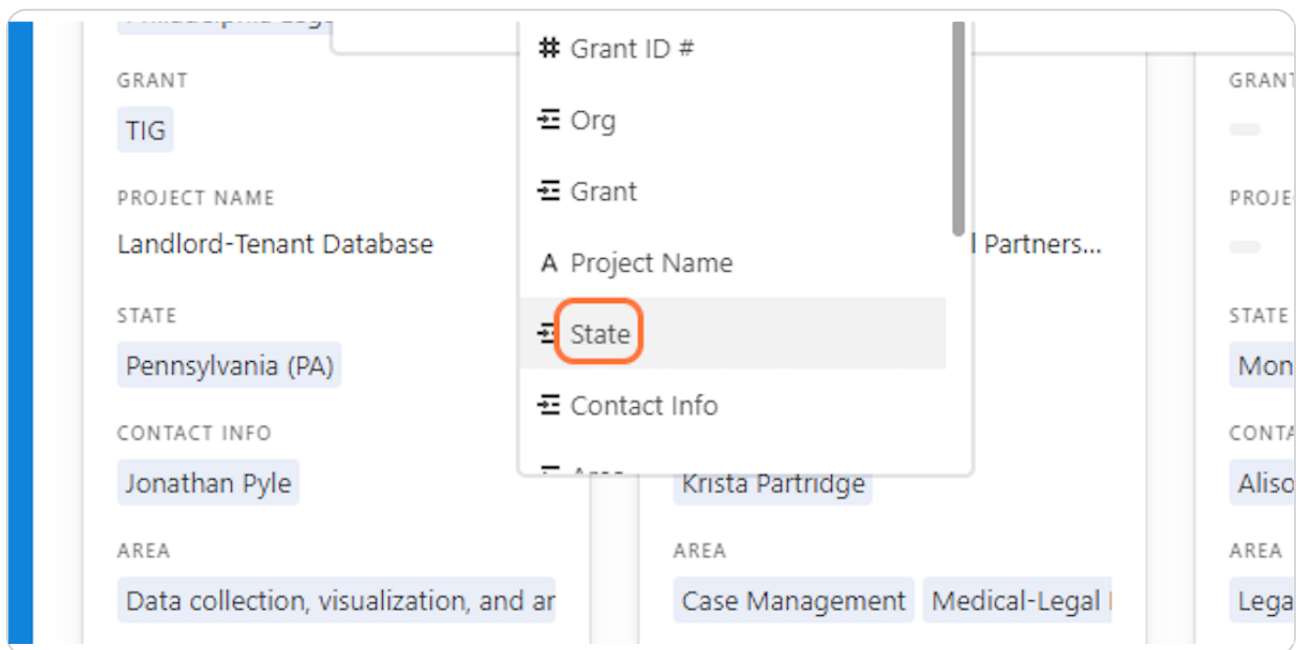
STEP 7

Click on an item in the pull down menu to filter by.



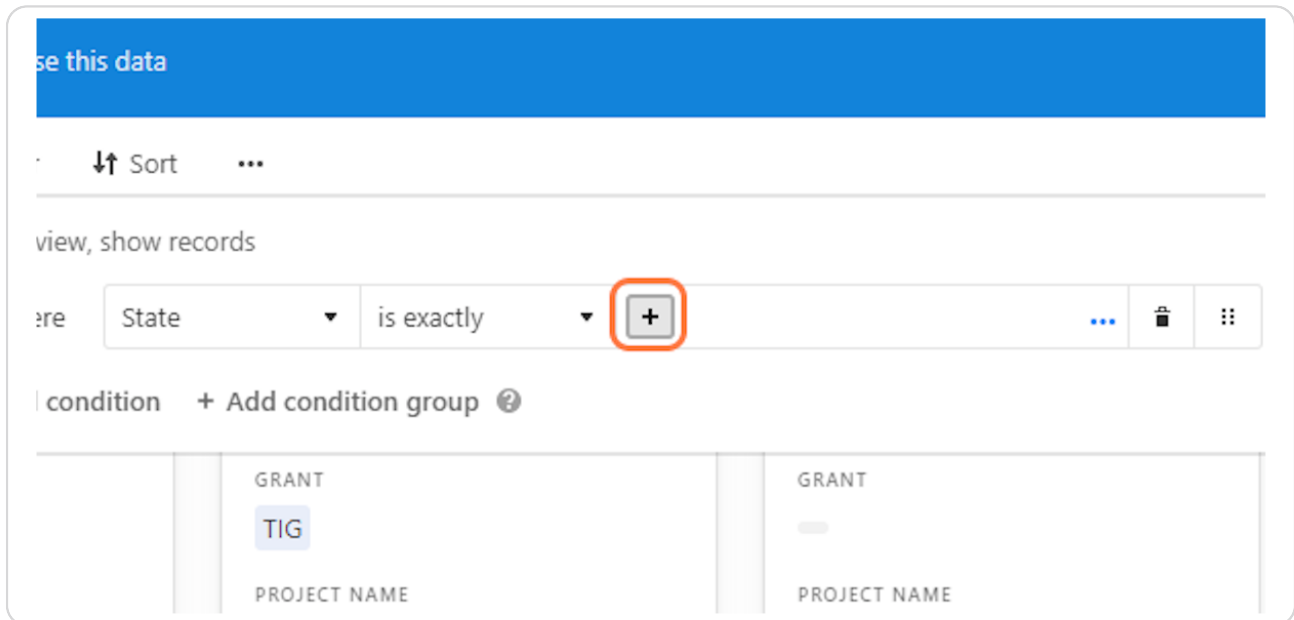
STEP 8

Click on the desired field in the pulldown menu.



STEP 9

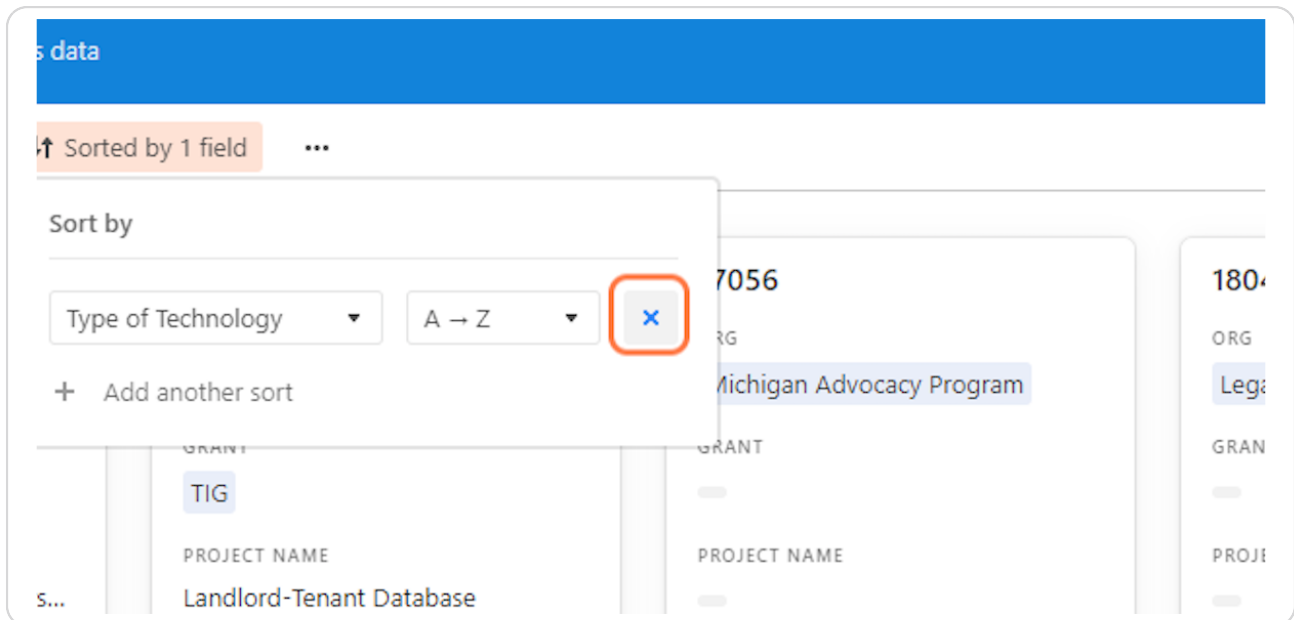
Note: If filtering by Technology Type, do not use the "is exactly" condition because results that include more than one technology type will be excluded. Use "contains" instead.



The screenshot shows a data filtering interface. At the top, there is a blue header with the text "Use this data". Below the header, there is a "Sort" button with an up/down arrow and a menu icon. Underneath, it says "view, show records". The main filter area shows a dropdown menu with "State" selected, followed by a condition dropdown menu with "is exactly" selected. A red box highlights the "+" button next to the condition dropdown. Below the filter area, there is a "+ Add condition group" button. The bottom part of the screenshot shows a table with columns for "GRANT", "TIG", and "PROJECT NAME".

STEP 10

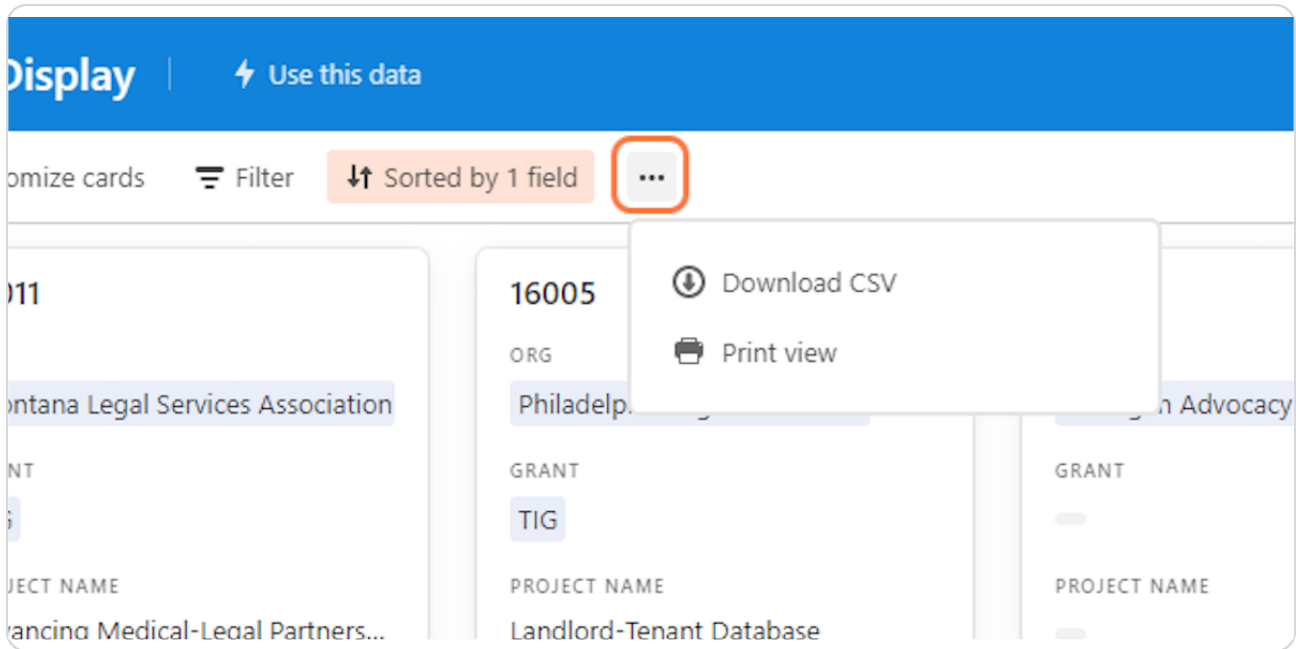
To remove a filter or sort condition, click on the X.



The screenshot shows a data sorting interface. At the top, there is a blue header with the text "Use this data". Below the header, there is a "Sorted by 1 field" button with an up/down arrow and a menu icon. Underneath, it says "Sort by". The main sort area shows a dropdown menu with "Type of Technology" selected, followed by a direction dropdown menu with "A → Z" selected. A red box highlights the "X" button next to the direction dropdown. Below the sort area, there is a "+ Add another sort" button. The bottom part of the screenshot shows a table with columns for "GRANT", "TIG", and "PROJECT NAME".

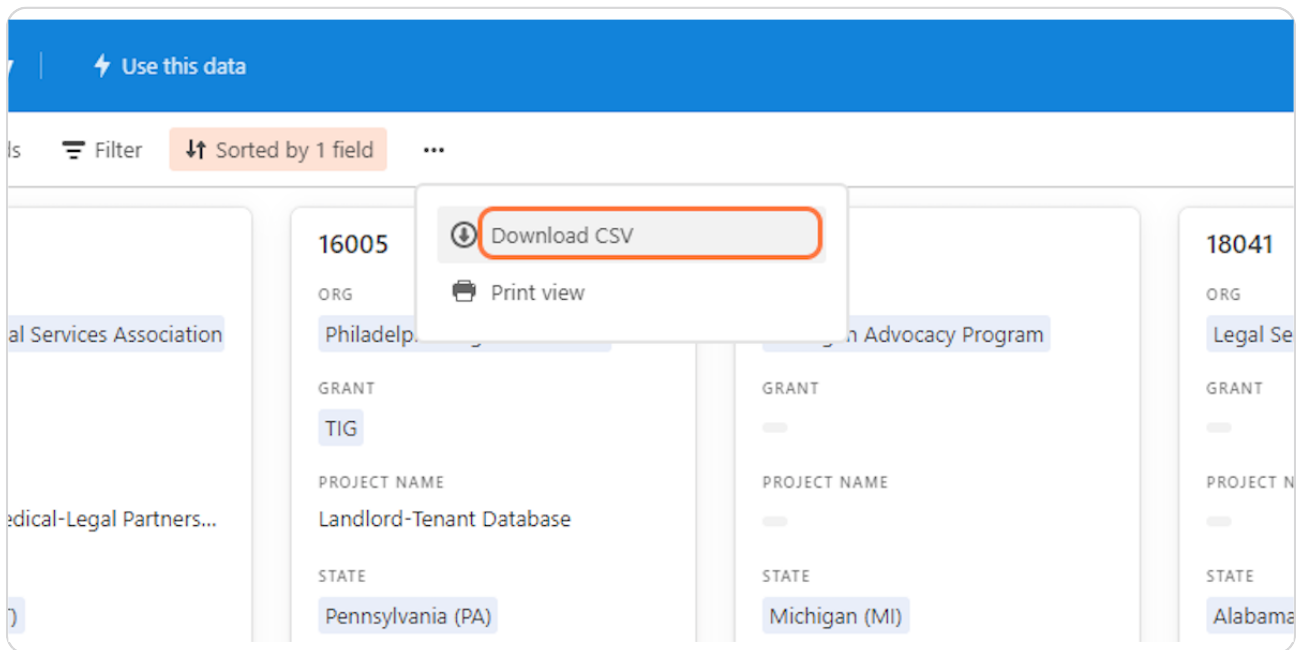
STEP 11

To download information, click on "More view options."



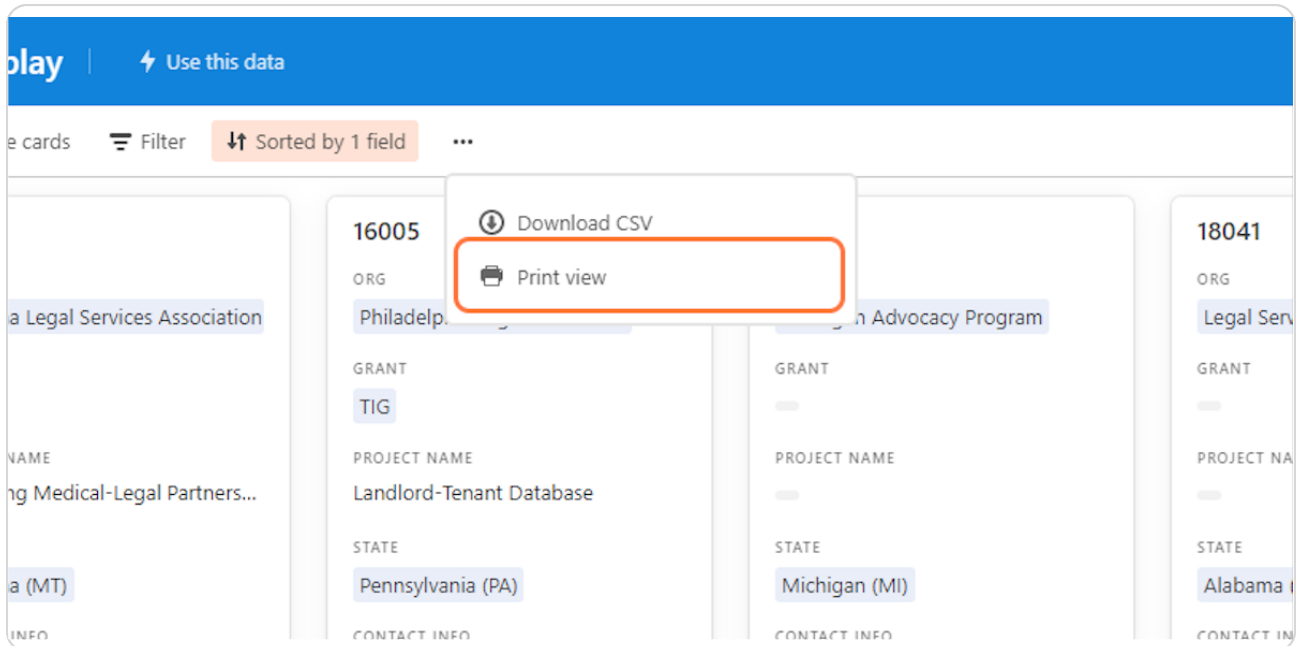
STEP 12

Click on Download CSV.



STEP 13

To print, click on "Print view" in the "More view options" menu.



Tango

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