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Select Data

How do I select data?
How do I search and select data by category?
How do I search and select data by keyword?
How do I select data of Commonly Used Sites, Programs, and Agencies?

How do I select data?

- From the SAVI home page, click **Use SAVI**.

- When you enter the Use SAVI area of the website, by default you enter the QUICK INFO tab. Click the **SELECT DATA** tab.

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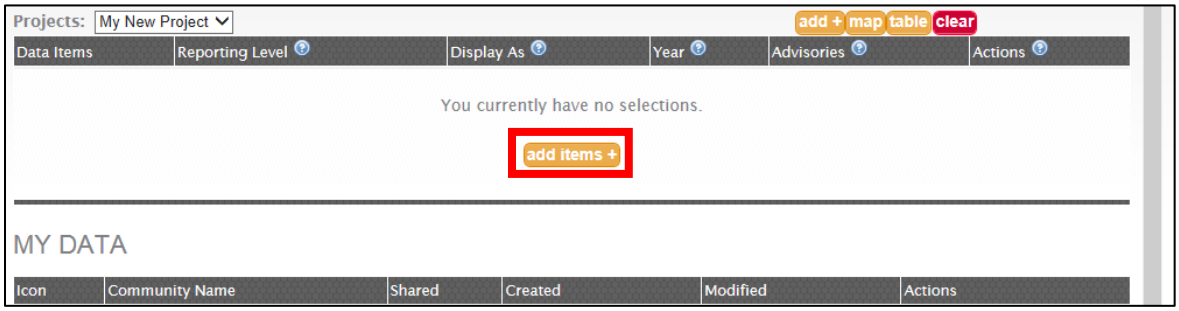
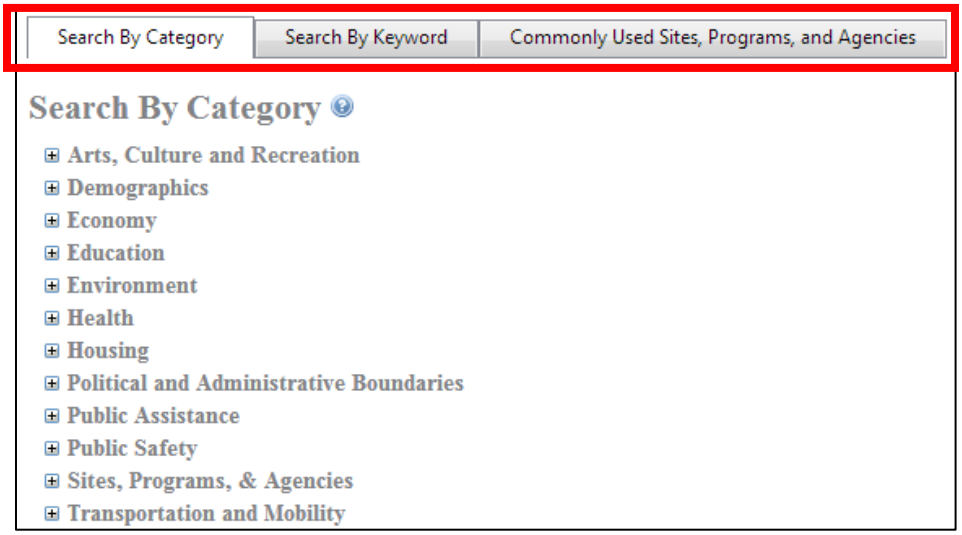
Select Data

- The select data page allows you to select data by category or keyword search. To get started click the **add items +** button.



- The select data pop-up window now displays three tabs. You can search by category, search by keyword, or view simple sites, programs, and agencies.



  - To continue and select data by category, Click Here
  - To continue and select data by keyword, Click Here
  - To continue and select data of simple sites, programs, and agencies, Click Here

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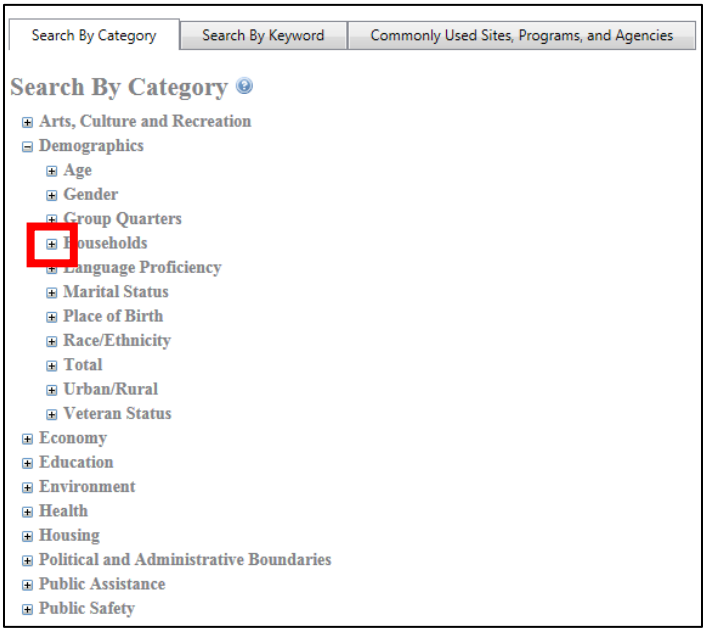
How do I search and select data by category?

- To search by category, click on any of the plus signs ⊞ next to the Categories, such as Demographics.

- The Demographics category will expand to show the subcategories. Click on the plus sign ⊞ next to a subcategory to expand it, such as Households.



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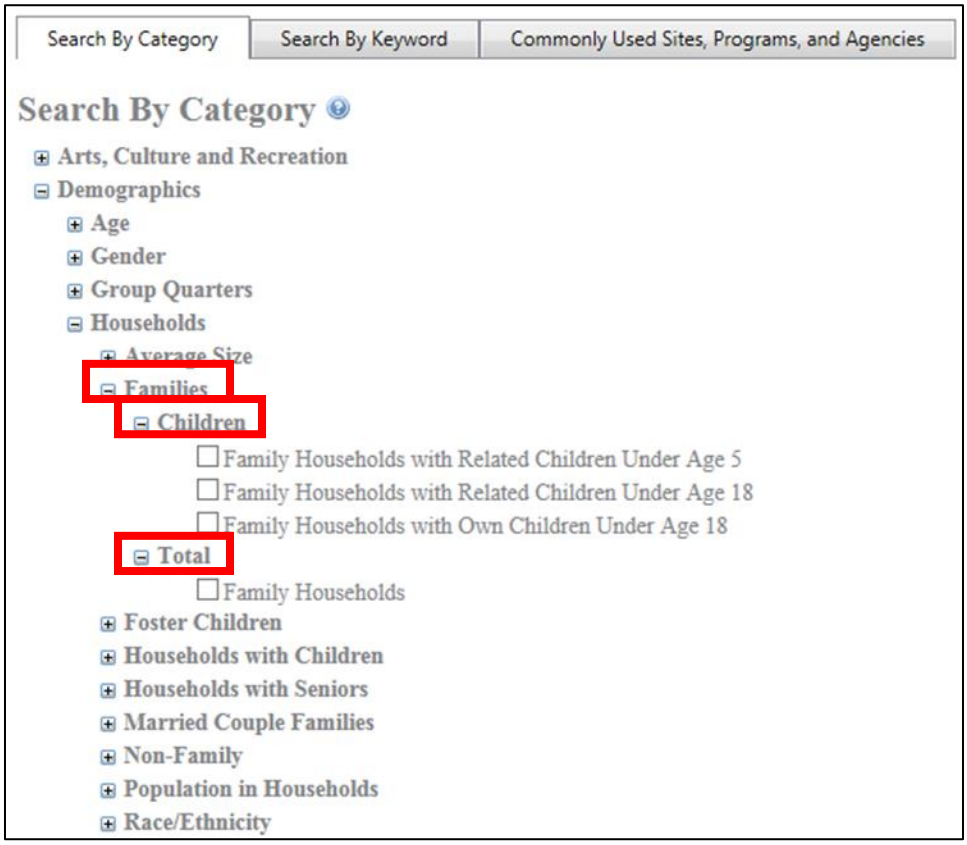
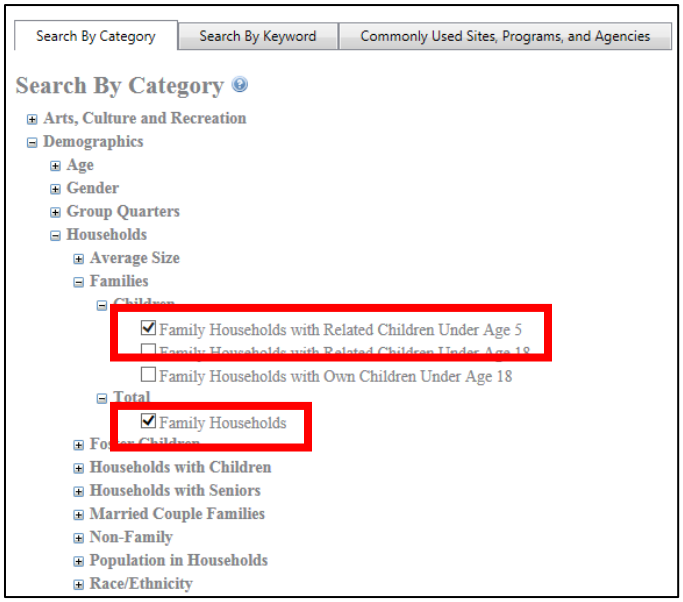
- The Households category will expand to show the subcategories. Here you can see that within Households the Families category has been expanded and within Families the Children and Total subcategories have been expanded.

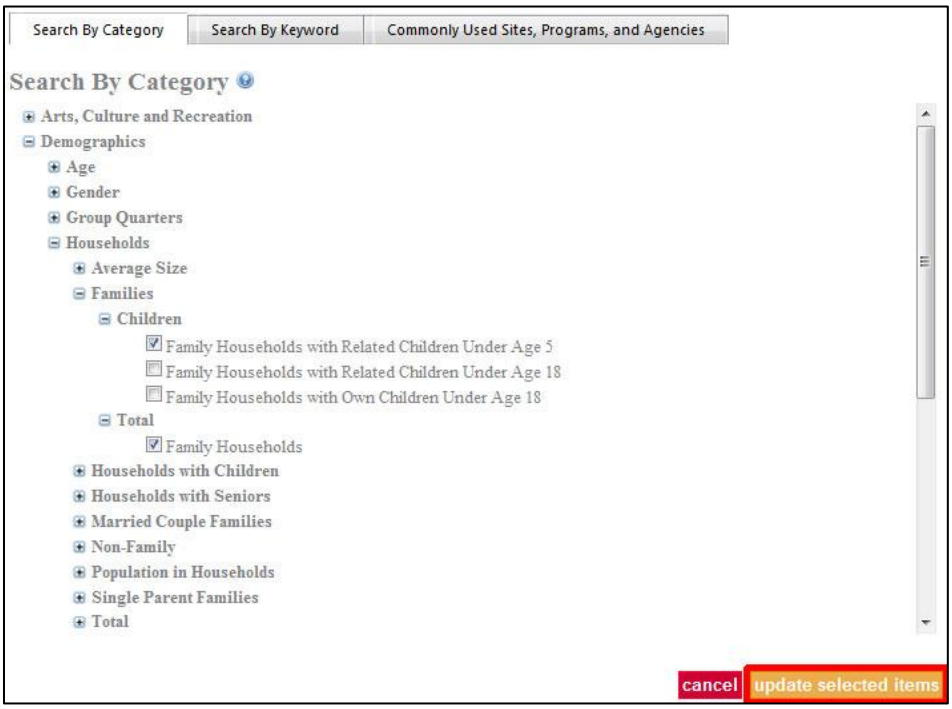


Select Data

- You can select a data item by clicking in the check box next to that item. You can select a single data item or you can select several data items.
- The data items can be in different categories. For example, you could select a data item like Family Households and then expand Arts, Culture, and Recreation and select another data item from within that main category.



- Once you have selected all of the data items you would like, click the **update selected items** button.



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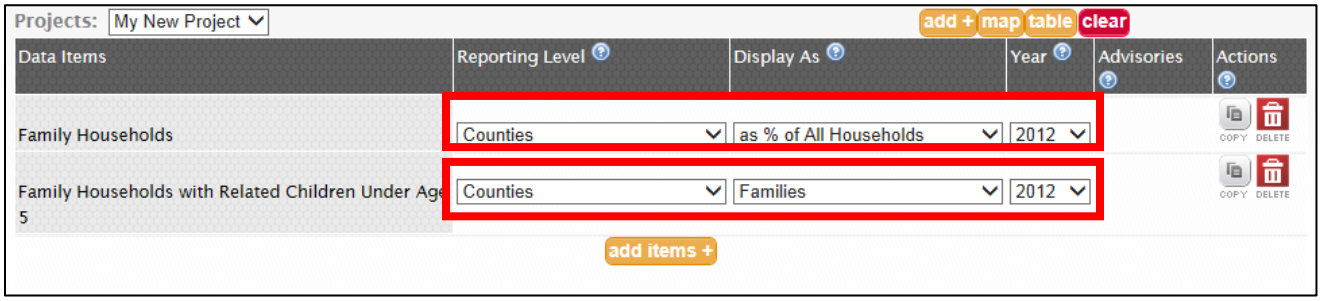
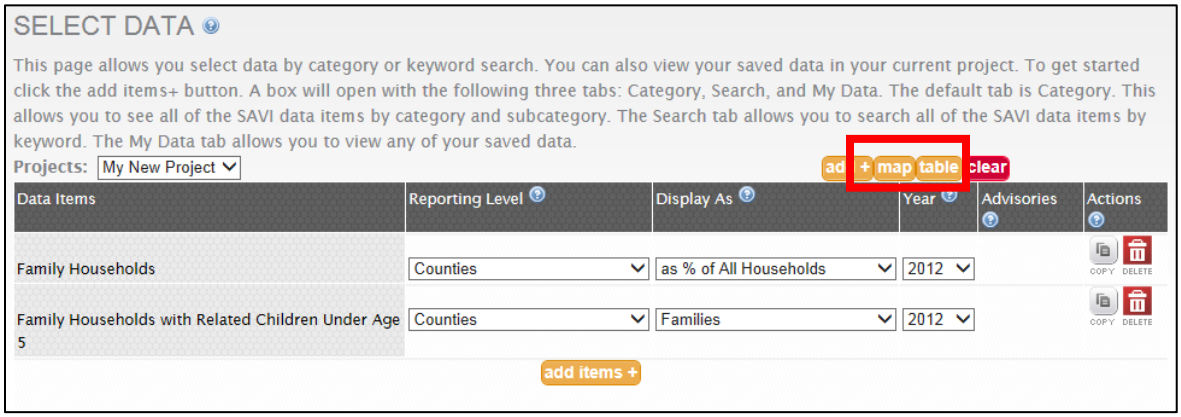
- Once you have selected your data items, they will be added to the SELECT DATA page.
- Select a reporting level, display, and a year for each data item by using the drop down boxes.



- Click **map** or **table** to view your data as a map or a table.



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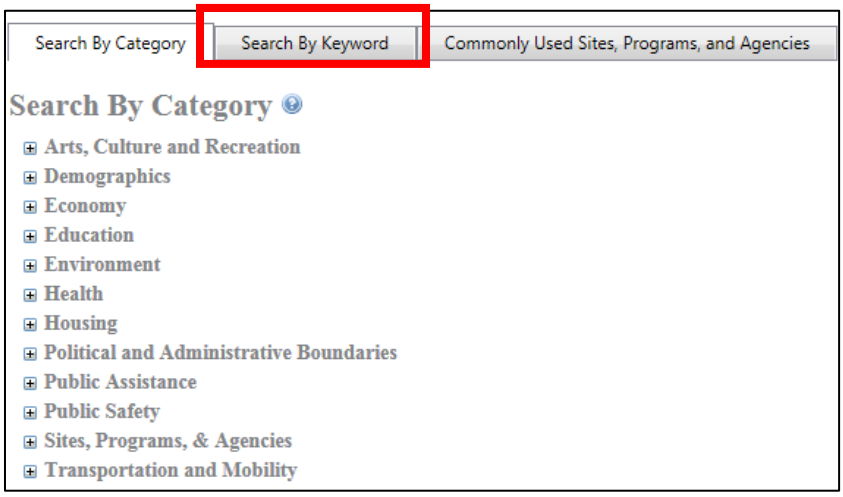
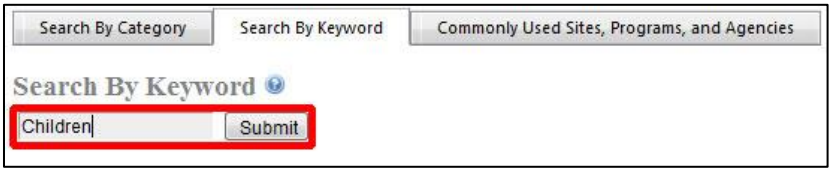
How do I search and select data by keyword?

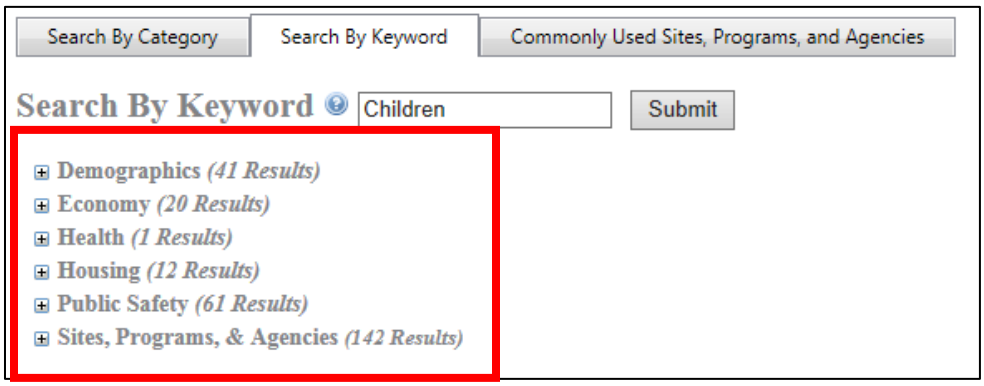
- To select data by keyword, click on the **Search by Keyword** tab.



- Type in a keyword, such as children, and click **submit**.



- If SAVI is unable to find any matches, a message will be displayed that says "No results found." beneath the text box where you typed your search term.
- If SAVI is able to find data items relating to your keyword, then you will see the matches within each category.



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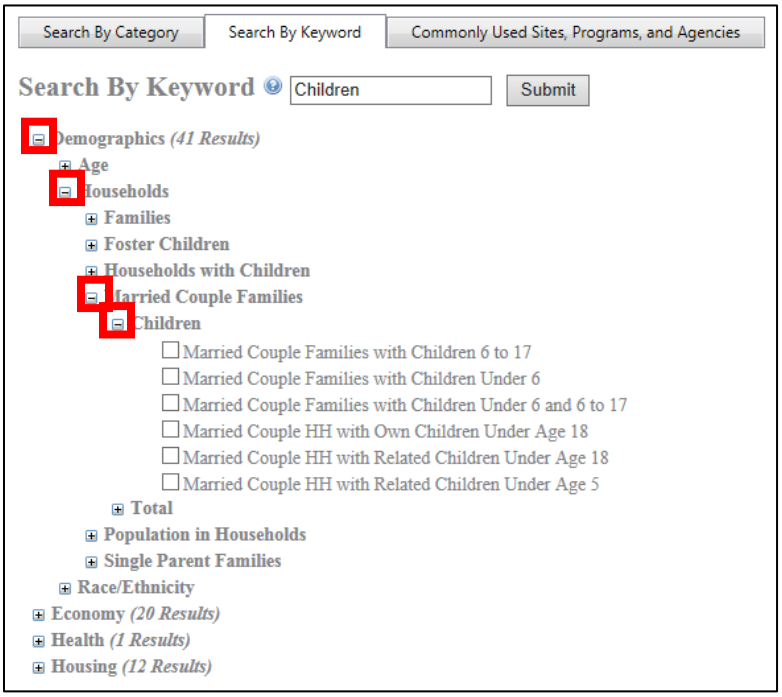
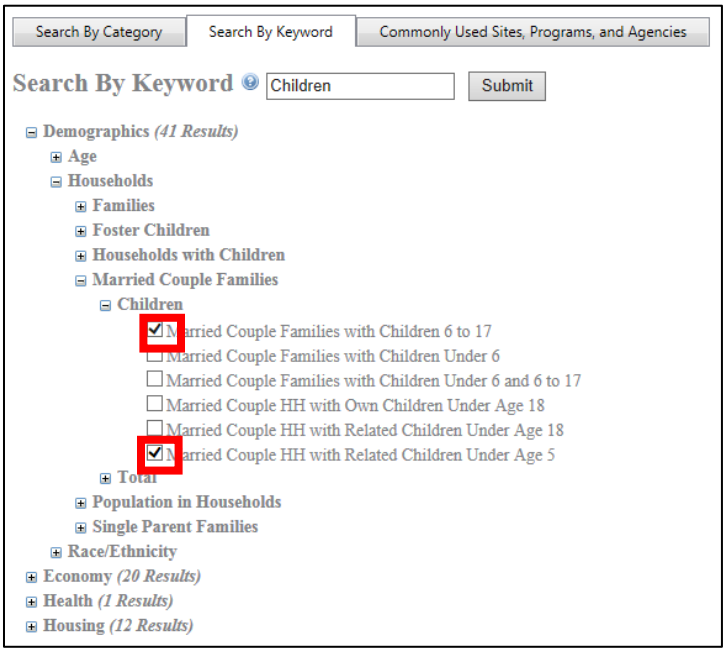
- To view the matches within a category, click the ⊞ buttons.



- To select a data item of interest, click inside the check box next to that data item. You can select one or more data items.



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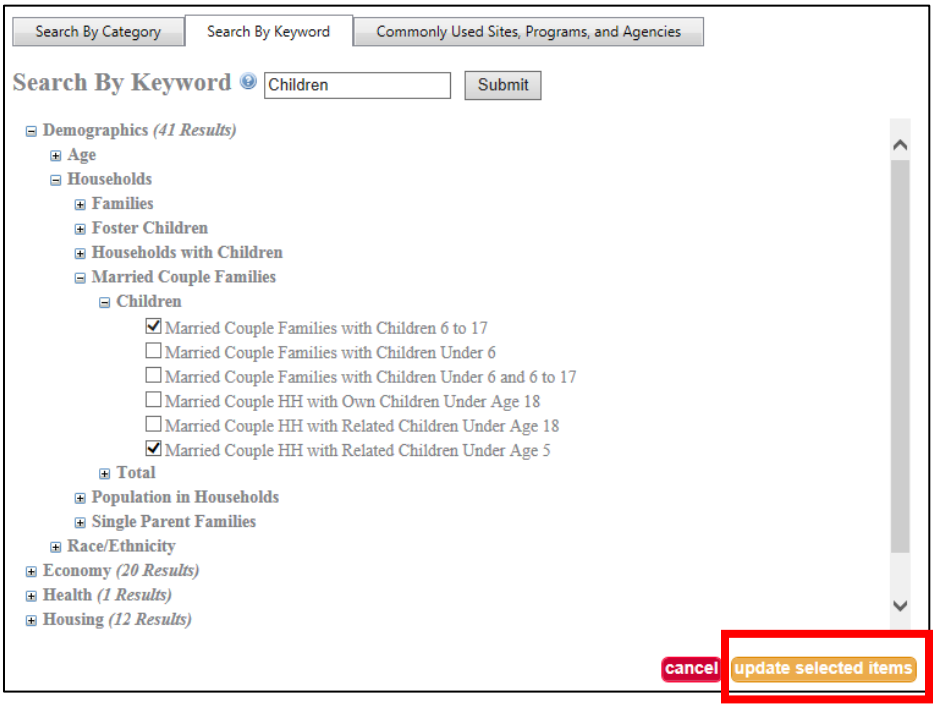
- Once you have selected all the data items you would like, click the **update selected items** button.



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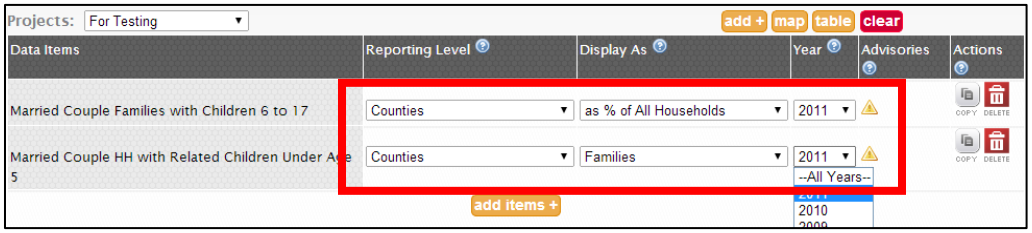

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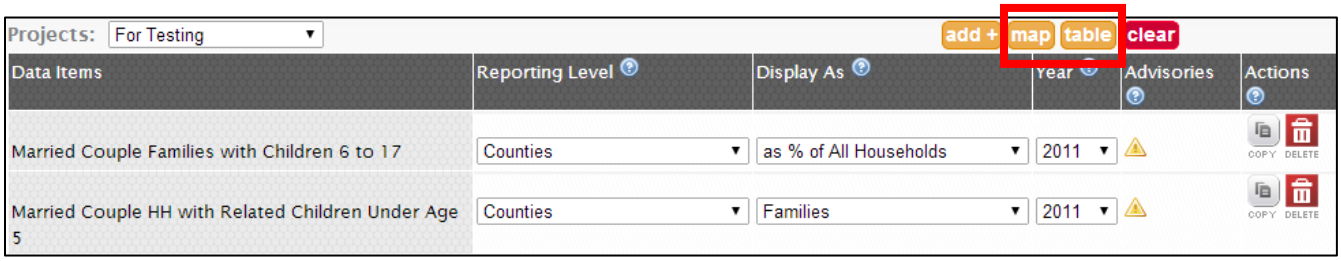

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Select Data

How do I select data of Commonly Used Sites, Programs, and Agencies?

- SAVI Sites, Programs, and Agencies are far more detailed than in previous versions of SAVI. Now you can browse through thousands of individual categories to find exactly what you're looking for
- The Commonly Used Sites, Programs, and Agencies tab shows SAVI Sites, Programs, and Agencies in a list, similar to previous versions of SAVI.
- To get started, click on the **Commonly Used Sites, Programs, and Agencies** tab from the SELECT DATA start page.

- Select one or more data items by clicking the check boxes next to them.

Select Data

- Once you have selected all the data items you would like, click the **update selected items** button.