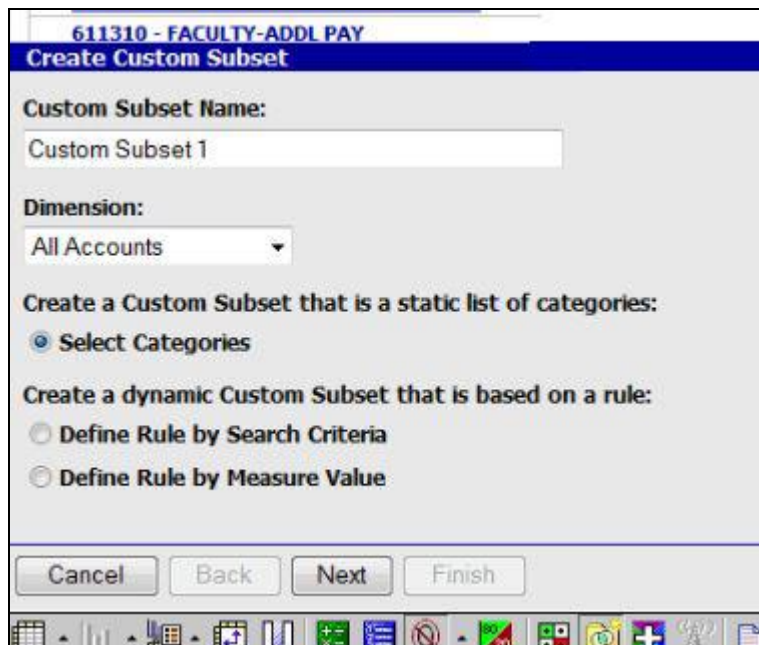


Subsets: Using Search Criteria

1. On the PowerPlay Web toolbar, click the **Custom Subsets** button.



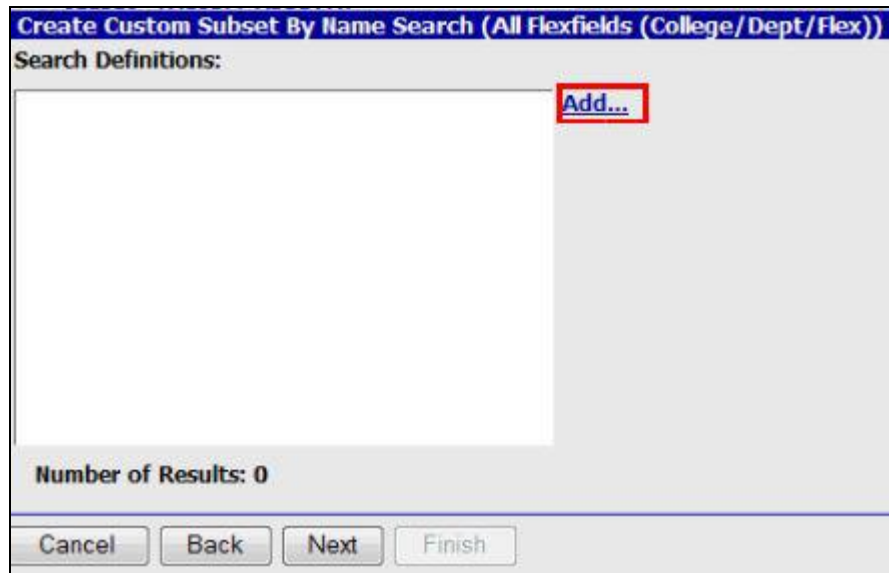
2. In the Custom Subset Name box, enter a name for the category subset. This name will appear as an alternate drill-down path in the dimension viewer.
For this example, you will leave the name as **Custom Subset1**.



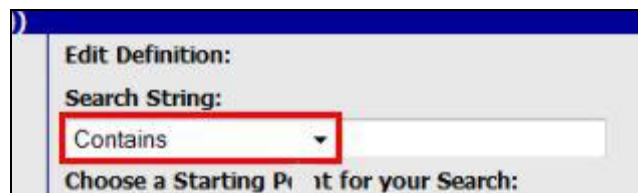
3. Next, from the Dimension list, you will select the Dimension on which you want to create the category subset. For this example, click the **Dimension** list. Select **All Flexfields (College/Dept/Flex)** from the list.



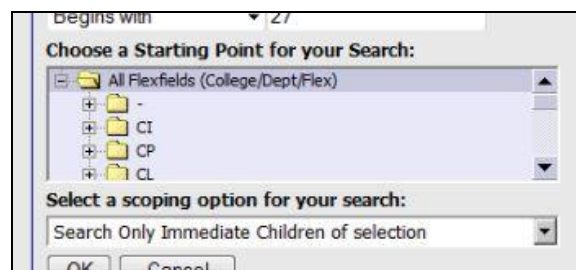
4. Click the **Define Rule by Search Criteria** option.
5. Click the **Next** button.
6. Click the **Add** object.



- In the Search String list, click Contains, Begins with, or Ends with to define the appropriate search criteria, and then type the text you want to search for. Click the **Search String** list.



- Click the **Begins with** list item.
- Click in the **Search String: text entry field**. For this example, enter 27.
- Accept the **All Flexfields** as the starting point for the search.

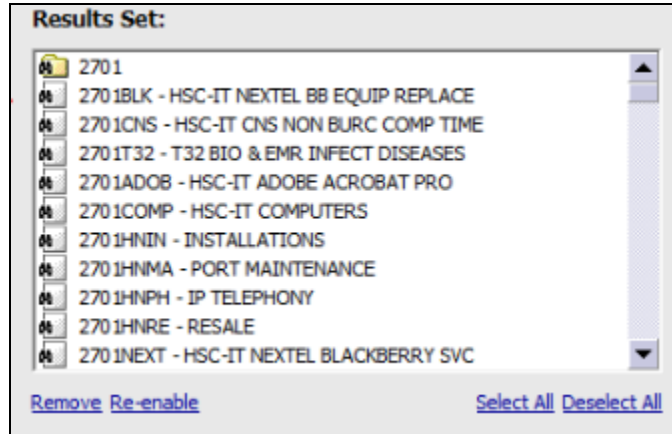


- Next, use the drop down menu to select the scope of your search.

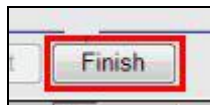


- Click the **Search All Descendants of selection** option

13. Click the **OK** button.
14. You can add, edit and delete subsets if needed. Click the **Next** button.
15. The **Results Set** box gives you an opportunity to review the search results.



16. To remove a search result from the category subset, click the result and then click Remove. To return the search result to the category subset, click the result and click Re-enable. Categories that are returned in the result set based on the search criteria are dynamic. If there are changes in the data source, the returned result set reflects those changes.
17. If you want to add categories that were not returned in the result set, in the Available Categories list, select the categories and then click the Add to Custom Subset button. These categories are static. If you modify the subset search criteria or if there are changes in the data source and a different result set is returned, these additional categories are still included in the subset and remain until you delete them.
18. Click the **Finish** button.



19. The **Custom Subset** appears in the Dimension Line and can be selected from there.

