

Getting Started with Searching in Dashboard

Alchemer Dashboard is currently waitlist only. [Visit this page](#) to learn more about Dashboard or join the waitlist!

You can start a new search from any page in Alchemer Dashboard by clicking the **Create** button in the top navigation bar.



Creating a New Chart

The Create page displays a short description of your selected data source or column, which helps you understand the kinds of answers you can expect to get when searching.

Data source information includes:

- Name
- Description
- Dashboards created using the data source (if available)
- Tags or classifications (if available)
- Metadata
- Experts (top users)

Column information includes:

- Name
- Description
- Synonyms (if available)
- Column type
- Sample values. Note that if the column contains an aggregate formula, or if the data source contains a chasm or fan trap, Alchemer Dashboard does not show sample values.
- Chart-level formulas
- Parameters

To start a new search:

1. Select **Create** in the top navigation bar.

The **Create** page appears.

To select a data source, do the following:

2. Click **Chart** and choose default data source.

The **Select data source** window appears.

3. Find the new data source using the following methods:

- In the **Find sources** search field, enter the name of a data source.
- In the scrollable list of data sources, select a data source.

You can filter the list to a specific source type by clicking the gear icon and selecting a specific source type.

You can also filter data sources by how they are tagged.

4. Enter your search terms in the search bar, and click **Go**.

Alchemer Dashboard gives your new search an automatic title based on your search columns, and displays it as either a table or chart, depending on how it is best represented. You can [change the view](#) to fit your needs.

Adding a formula, parameter, or column set to your search

To add a formula, parameter or column set to your search, do the following:

- At the top of the data panel, click **+ Add** and select any of the following:
 - Formula
 - Parameter
 - Set

After you add your formula, parameter or column set, it appears in the data panel

Editing a formula, parameter, or column set in your search

After you add a formula, parameter, or column set, you can edit it by doing the following:

- Hover over the formula, parameter or column set to reveal the **More** menu, click the menu and select the option you want.

The options available for each include:

- Formula:
 - Edit
 - Delete

- Column set:
 - Add as filter
 - Edit
 - Delete
- Parameter:
 - Chart-level: Change value, edit, or delete
 - Worksheet-level: Change the value

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