

INSTRUCTIONS FOR USING THE FILTER FEATURE ON THE INTERMENT BOOKS DATABASE

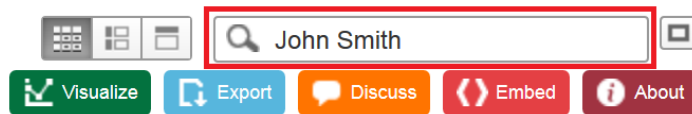
These instructions will help you navigate to the Historic Nashville City Cemetery Interments, browse for information within the dataset, and filter the results to find exactly the information you are looking for.

NAVIGATE TO THE DATASET

<https://data.nashville.gov/Culture/Historic-Nashville-City-Cemetery-Interments/diwx-fgj7>

SEARCHING WITHIN THE DATASET

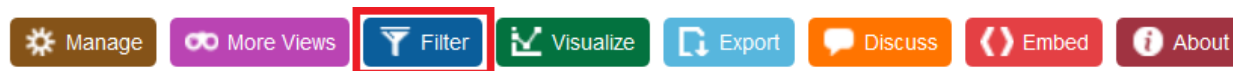
A simple search, performed in the upper right corner, will bring back instant results. The dataset now opens by default to the Filter screen to the right of the entries. However you can still use the magnifying glass search box in the upper right corner of the screen to start your search.



NARROWING YOUR RESULTS – USING FILTERS

Often times there are more results than expected, or the need for further cross-referencing is sought. This is where the use of the Filter system is desirable.

1. You will want to click on the blue Filter button in the top right. Or simply use the filter that automatically appears on the right.



2. Choose: **Add a New Filter Condition**
3. Here you will have many choices by which to filter the columns. You can filter by:
 - a. Name starts with _____
 - b. Age is greater than _____
 - c. Year is _____
 - d. Disease is not _____
 - e. Remarks contains _____
4. Just set your desired filters and press the Enter key on your keyboard.

5. View your results

Based on Historic Nashville City Cemetery Interments (Filters)
Historic Nashville City Cemetery Interments

Volume	Month	Day	Year	#	Name	Age	Sex	Race	Residence	Disease	Ave
4-1849	Jul	12	1849	564	Smith, John	70	M	W	City	Cholera	Locust
5-1871	Jul	3	1871	140	Smith, John	50	M	W	City	Consumption	Central
5-1872	Apr	24	1872	93	Smith, John	72	M	W	City	Old Age	Central

Manage More Views Filter Visualize Export Discuss Embed About

Filter

Conditional Formatting
Sort & Roll-Up
Filter

Filter this dataset based on contents.

Name starts with

Smith, John

options

6. Save or Print your results by clicking Export then choosing either Print or Download.

a. If you choose Download, choose the file type you would like.

Find in this Dataset

Visualize Export Discuss Embed About

Export

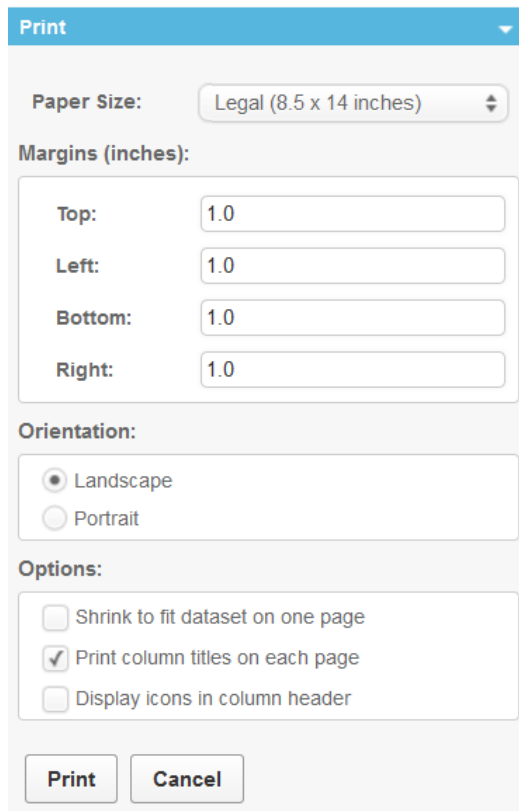
SODA API
OData
Print
Download

Download a copy of this dataset in a static format

Download As

CSV
JSON
PDF
RDF
RSS
XLS
XLSX
XML

- b. If you choose Print, select your desired Paper Size, Margins, Orientation, additional Options and click Print.



The image shows a 'Print' dialog box with a blue header. Below the header, there are several sections: 'Paper Size' with a dropdown menu set to 'Legal (8.5 x 14 inches)'; 'Margins (inches)' with four input fields for Top, Left, Bottom, and Right, all set to '1.0'; 'Orientation' with two radio buttons, 'Landscape' selected and 'Portrait' unselected; and 'Options' with three checkboxes: 'Shrink to fit dataset on one page' (unchecked), 'Print column titles on each page' (checked), and 'Display icons in column header' (unchecked). At the bottom, there are two buttons: 'Print' and 'Cancel'.

ADDITIONAL RESOURCES

Nashville City Cemetery Website: <http://thenashvillecitycemetery.org/interments.htm>

Nashville City Cemetery Dataset: <https://data.nashville.gov/Culture/Historic-Nashville-City-Cemetery-Interments/diwx-fgj7>

If you have any questions or issues with the new format, please contact info@thenashvillecitycemetery.org.