

Airtable Electric Vehicle (EV) Resource Database User Guide: Finding Resources

Drive Electric Minnesota maintains an <u>Electric Vehicle Resource Database</u> on Airtable, which categorizes EV resources across a variety of criteria. This user guide provides the basics on how to use this database to find resources. If you are interested in a more in-depth understanding, or still have questions on using this database, the <u>Airtable support webpage</u> is a great way to learn more.

Airtable Nomenclature

The first step to using Airtable is understanding the terminology:

- Row: Referred to as "record"
- Column: Referred to as "field"

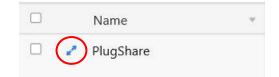
Each row contains a unique resource categorized according to various information types, or a "field" of information. Currently, this database contains 12 fields: Name, Owner, Description, Attachments, Category, Resource Audience, Location Type, Geographies Served, URL, Expiration Date, Last Modified By, and Last Modified Date.

	Filtering / options		Field	5	Search
🏫 Airtable		Grid view	1		(And
Ø Hide fields 〒 Filter 目 Gro	up 🕴 Sort 📲 🚥				
Name	Description + Attachment	ts - Type	* Audience	 Location type 	 Locations Served
1 PlugShare	Provides locations of EV changing stations	Map	Current EV owners		Rural Urban
2 Midwest Evolve Resources	 Provides information on EVs, charging, and upcoming events. 	EV Education	Current EV owners Prospective EV owners Businesses-Non-profit	Workplaces Single family Multi-family	Rural Urban
3 Austin EV Club	EV Owners Club Incentive	Utility EV program	Prospective EV owners Current EV owners	Single family	Urban /
4 EnergyWise for your home- Revolt	Provides information on powering electric vehicles with 100% wind energy. Includes form to subscribe to wind energy.	Unility EV program	Gurrent EV owners Prospective EV owners	Single family	Urban
5 EnergyWise for your home- EV rates	Provides information on off-peak and time-of-use rates	Utility EV program	Current EV owners Prospective EV owners	Single family	Urban
6 EV changer installation rebate application form	Form required for residents seeking to obtain a \$500 rebate on an EV charger. Provides information on the steps to receive the rebate.	Utility EV program.	Current EV owners Prospective EV owners	Single family	Urban
7 Commercial EV Charging Rebate Application	Form required for commercial entities seeking to obtain a rebate up to \$2,500 on public, multi-family.		Businesses-Fleets Businesses-for profit	Multi-family	

Viewing Resources

The resources in this database can be viewed in the spreadsheet view or expanded.

To expand a single record, hover over the desired record in the name field with your mouse. A blue arrow icon will appear in the upper left-hand corner of the box.

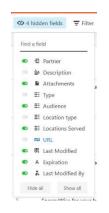


By selecting this blue icon, a pop-up box will appear and display the specific record with the information from every field.

Finding Resources

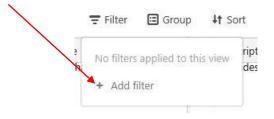
There are many ways to organize and filter the database to find the resources you need. You can use the view bar in the upper left-hand corner to organize the resources in different ways. In the view bar, you can hide or show fields, filter records, group the fields, sort the order of the records and fields, and change the record height.

1. **Hide Fields**: Hiding fields allows you to not see certain fields (columns). By clicking on the "Hide fields" icon in the view bar, a drop-down menu appears, and you can select the fields you would like to hide. Hidden fields will have a gray bar next to them, and visible fields will have a green bar.

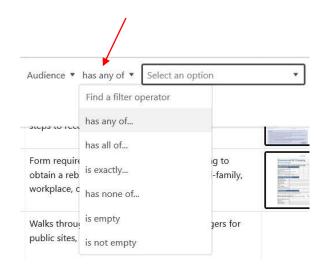


2. **Filtering**: Adding a filter to the database allows you to filter records according to a particular criteria. Filtering is a great way to search for a record or records that meet certain specifications (e.g., a resource that is geared toward prospective EV owners) or records that meet multiple specifications (e.g., a resource that is for EV education AND is targeted to urban areas).

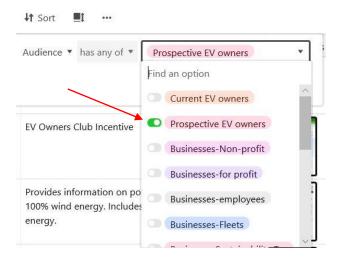
To add a filter, click on the "Filter" icon in the view bar. A drop-down menu will appear. By selecting "+ Add filter," you can apply a filter to the records.



Once clicking "+ Add filter," you can set how you would like to filter the database. Select which field you would like to use to filter the records. For example, to find a resource that is geared toward prospective EV owners, select the Resource Audience field. Then, select a filter operator to refine filtering the field. The options for the filter operator include "has any of," "is exactly," "is empty," or "is not empty." Other options that could be present for other fields include "contains," "does not contain," "is" or "is not."



Once the desired filter operator has been chosen, you can choose the value of the field in which to compare the records. In the example situation of wanting resources for prospective EV owners, select "Prospective EV owners" from the drop-down menu. It is possible to include more than one value in your filter. For example, to expand your desired resource audience to current as well as prospective EV owners, select the "Current EV owners" in addition to "Prospective EV owners."



Layering or stacking filters can help filter the resources by multiple criteria. To do so, click the "+ Add filter" icon again and walk through the same steps listed above. To delete a filter, click on the "x" button next to the unwanted filter.

😨 3 filters 🔳	Group 👫 Sort 📕 🚥	
× Where	Audience • has any of • Prospective EV owners	•
× And •	Location type • has none of • Single family	•
× And	Attachments 💌 is not empty 💌	
+ Add filter		

3. **Grouping**: This feature allows the records in the database to be grouped together based on one or multiple fields. To add a grouping, click on the "Group" icon in the view bar. A drop-down menu will appear. Select "Pick a field group by" to choose which field by which you would like to group.

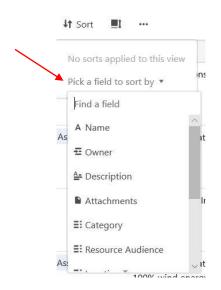
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F	Pick a field	l to group	o by	*	
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Once the desired field is selected, the resources will be grouped by the unique values of that field. In the next example below, the database was grouped by "Owner." In this view, we see all the resources associated with a certain resource owner. By clicking on the small downward arrow icon next to a group, you can expand and/or collapse the grouping. As with filtering, the grouping can be deleted by clicking on the "x" button next to the unwanted grouping.

Air	rtable									
) Hid	de fields 🖙 Filter 🗐 Grouped	by 1 field ↓† Sort 🔳 …								
	Name =	- Category -	Resource Audience	Location Type	 Geographies Served 	• URL •	Expiration Date	* Last Modified By	 Last Modified 	
•	merican Lung Associa Count 1									
2	Midwest Evolve Resources	EV Education	Current EV owners Prospective EV owners Businesses-Non-profit	Workplaces Single family Multi-family	Rural Urban	https://www.midwestevolve, org/		O Lisa Thurstin	12/11/2020	10:52am
-	Owner Austin Utilities Count 2									
3	Austin EV Club	Utility EV program	Prospective EV owners Current EV owners	Single family	Urban.	https://www.austinutilities.co m/pages/EV/		e Kelly Lady	1/13/2021	12:13pm
4	Austin Utilities EV Choice	EV Education	Prospective EV owners	Single family Multi-family Workplaces	Urban	https://www.austinutilities.co m/pages/EV/		Kelly Lady	1/13/2021	12:17pm
	OWNER Clean Energy Resource Count 1									
5	Cities Charging Ahead Resources	EV Education Media Toolkit	Cities Community based groups Prospective EV owners			https://www.driveelectricmn, org/cities-charging- ahead/resources/		Attelyn Bocklund	2/5/2021	12:07pm
	owner Dakota Electric Associa Count 4									
6	EnergyWise for your home Revolt	Utility EV program	Current EV owners Prospective EV owners	Single family	Urban	https://www.dakotaelectric.c om/member- services/programs- rebates/for-your	December 30, 2020	Rebecca Heisel	1/29/2021	1:52pm
7	EnergyWise for your home EV rates	Utility EV program	Current EV owners Prospective EV owners	Single family	Urban	https://www.dakotaelectric.c om/member: services/programs- rebates/for-your		AREBECCA Heisel	1/29/2021	1:41pm

- 4. **Sorting**: Sorting allows you to see the records in a particular order.
 - a. Text fields sort in alphabetical or reverse alphabetical order.
 - b. Date and time fields can be sorted into ascending or descending order to have the most recent or the oldest resource shown first.
 - c. Fields that have the colorful bubbles (like the **Category** or **Geographies Served** fields) sort from First→Last or Last→First based on the order of the options for that specific field. For this reason, sorting these field types will not be very helpful.

To sort, click on the "Sort" icon in the view bar. A drop-down menu will appear. Select "Pick a field to sort by" to sort the records.



Once the desired field is selected, the resources will be sorted to match the specifications. You can change how you would like to sort the field by selecting between the two options. The selected option will be highlighted in a dark gray box.

×	Sort by	Name 🔻	from	A → Z	Z → A	:
×	then by	Owner 🔻	from	$A \to Z$	Z → A) :

As with filtering and grouping, you can add multiple layers of sorting to organize the database. To delete a layer of sorting, click on the "x" button next to the unwanted sort.

5. **Row Height**: Changing the row height will allow you to view the records in either less or greater detail. To change the row height, select the "Row height" icon in the view bar. A drop-down menu will appear, and you can choose a row height ranging from short to extra tall. The short row height is ideal for scrolling through the records to provide a brief overview of what each resource contains. The tall or extra tall row heights are better suited for viewing the complete details of each record.



Now that we have learned about each of the individual ways to organize this database, it is important to note that each of these different methods can be layered together to find resources. Layering these options is simple. Follow the same instructions above for adding a hidden field, filtering, grouping, or sorting. You can combine as many or as few organizational methods as desired. The view bar will help you manage which and how many of these methods you have currently selected. In the example below, there is 1 hidden field, 2 filters, 2 groups, and 3 sorts organizing the database.

