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

Drive Electric Minnesota maintains an Electric Vehicle Resource Database 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 Airtable support webpage is a great way to learn more.

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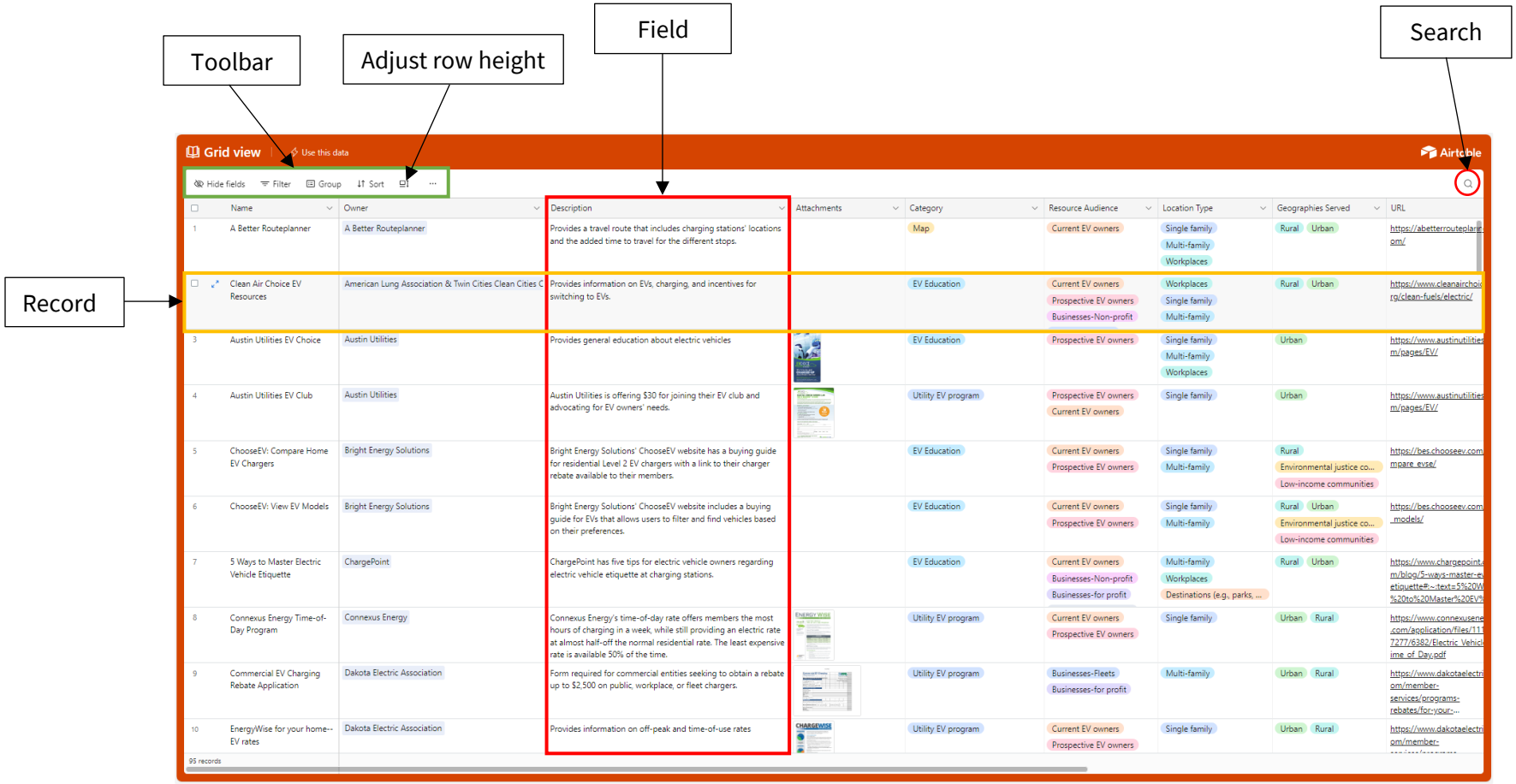
Row Height 10

Airtable Nomenclature

The first step to using Airtable is understanding the terminology:

- Row: Referred to as “record”
- Column: Referred to as “field”

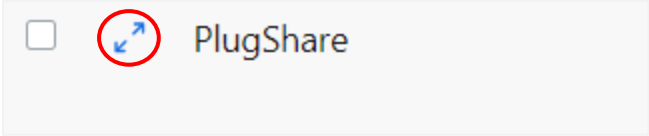
Each row contains a unique resource categorized according to various information types, or a “field” of information. Currently, this database contains 12 fields: Name, Owner, Description, Attachments, Category, Resource Audience, Location Type, Geographies Served, URL, Expiration Date, Last Modified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



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.



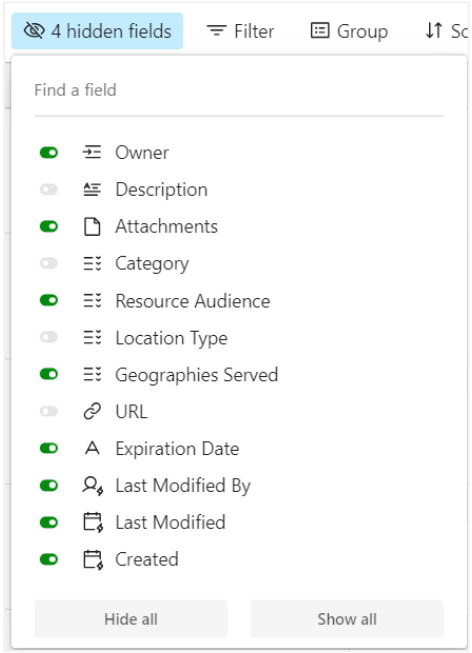
By selecting this blue icon, a pop-up box will appear and display the specific record with the information from every field.

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.

HIDE FIELDS

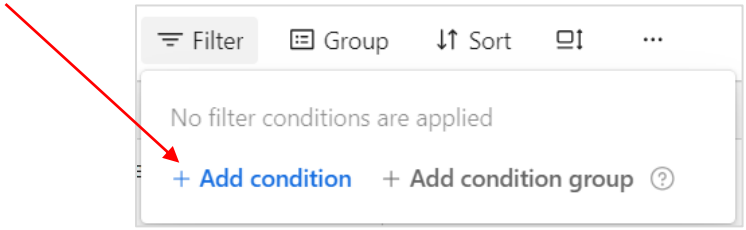
Hiding fields allows you to not see certain fields (columns). By clicking on the “Hide fields” icon in the view bar, a drop-down menu appears, and you can select the fields you would like to hide. Hidden fields will have a gray bar next to them, and visible fields will have a green bar.



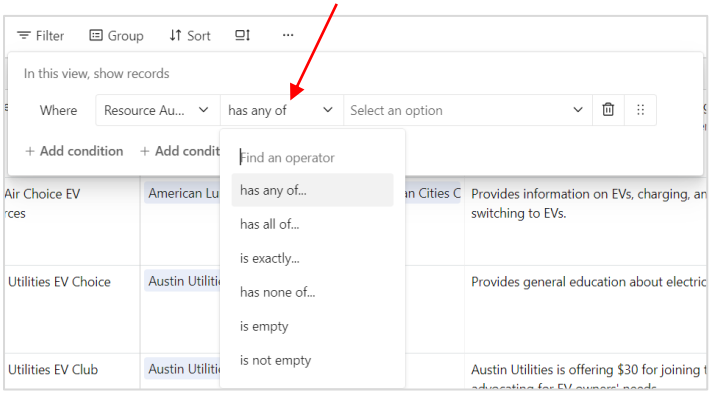
FILTERING

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).

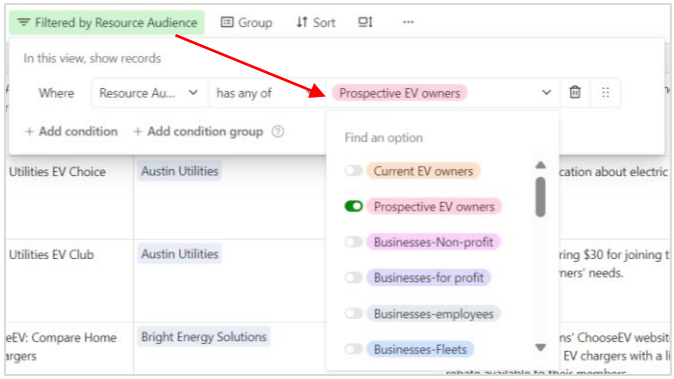
To add a filter, click on the "Filter" icon in the view bar. A drop-down menu will appear. By selecting "+ Add condition," you can apply a filter to the records.



Once clicking "+ Add condition," 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," "has all of," "is exactly," "has none of," "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.”

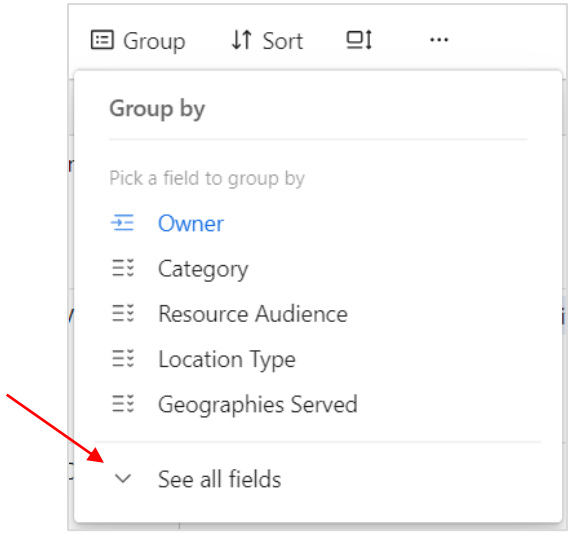


Layering or stacking filters can help filter the resources by multiple criteria. To do so, click the “+ Add condition” icon again and walk through the same steps listed above. To delete a filter, click on the trash bin icon next to the unwanted filter.

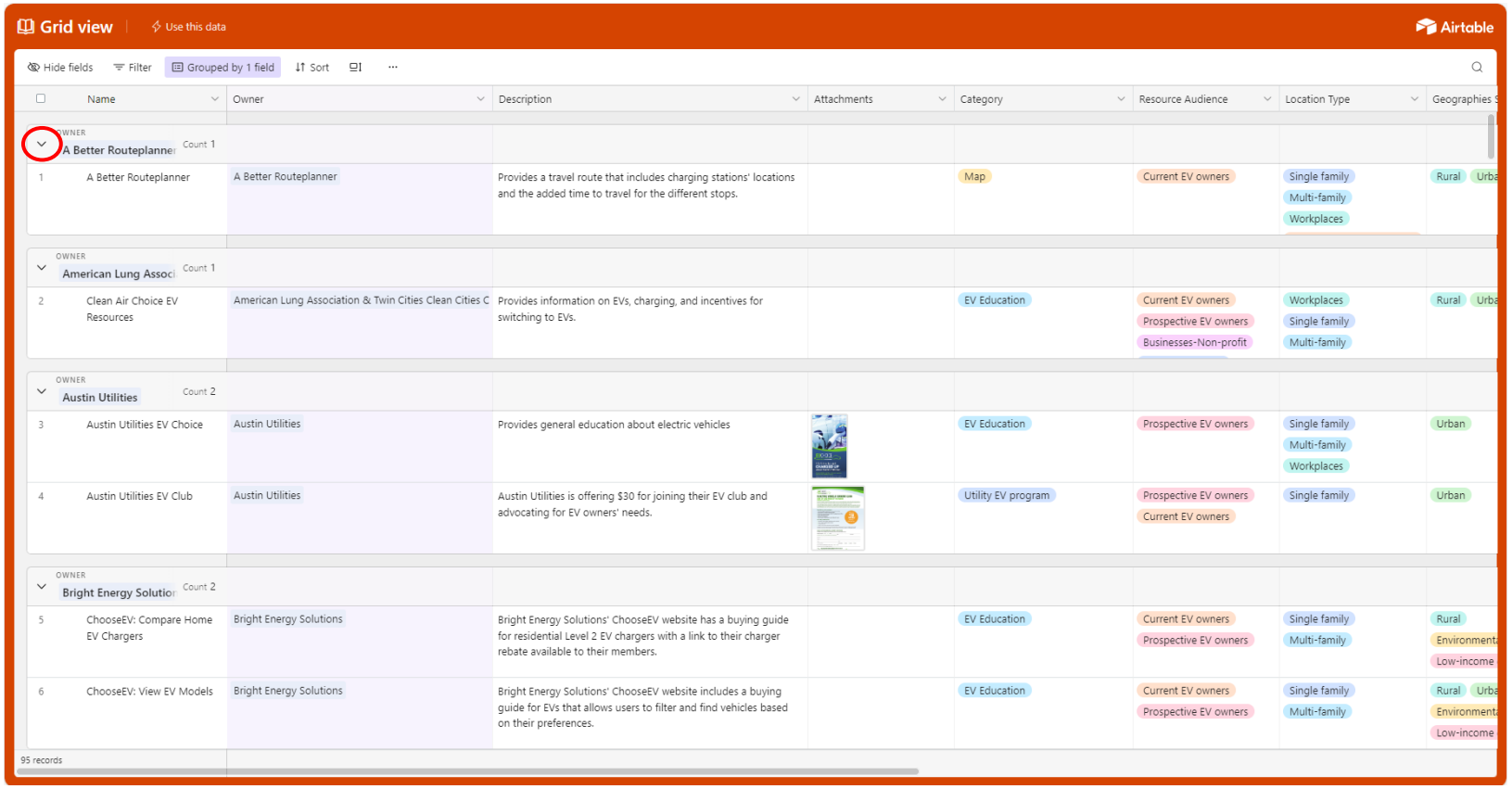


GROUPING

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 which field by which you would like to group, if you would like to see more fields, click on "See all fields."



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.

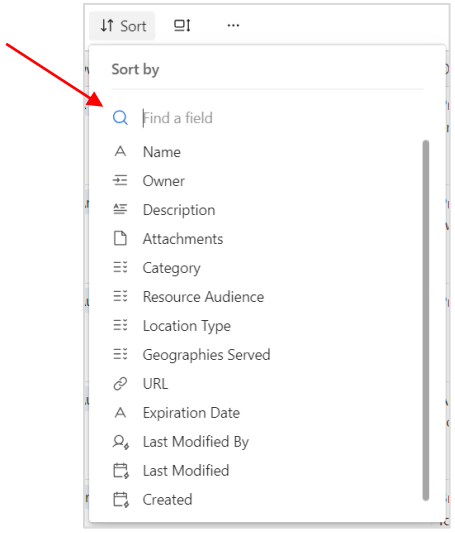


SORTING

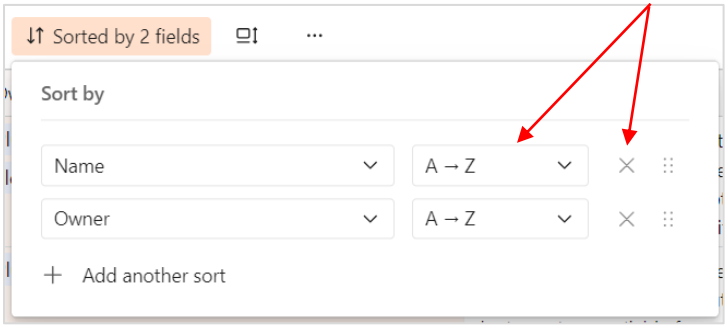
Sorting allows you to see the records in a particular order.

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 a field to sort the records.



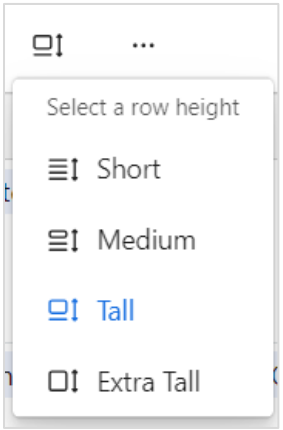
Once the desired field is selected, the resources will be sorted to match the specifications. You can change how you would like to sort the field by selecting between the two options.



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.

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.

