

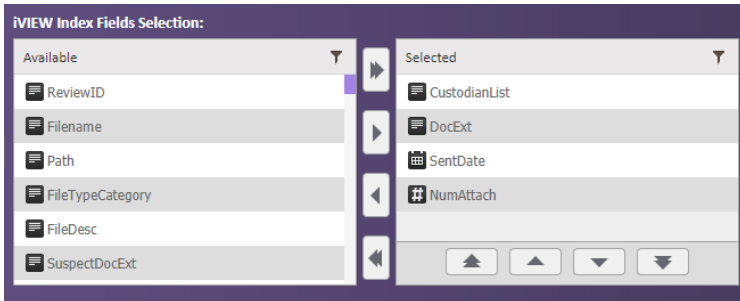
2a. Create an Index

This PICNIC explains how to create an iVIEW index that you can use to graph data from a field or a folder.

Steps

1. Open the **Indexes** tile in Database Administration.
2. Click **New** and select **iVIEW Index**. Name the index. Click **Next**.
3. Choose the fields you want to graph. Click **Next**. (See the information below for some tips on field choices for indexing.)
4. Select the fields that contain multiple values. Change the Index Method to **Multiple Values** and set the Delimiter. (See the information below for additional details.)
5. Click **Start**. Once the state of the index changes to **Indexed** select the index and click **Activate**.

Fields



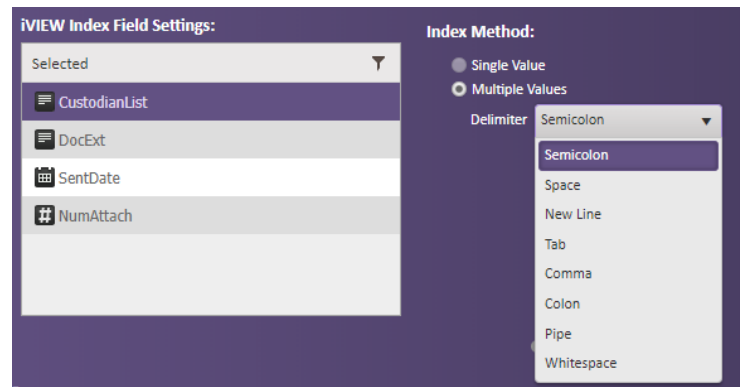
Guidelines for Fields:

Do not choose fields that:

- Contain a unique value*
- Can be edited
- Contain OCR or extracted text

Although date and numeric fields can have unique values, they are a good choice for your index.

Values



Single vs Multiple Values

- All fields are single value by default.
- Define fields that have more than one value, and that you want indexed as multiple values, as **Multiple Values** fields. You will need to select a delimiter/separator for these fields.