Select Multiple Items in a List

Page Navigation (Quick Links):

Function

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In many workflows and other locations in CEBS you may want to select multiple criteria in a list. For example, in the Organ Sites & Neoplasia workflow, you may want to search for multiple organs. Or you may want to select multiple test articles when searching for studies. This FAQ will explain in detail how to select multiple items in a list on CEBS pages.

To get started, from the CEBS Homepage (http://tools.niehs.nih.gov/cebs3/ui/), navigate to your desired workflow or search.

Note: For the NTP Pathology Data workflow, to select multiple items in a list you must first open the Multiple Selections window, using the icon resembling a table. Then follow the directions below.

1) Selecting a Single Item

When viewing a list in CEBS that allows selection of items, you may select a single item in that list by clicking with your mouse. The item in the list will be highlighted with a different-colored background

2) Selecting Multiple Items

To select multiple items in a list, hold down the Ctrl (PC) or Command (Mac) key. Then click on your desired items, one after another, to select. Again, all of the items you have selected should be highlighted with a different-colored background.

Note: Be sure you hold the Ctrl (PC) or Command (Mac) key down as long as you are selecting multiple items. If you click on an item in the list while not holding the key down, that item will be selected and all of the other selections you have made will be removed.

3) Removing Multiple Selections

After following the instructions above to select multiple items you may want to remove one of your selections. To do that, again hold down the Ctrl (PC) or Command (Mac) key and click on the item you want to remove from your selection. The item should no longer be highlighted. This process can be repeated until only one item is selected.

Note: Look for a Clear Selections button (found in some workflows) to remove all the selections you have made in a search.

4) Multi Selections in CEBS

Workflows with the ability to multi select are detailed in the table below.

CEBS Multi Select:

CEBS Area	Multi Selection
NTP Pathology Workflow	Individual Animal Data: Findings (e.g. morphology, organ)
Organ Sites & Neoplasia	Search: All search features (e.g. species, level of evidence)
Explore Conclusions	All study type filtering (e.g. start year, result)
2012 Mouse Liver DB	Characteristic values

5) Additional Instructions/Information

1) 'CEBS Home' icon returns the user back to the CEBS Home page
2) Downloading and displaying data in Excel
   o Select the Download Data Icon
   o The next screen displays available locations to save data
   o Once a location has been determined, select Save
   o To access the data, go the the location where the data was saved
   o You will notice that the data is saved in text format
   o Open in Notepad or your favorite text editor
   o Select all by choosing Ctrl + A (PC) or Command + A (Mac). This function will highlight the entire document.
   o Right click your mouse and select copy
   o Open Excel
   o Right click your mouse and select paste
   o Save as an Excel document
   o To add filtering options, navigate to the Data Tab in Excel and select Filter
3) Flash movie running flex code for CEBS indicates a software platform is being used to create graphics or texts for CEBS

4) CEBS data may be cited by navigating to the CEBS Support page, and selecting the Citing CEBS document under FAQs. Here, instructions can be found on citing NTP Data as well as non-NTP data in CEBS.

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