

# About the data table icons

In any of the data tables in your account, you will see the same icons. All of the data tables in your account work in the same way.

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- [Some icons and interface controls from the data table user interface](#)



Many of the RescueGroups.org services use data tables, and because all of those data tables are organized in a similar format, it's a good idea to get familiar with the data table user interface.

Below is the data table user interface and explanation. These are the controls you use to access the functions and to move around between the tables.

**Current View: Default** Total: 92 ⏪ ⏩ 1 2 3 4 ⏪ ⏩

Actions... Views: Default 📄 🔍 🔗 Options...

- Move back/forth between the number of pages
- Select an action
- Change your view
- Create / Edit a view
- Turn on/off thumbnails
- Search
- Help
- Select an option to view more or less information in the databale
- Export the data.

## Some icons and interface controls from the data table user interface

Name	Icon	Explanation
Help		Quick access to help about data tables
Previous / Next Page		Go to the previous or next page of data
Go to First / Last Page		Go to the first or last page of data
Search		Search for specific text in the data table
Toggle Show Thumbnails		Show animal thumbnails (animals related data tables only)
Add		Add item
Delete		Delete item
Settings		Edit settings for that item or section
Edit		Edit item
Preview Export		A popup window will display an example of what this animal record will share on adoption listing websites (animals related data tables only)
Media		Photos, videos
Preview in Website		Available only with Website Service

<b>HTML</b>		View or Export HTML
<b>Report</b>		Create a report.
<b>Move</b>		Change the order of items
<b>Actions</b>		Select an action from this dropdown menu and a checkbox on an item in the data table to perform the selected action
<b>Views</b>		Change your view to one of the built-in views or to a custom view
<b>Create / Edit Custom View</b>		Click the first icon to create a custom data table view or click the second icon to edit a custom view
<b>Switch to the Default View</b>		Current data table view will return to the Default view
<b>Options</b>		Show more (rows), Show fewer (rows), Show max (rows), <b>Export</b> to CSV, XLS, XML

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