How-To: Search for Members, Attributes, Aliases and GL Codes With the Modeler Search

Vena Support Team
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Why use this feature?

With the release of the **search feature** for the Modeler, your search results will include easy-to-navigate contextual hierarchy information when you use the search function. In addition, search results will be highlighted to help you find the information you need.

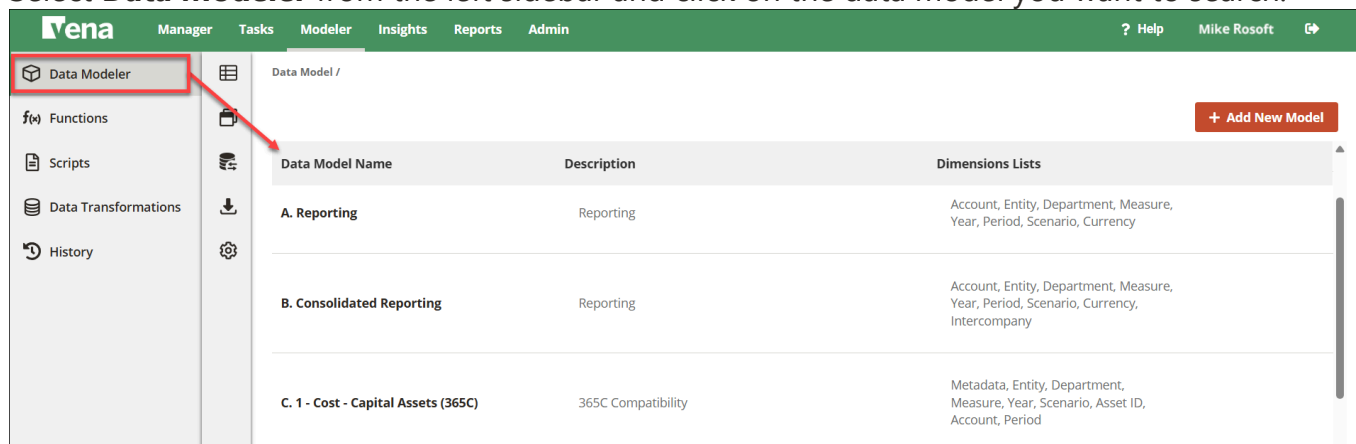In this article, you'll learn how about the search functionality in the Modeler.

Before you begin

To follow the instructions in this article, you will need at least **Modeler** access.
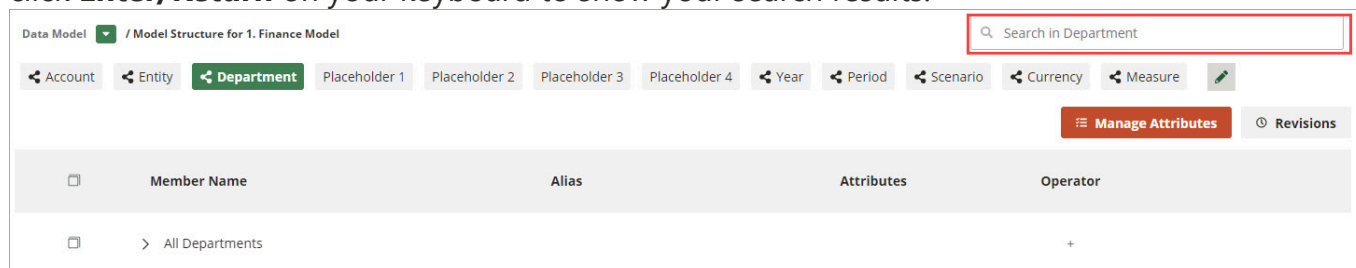
How to

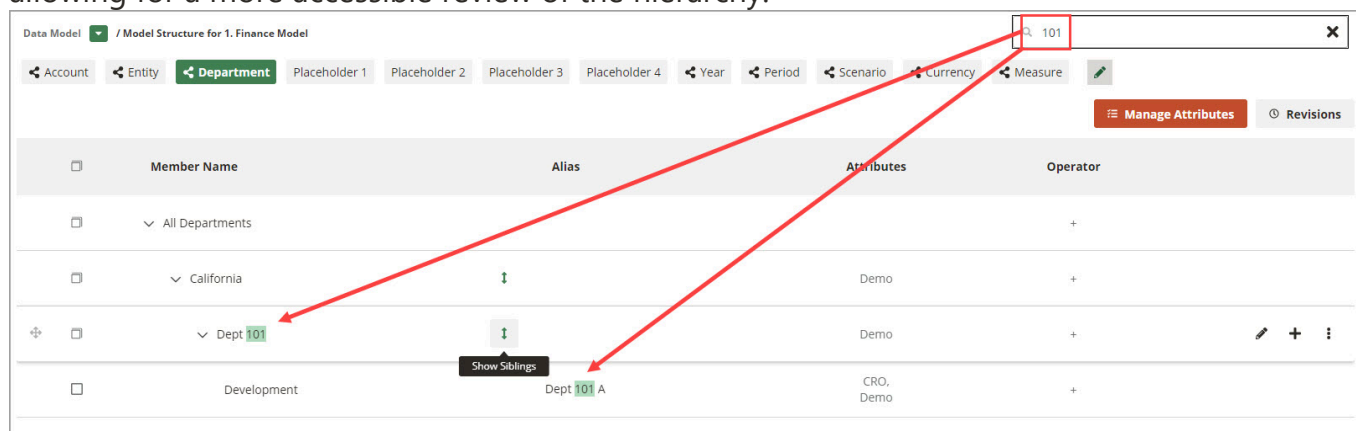1. Log in to vena.io and select the **Modeler** tab.

2. Select **Data Modeler** from the left sidebar and click on the data model you want to search.
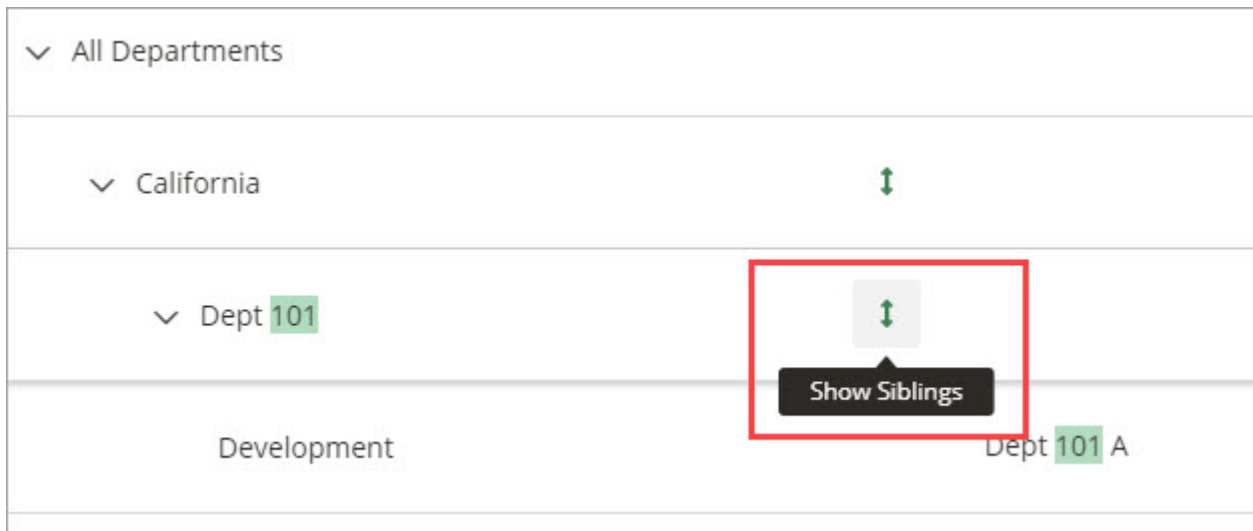

3. Navigate to the search bar in the top-right corner of the page. Type in your search query and click **Enter/Return** on your keyboard to show your search results.

4. In the example below, the user searched for "101". The results show that "101" appears as both a Member Name, Alias and Attribute. Additionally, Vena automatically highlights the results, allowing for a more accessible review of the hierarchy.

5. When your search results appear, select the **Show Siblings** button to get additional context on the ancestors and descendants associated with your search results. This button, which may appear in several rows of your search results, lets you view the siblings for both the parent and the search result (child).

6. After you have found your search result, you can then edit the member. For example, you may decide to add an Alias, edit the member name, or move the member to a different part of the hierarchy.

Notes and Limitations

- You may search by member name, alias, attribute, or account GL code/string.
- You must enter at least two characters (letters/numbers) to use the search bar. The is no max. limit on the character number.
- The search feature will only show results from the data model that you have selected.