

Using the YLI Search Tool

Part 1 – Generating the Data

1. Go to www.youthleadership.net and log in as meghillheubeck
2. Click on Reporting
3. Click on All Teachers to generate the most current report of teachers.
NOTE – This takes roughly an hour to generate
4. Return to the Dashboard and click on Reporting again.
5. Click on Schools. Once the report is generated, move it into the YLI Search Tool folder
NOTE – if this file is not there, use the active_school.xlsx file provided in the YLI Search Tool Folder

Part 2 – Using the YLI Search Tool

1. Open the YLI Search Tool (The one with the YLI Logo on it)
2. Type the name of the school.xlsx file into the appropriate field
3. Click the import button next to the correct field
*NOTE – This will take up to 30 seconds to import due to the number of schools in the system.
DO NOT CLICK on the screen, as that may cause the program to freeze. The program will indicate that it is done importing when the import button becomes depressed*
4. Type the name of the teacher.xlsx file into the appropriate field
5. Click the import button next to the correct field
*NOTE – this will take up to 2 minutes to import due to the number of teachers in the system.
DO NOT CLICK on the screen, as that may cause the program to freeze. The program will indicate that it is done importing when the import button becomes de-pressed
6. From here it is possible to search for either teachers in the system or schools in the system.
 - a. To search for teachers, click on the “Search for Teachers” tab on the right-hand side of the screen. Fill as many fields as desired. Only fields that are filled will be looked at. A check in any of the checkboxes indicates to return teachers who have at some point participated in the indicated event that also meet the other indicated fields. Multiple checkboxes can be used at the same time.
 - b. To search for schools, click on the “Search for Schools” tab on the right-hand side of the screen. Fill as many fields as desired. Only fields that are filled will be looked at.
7. To look at results, click the “Show Results” button on the left-hand side of the screen.
NOTE – After every search, the “Show Results” button must be clicked to update the table to the current results

***IMPORTANT NOTE* - The program can only load ~30,000 entries at any given time**

In order to make this a non-issue, it is possible to specify what data to load in excel.

To do this:

1. Open the XLSX file in question
2. Go to the Data tab and click "Sort"
3. Then click "Sort by" and from the drop-down menu click the desired sort column
 - a. Note: If you do not see the column headers, indicate that your file has column headers by clicking the checkbox in the upper right-hand corner of the popup window
4. From here, if you would like to load the items that have participated in a given event (ex: My E-Congress), click "Order" and choose "Largest to Smallest". This loads the "True" values into the YLI Search Tool, guaranteeing that all members of this event will be loaded.
5. Save the file, then restart the YLI Search Tool. The desired data will now be loaded into the search tool during the next use.

Part 3 – Exporting Data

1. Search for the desired data to be exported
2. Click the "Export" button on the left-side of the screen

NOTE – This will overwrite the previous export if it has not been renamed or saved elsewhere.
3. The search results will be in a file named "Output.csv" in the YLI Search Tool folder

Questions?

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