

How do I view and edit data in a source?

Overview

View Data shows you every row of information inside a source, like opening a table and looking through it. From here you can also search the data, download it, or fix a wrong value everywhere it appears.

When to Use

Use this feature when:

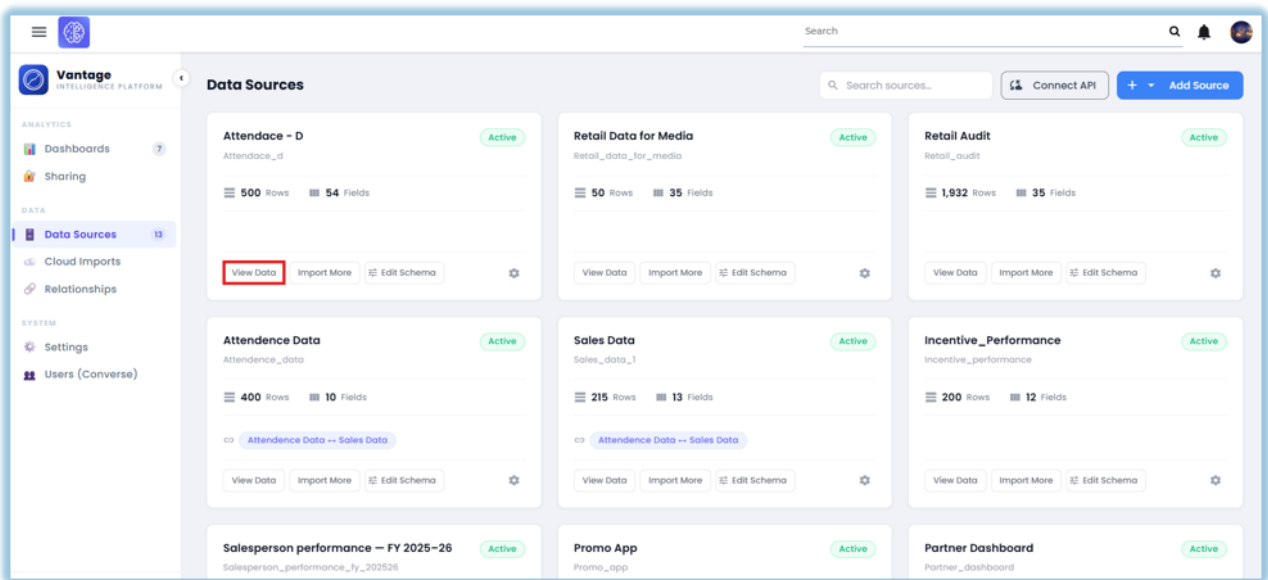
- You want to check what data actually came into a source
- You need to download the data as a CSV or Excel file
- You spot a wrong or inconsistent value and want to fix it everywhere at once
- You want to check how many rows a source has

Concepts

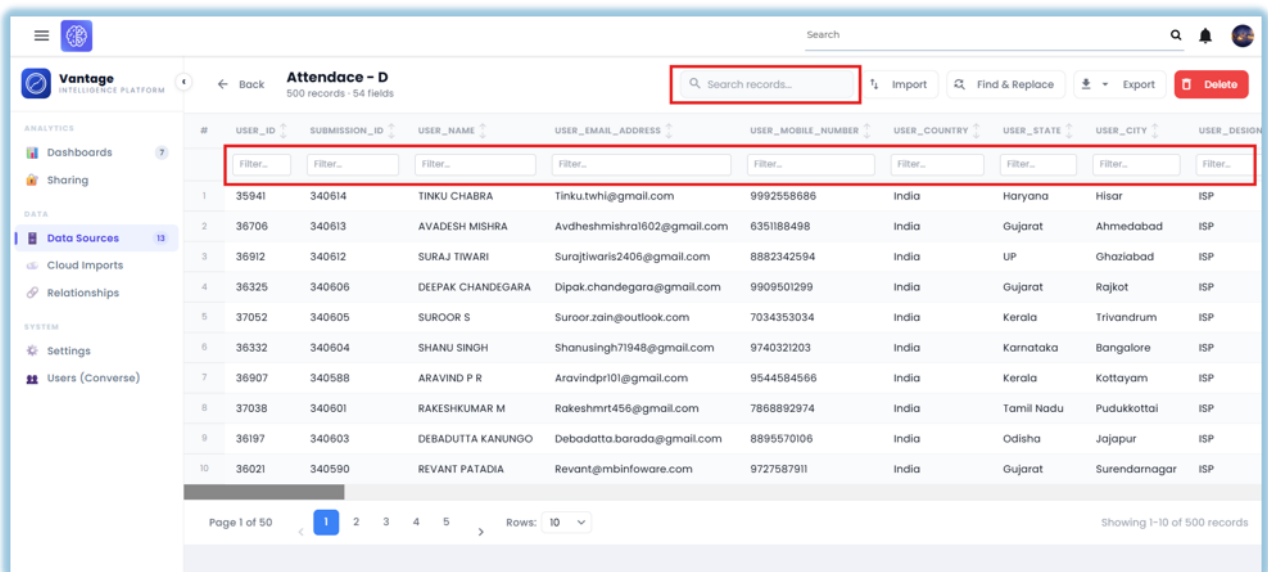
- View Data – The screen where you can see every row in a source, like opening a spreadsheet
- Find & Replace – A tool that changes a value everywhere it appears in a source, in one step (for example, changing "Banglore" to "Bangalore" everywhere at once)
- Export – Downloading the source's data as a file you can open in Excel
- Row Count – The total number of rows in a source

Set Up Guide

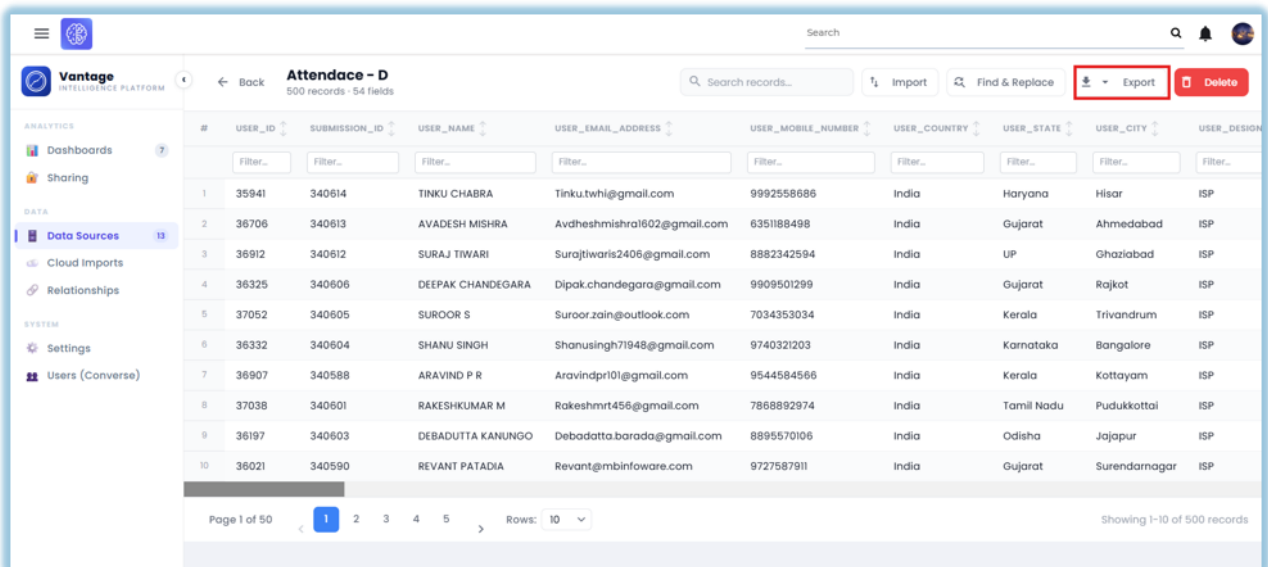
1. Go to Data Sources
2. Click the source you want to check
3. Click View Data



4. Use search or filters to find the rows you need



5. To download the data, click Export and choose CSV or Excel



6. To fix a value, click Find & Replace

Vantage INTELLIGENCE PLATFORM

Attendance - D
500 records - 54 fields

Search records... Import Find & Replace Export Delete

#	USER_ID	SUBMISSION_ID	USER_NAME	USER_EMAIL_ADDRESS	USER_MOBILE_NUMBER	USER_COUNTRY	USER_STATE	USER_CITY	USER_DESIGNATION
1	35941	340614	TINKU CHABRA	Tinku.twhi@gmail.com	9992558686	India	Haryana	Hisar	ISP
2	36706	340613	AVADESH MISHRA	Avdeshmishra1602@gmail.com	6351188498	India	Gujarat	Ahmedabad	ISP
3	36912	340612	SURAJ TIWARI	Surajtiwaris2406@gmail.com	8882342594	India	UP	Ghaziabad	ISP
4	36325	340606	DEEPAK CHANDEGARA	Dipak.chandegara@gmail.com	9909501299	India	Gujarat	Rajkot	ISP
5	37052	340605	SUROOR S	Suroor.zain@outlook.com	7034353034	India	Kerala	Trivandrum	ISP
6	36332	340604	SHANU SINGH	Shanusingh71948@gmail.com	9740321203	India	Karnataka	Bangalore	ISP
7	36907	340588	ARAVIND P R	Aravindpr101@gmail.com	9544584566	India	Kerala	Kottayam	ISP
8	37038	340601	RAKESHKUMAR M	Rakeshmrt1456@gmail.com	7868892974	India	Tamil Nadu	Pudukkottai	ISP
9	36197	340603	DEBADUTTA KANUNGO	Debadatta.barada@gmail.com	8895570106	India	Odisha	Jajapur	ISP
10	36021	340590	REVANT PATADIA	Revant@mbinfoware.com	9727587911	India	Gujarat	Surendarnagar	ISP

Page 1 of 50 Rows: 10 Showing 1-10 of 500 records

7. Type the value you want to find (for example, "Bangalore")
8. Choose whether to match the full value or just part of it
9. Turn on "match case" only if the fix should apply just to that exact spelling (capital or small letters)

Find & Replace

Column: Select a column

Find: Value to find

Replace with: Leave empty to clear the cell

Match:
 ☒ Whole cell matches
 ☐ Cell contains the text

Case:
 ☒ Case sensitive
 ☐ Ignore case

Only cells written exactly as typed are changed, e.g. "Delhi" but not "delhi" or "DELHI".

Buttons: Cancel Preview Replace

10. Click Preview to see how many rows will be affected
11. Click Apply to make the change

Best Practices

- You can't undo a Find & Replace, so always check the Preview count first
- Find & Replace only works on Excel and API sources, not on forms, DDE tables, or combined sources
- Number and date columns only match the full value, not part of it
- Row counts can take up to a minute to update
- For large sources, download only the rows you need instead of the whole file

Related Links/FAQs

Related pages in this book:

- How do I resync or refresh a source?
- How do I define a relationship between two sources?

FAQs

Can I undo a Find & Replace?

No. Always check the Preview count before applying.

Can I use Find & Replace on any source?

No — only Excel and API sources support it.

Why didn't my download include everything?

Large files are limited to keep things fast — try downloading a filtered set instead.

Version Notes

Last Updated: **Oct 2026**

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