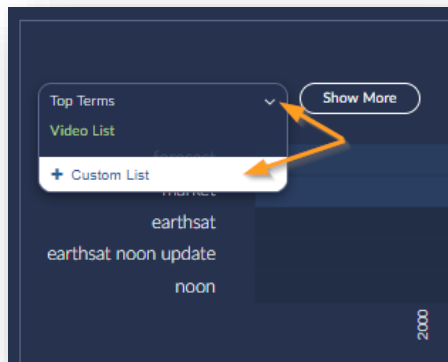


How to Create a Custom Term List in the Heatmap

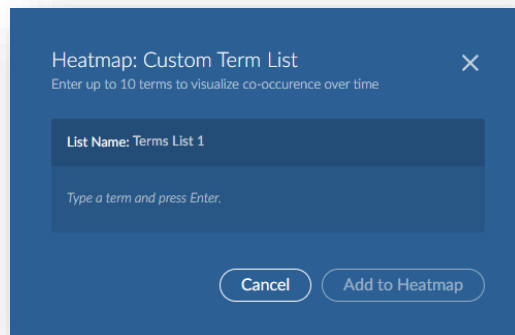
The Heatmap in Brainspace automatically displays a list of top terms found based on the document population. However, there is an option to create a custom list of terms and see how those terms are spread across the population of documents based on dates. In this guide we will cover creating a custom list of terms.

When creating a **Custom Term List** only enter words or numbers do not enter search operators or conditions into this window.

1. Hover over the **Heatmap** and select the pulldown menu to select **Custom List**, as shown below.

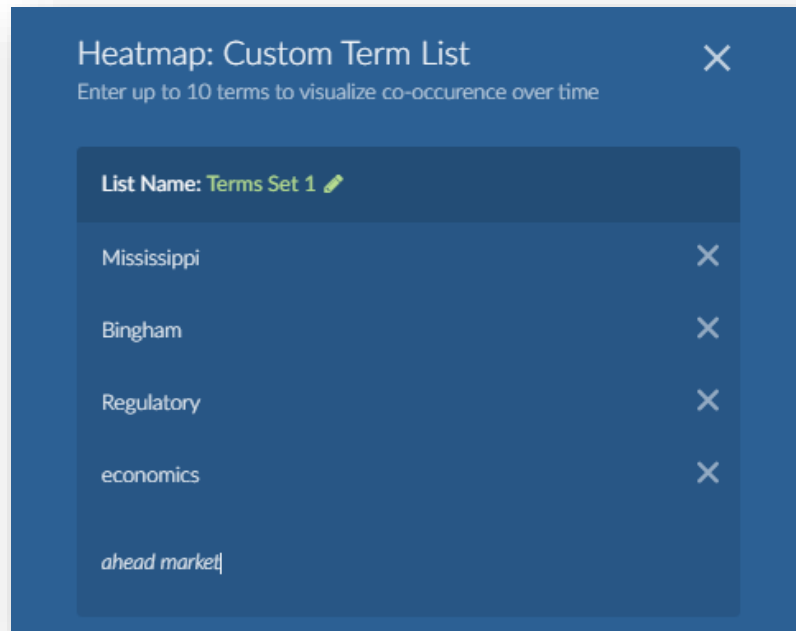


2. In the new popup window enter a **name** for the list and start entering the terms. As shown below we have entered the name **Terms Set 1**.

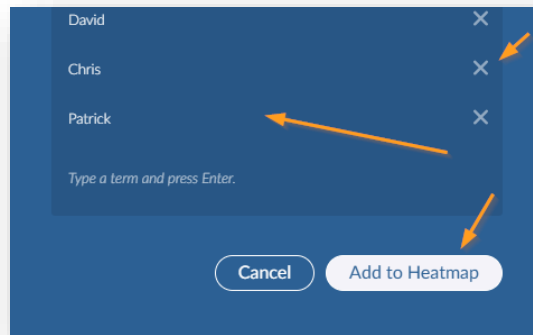


3. Next start entering each term either as a single word or enter a phrase. In this example we entered a few words and one phrase. As mentioned earlier and shown below, exact phrases should not be entered using quotes only the words

should be entered, as shown below we entered *ahead market* to highlight that exact phrase.



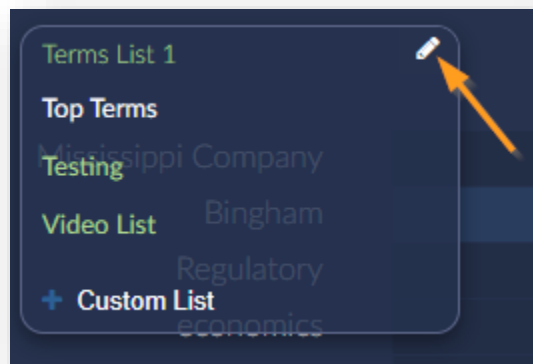
4. After each entry hit the **ENTER** key on your keyboard to add the term.



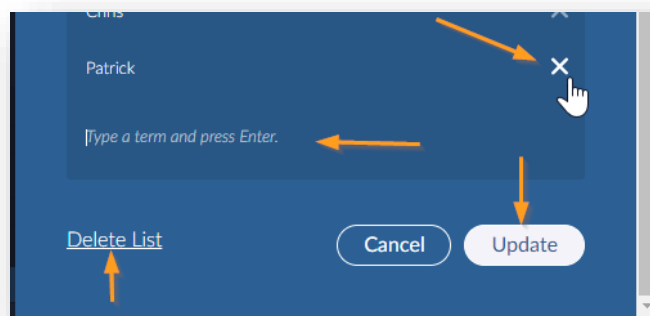
5. Click **Add to Heatmap** to view the new data. Once finished, the new Heatmap is displayed. Selecting the menu item allows you to switch to a different list.



- To edit a list to add or remove words, click on the **pencil icon** for the list you wish to edit. Make the needed changes and click **Update** to update the list.



- To delete a term, click the **X** across from the term, as shown below to remove the term. Add any new terms if needed. To remove a Custom List, click the Delete List option. Once you have made your changes click the Update button.



For additional assistance contact your project manager or team member.