

AAPI Elected Officials Database User Guide

Table of Contents

Background	3
Layout.....	3
Fields	4
Functions.....	5
Hide Fields	6
Example.....	6
Filter	7
Example.....	7
Group	10
Example.....	10
Sort.....	13
Example.....	13

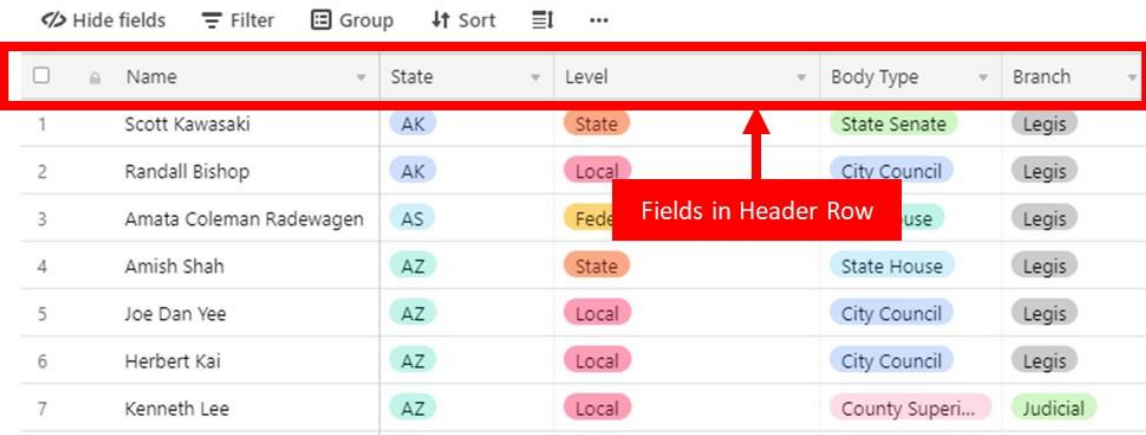
Background

Our goal is to build a comprehensive database of all Asian Americans & Pacific Islanders who are currently elected officials, however we are certain that we haven't found everyone. If you know of an AAPI elected official that is missing from this list or whose information is incorrect, please fill out this form: http://bit.ly/aapi_db_corrections.

This database lists those individuals who hold or held office between January 1, 2019 and December 31, 2020. If someone is a candidate for office and does not currently hold any other elected position, they will not be included. If someone has been elected but not yet sworn into office, they will not be included.

Layout

The view of the database that you see should look very similar to a Microsoft Excel spreadsheet. The top (header) row contains the names of each of the fields in the database. Each row lists one specific elected official.



The screenshot shows a table with a header row and seven data rows. The header row is highlighted with a red border and contains the following fields: Name, State, Level, Body Type, and Branch. A red callout box with an arrow points to the header row with the text "Fields in Header Row".

	Name	State	Level	Body Type	Branch
1	Scott Kawasaki	AK	State	State Senate	Legis
2	Randall Bishop	AK	Local	City Council	Legis
3	Amata Coleman Radewagen	AS	Fede	use	Legis
4	Amish Shah	AZ	State	State House	Legis
5	Joe Dan Yee	AZ	Local	City Council	Legis
6	Herbert Kai	AZ	Local	City Council	Legis
7	Kenneth Lee	AZ	Local	County Superi...	Judicial

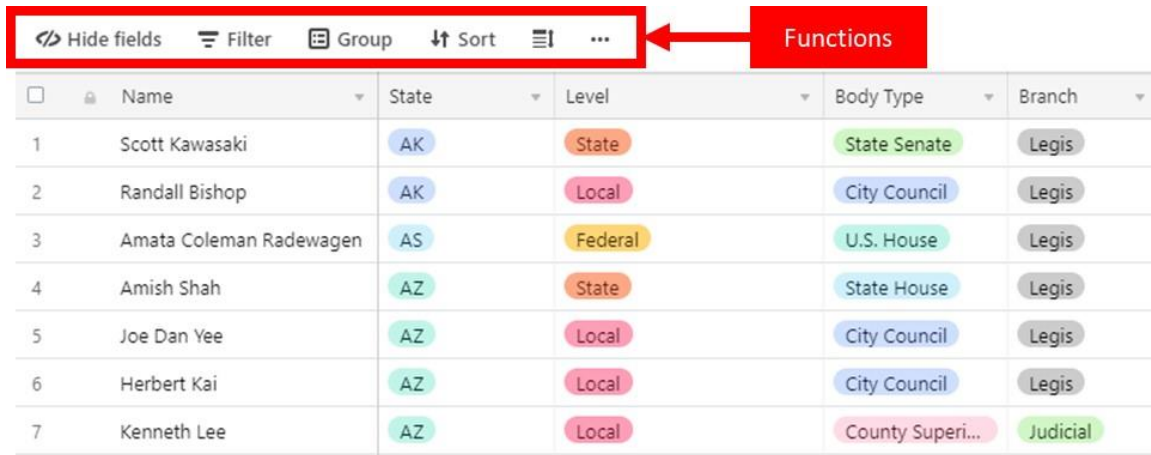
Fields

A completed description of the fields along with example values is listed below.

Field	Description	Example Values
Name	Full name of the elected official	Judy Chu Fiona Ma
State	Two letter abbreviation for the state in which the elected official holds office.	CA (California) NY (New York)
Level	Level of government at which the elected official holds office.	Federal State Local
Body Type	Type of body to which the individual was elected. This field will not always be applicable. For example, a statewide office like Governor will not have a Body Type.	U.S. House State Senate City Council School Board
Branch	Branch of government in which the elected official serves	Exec (Executive) Legis (Legislative) Judicial
Chamber	The chamber of a bicameral legislature in which the elected official serves. This field only applies to those in the Legislative branch	Upper Lower
Office	Official name of the office that the elected official occupies.	U.S. Representative State Senator Assemblymember
Body	Official name of the body in which the elected official serves. This is not applicable to those in the Executive branch.	U.S. Senate California State Assembly Hamtramck City Council
District / Area	The specific area that the elected official represents. This field is mainly used for state and local offices when multiple people occupy an office with the same name.	Ward 1 MN-67
Party	Political party to which the elected official belongs. Some elected positions are non-partisan.	D (Democrat) R (Republican) I (Independent)
Assumed Office	The year in which the elected official was sworn into the office which they currently hold.	2008 2015 2019
Current Term Ends	The year in which the elected official's current term of office will end.	2020 2022 2024
Gender	Gender of the elected official.	M F
Ethnicity	Ethnicity of the elected official	Indian Chinese Filipino
Website	Official government website of the elected official.	

Functions

The database can be manipulated and rearranged to more closely fit what you're looking for by using one of the functions at the top of the table.



The screenshot shows a table with columns: Name, State, Level, Body Type, and Branch. The function menu at the top includes: Hide fields, Filter, Group, Sort, and a three-dot menu. A red box highlights the three-dot menu, and a red arrow points to it from a red box labeled 'Functions'.

	Name	State	Level	Body Type	Branch
1	Scott Kawasaki	AK	State	State Senate	Legis
2	Randall Bishop	AK	Local	City Council	Legis
3	Amata Coleman Radewagen	AS	Federal	U.S. House	Legis
4	Amish Shah	AZ	State	State House	Legis
5	Joe Dan Yee	AZ	Local	City Council	Legis
6	Herbert Kai	AZ	Local	City Council	Legis
7	Kenneth Lee	AZ	Local	County Superi...	Judicial

Function	Purpose
Hide Fields	Hide specific fields that you don't want to appear in the table.
Filter	Show only records that meet specific criteria.
Group	Divide the records up into groups so that all the records in a given group share a similar attribute.
Sort	Arrange the records in a specific order

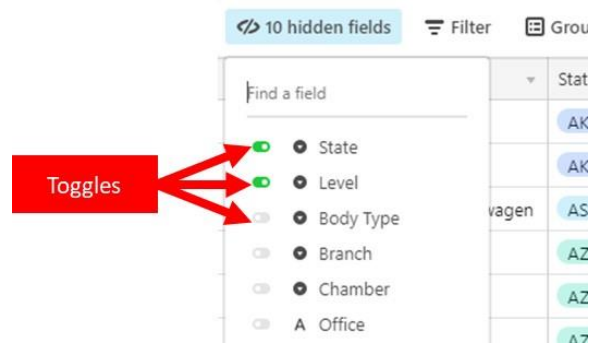
Hide Fields

Use this function to hide specific fields that you don't want to appear in the table.

Example

You are only interested in Name, State, Level, Body, and Gender and thus want to hide all the other fields.

Click the "Hide Fields" function and then toggle off all the fields that you want to hide. The Hide Fields menu should look like this.



You will be left with a table that looks like this

	Name	State	Level	Body	Gender
1	Scott Kawasaki	AK	State	Alaska State Senate	M
2	Randall Bishop	AK	Local	Kodiak City Council	M
3	Amata Coleman Radewagen	AS	Federal	U.S. House	F
4	Amish Shah	AZ	State	Arizona House of Representatives	M
5	Joe Dan Yee	AZ	Local	Lake Village City Council	M
6	Herbert Kai	AZ	Local	Marana Town Council	M
7	Kenneth Lee	AZ	Local	Pima County Superior Court	M
8	Paul Tang	AZ	Local	Pima County Superior Court	M
9	Kimberly Yee	AZ	Statewide		F
10	Ami Bera	CA	Federal	U.S. House	M
11	Judy Chu	CA	Federal	U.S. House	F

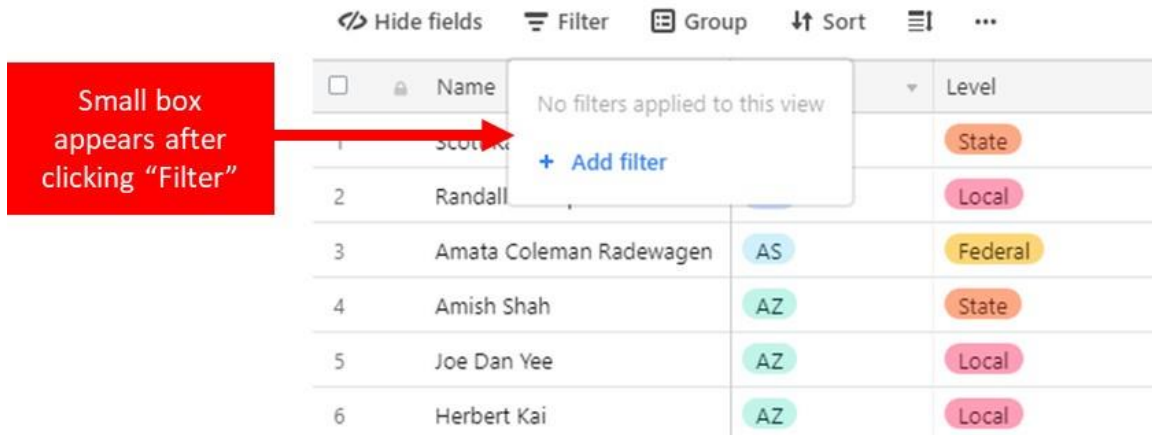
Filter

Use this function to show only records that meet specific criteria.

Example

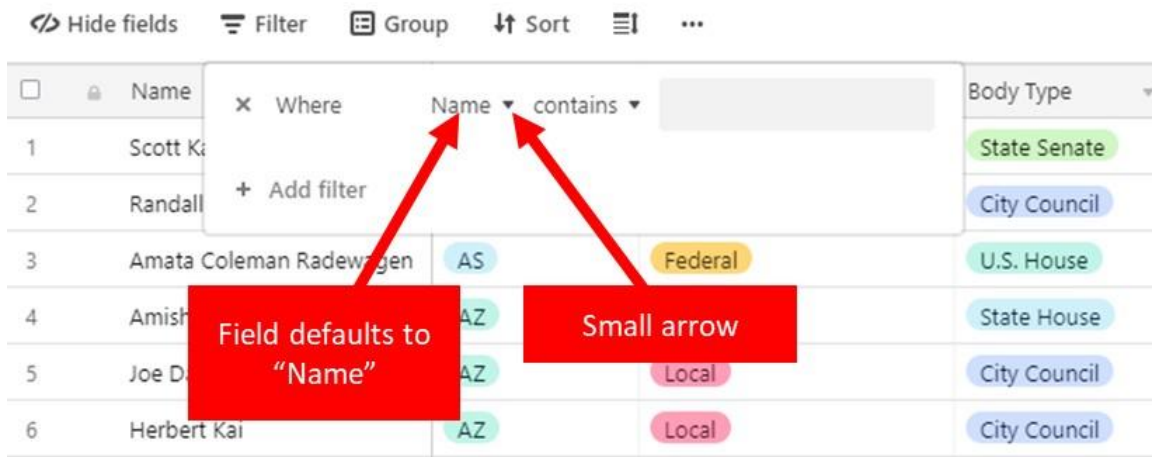
You want a table that only shows elected officials from the State of California and in the Legislative Branch. This will require two filters: one for State and one for Branch.

Click the Filter function and a small box will appear.



Click the "Add filter" link in the small box. A filter will appear.

Click the small down arrow next to the field (which defaults to "Name").



Set the field to "State" and set the value to CA (for California). This means that we are filtering based on the State field. We are choosing only records for which the State is CA.

The screenshot shows a data table with columns for Name, State, Branch, and Body Type. A filter is applied to the State field, showing only records where State is CA. The filter box is open, showing 'Where State is CA'. Red arrows point to the 'State' field and the 'CA' value. Red callout boxes contain the text 'Set field to "State"' and 'Set value to "CA"'. The table shows 6 records, with rows 3, 4, and 6 highlighted in green, indicating they match the filter.

Name	State	Branch	Body Type
1 Ami Bera			U.S. House
2 Judy Chu			U.S. House
3 TJ Cox	CA	Federal	U.S. House
4 Kamala Harris	CA	Federal	U.S. Senate
5 Ro Khanna	CA	Federal	U.S. House
6 Ted Lieu	CA	Federal	U.S. House

Now we need to set the second filter. Click "Add filter" in the filter box. Set the field to "Branch" and set the value to Legis (for Legislative). This means that we are filtering based on the Branch field. We are choosing only records for which the Branch is Legis.

The screenshot shows the same data table as above, but with a second filter applied to the Branch field. The filter box now shows 'Where State is CA And Branch is Legis'. Red arrows point to the 'Branch' field and the 'Legis' value. Red callout boxes contain the text 'Set second field to "Branch"' and 'Set second value to "Legis"'. The table shows 6 records, with rows 3, 4, and 6 highlighted in green, indicating they match both filters.

Name	State	Branch	Body Type
1 Ami Bera			U.S. House
2 Judy Chu			U.S. House
3 TJ Cox	CA	Federal	U.S. House
4 Kamala Harris	CA	Federal	U.S. Senate
5 Ro Khanna	CA	Federal	U.S. House
6 Ted Lieu	CA	Federal	U.S. House

This is how the final table should look. Only records for which State is equal to CA and Branch is equal to Legis are displayed.

Hide fields 2 filters Group Sort ...

	Name	State	Level	Body Type	Branch	Chamber	Office
1	Ami Bera	CA	Federal	U.S. House	Legis	Lower	US Representative
2	Judy Chu	CA	Federal	U.S. House	Legis	Lower	US Representative
3	TJ Cox	CA	Federal	U.S. House	Legis	Lower	US Representative
4	Kamala Harris	CA	Federal	U.S. Senate	Legis	Upper	US Senator
5	Ro Khanna	CA	Federal	U.S. House	Legis	Lower	US Representative
6	Ted Lieu	CA	Federal	U.S. House	Legis	Lower	US Representative

Group

Use this function to divide the records up into groups so that all the records in a given group share a similar attribute.

Example

You want to create a list of elected officials broken down by State and then by Level. Within the group for each State, the elected officials will be grouped by Level. This will require two groupings.

Click the Group function and a small box will appear.

Hide fields Filter Group Sort

Name	Level
1 Scott Kawasaki	State
2 Randall Bishop	Local
3 Amata Coleman Radewagen AS	Federal
4 Amish Shah AZ	State
5 Joe Dan Yee AZ	Local
6 Herbert Kai AZ	Local

No groupings applied to this view
Pick a field to group by

Small box appears after clicking "Group"

Click the "Pick a field to group by" link. A drop-down list will appear that contains all the fields in the database.

Hide fields Filter Group Sort

Name	Level
1 Scott Kawasaki	State
2 Randall Bishop	Local
3 Amata Coleman Radewagen AS	Federal
4 Amish Shah AZ	State
5 Joe Dan Yee AZ	Local
6 Herbert Kai AZ	Local
7 Kenneth Lee	Local
8 Paul Tang	Local
9 Kimberly Yee	Statewide
10 Ami Bera	Federal

No groupings applied to this view
Pick a field to group by

- Find a field
- A Name
- State
- Level
- Body Type
- Branch
- Chamber
- A Office

A list of fields will appear

Click "State"

Click "Pick another field to group by"

Click "Level"

Hide fields Filter Grouped by 2 fields Sort

Group by State from First-Last Last-First
then by Level from First-Last Last-First

Pick another field to group by Collapse all Expand all

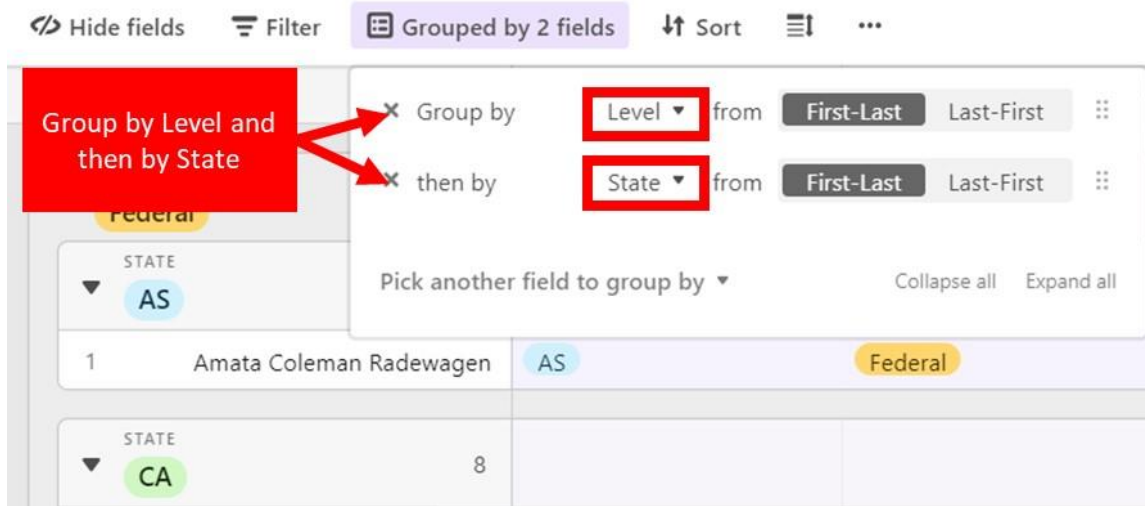
LEVEL	Name	State	Level
State	1 Scott Kawasaki	AK	State
Local	2 Randall Bishop	AK	Local
	3 Felix Wong	AK	Local

This is what the table should look like now. It is grouped by State and then by then by Level.

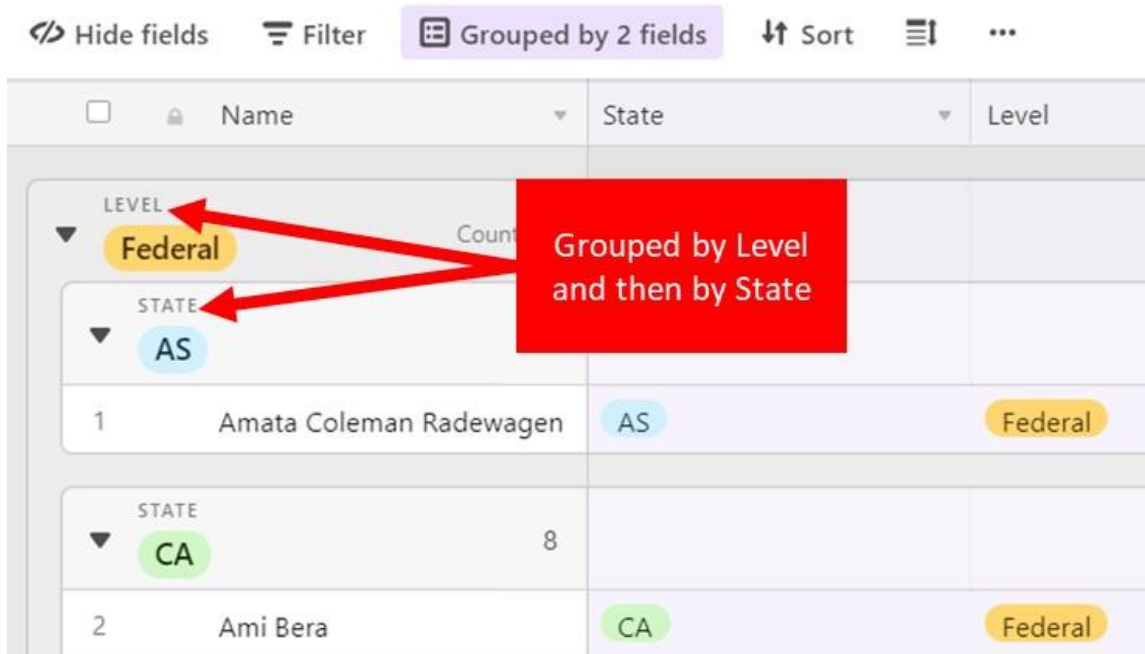
Hide fields Filter Grouped by 2 fields Sort

Name	State	Level
STATE		
AK		
LEVEL		
State		
1 Scott Kawasaki	AK	State
LEVEL		
Local		
2 Randall Bishop	AK	Local
3 Felix Wong	AK	Local

If instead you wanted to group by Level and then by State, you would choose Level first and then State under the Group function.



This is what the table should look like now. It is grouped by Level and then by then by State.



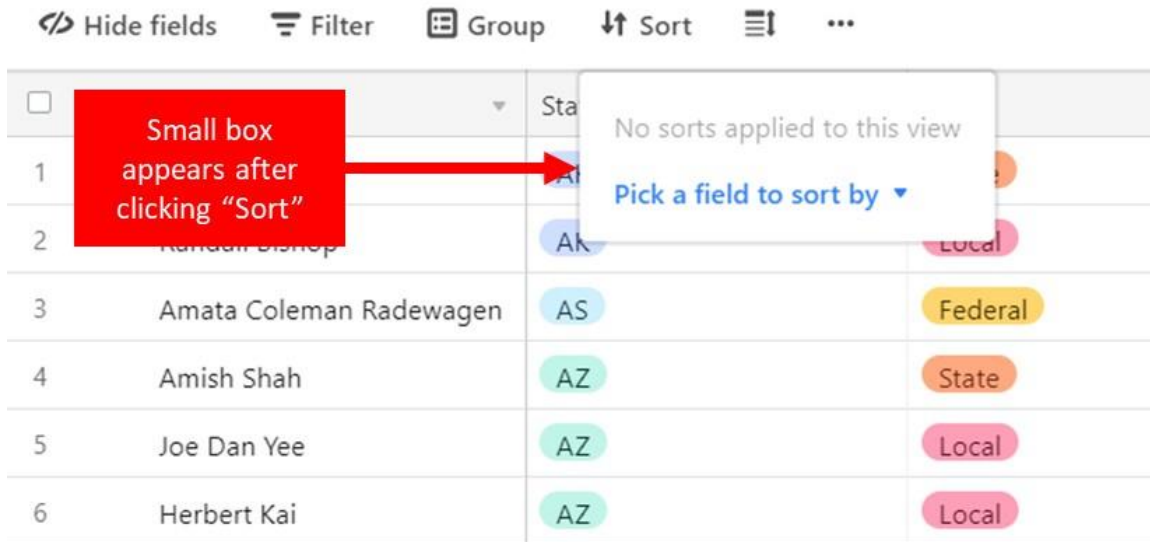
Sort

Use this function to arrange the records in a specific order.

Example

You want to create a list of elected officials that is sorted by State and then by Level. This will require two sorts.

Click the Sort function and a small box will appear.



The screenshot shows a data table with columns for Name, State, and Level. The 'Sort' button in the top toolbar is highlighted. A red box with the text 'Small box appears after clicking "Sort"' has an arrow pointing to the dropdown menu that appears below the 'Sort' button. The dropdown menu contains the text 'No sorts applied to this view' and 'Pick a field to sort by' with a dropdown arrow.

	Name	State	Level
1	Amata Coleman Radewagen	AS	Federal
2	Amish Shah	AZ	State
3	Joe Dan Yee	AZ	Local
4	Herbert Kai	AZ	Local

Click "State"

Click "Pick another field to group by"

Click "Level"



The screenshot shows the same data table as above, but now the 'Sort by 2 fields' button is highlighted in the toolbar. A red box with the text 'Sort by State and then by Level' has two arrows pointing to the configuration menu. The configuration menu shows 'Sort by' set to 'State' and 'then by' set to 'Level'. Below these, there is a 'Pick another field to sort by' dropdown menu.

	Name	State	Level
1	Benjamin Miyasato	AK	Local
2	Ryan Copico	AK	Local
3	Amata Coleman Radewagen	AS	Federal

This is what the table should look like now. It is sorted by State and then by then by Level.

Hide fields Filter Group Sorted by 2 fields

	Name	State	Level	Body Type	
1	Scott Kawasaki	AK	State	State Senate	
2	Sorted by State and then by Level	AK	Local	City Council	
3		AK	Local	Assembly	
4		Benjamin Miyasato	AK	Local	Assembly
5		Ryan Copico	AK	Local	County Council
6		Amata Coleman Radewagen	AS	Federal	U.S. House
7	Logoai Siaki Logoai	AS	State	State Senate	
8	Nuanuaolefeagaiga T. Saol...	AS	State	State Senate	