

# Dataset List

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### Managing Datasets

The **Dataset List** makes it easy to manage datasets you've imported to use with [our Autosuggest feature](#). Datasets are useful when you want users to be able to choose from lists of options too long for a dropdown menu.

**Note:** Datasets have a size limit of 5MB.

## Active Datasets

Datasets that you've imported and are currently using will be shown in the **Active Datasets** section. This view contains information about the source of the dataset, the name, the language, the date it was created, the date it was last modified, and its visibility.

Active Datasets						
Your currently active Datasets. They will be selectable when configuring an Autosuggest field.						
DATA SOURCE	NAME	LANGUAGE	CREATED	MODIFIED	VISIBILITY	
csv	<a href="#">Salesforce Accounts Li...p.csv</a>	English (US)	06/18/2018 04:52:35 PM	06/18/2018 04:52:35 PM	Private	<a href="#">Make Public</a> <a href="#">Deactivate</a>
csv	<a href="#">Course Costs - Sheet1.csv</a>	English (US)	05/03/2019 01:35:46 PM	05/03/2019 01:35:46 PM	Private	<a href="#">Make Public</a> <a href="#">Deactivate</a>
csv	<a href="#">Example Spreadsheet - ...9.csv</a>	Français	06/19/2019 04:47:48 PM	09/09/2020 04:03:25 PM	Private	<a href="#">Make Public</a> <a href="#">Deactivate</a>

**Click on a dataset's filename** to access additional information about a dataset.

Click **Make Public** to make a dataset available to all users on your instance. By default, datasets will be set as Private, which means they can only be accessed by the user who imported them.

Click **Deactivate** to deactivate a given data set. This will remove the dataset from the existing datasets list you

can access from within the Form Builder. Deactivating a dataset can be helpful if you don't plan to use it frequently or when using many datasets to manage the length of the existing datasets list. Deactivating a dataset does **not** delete it; instead, it will move to the **Inactive Datasets** section.

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## Inactive Datasets

Datasets you're not currently using are shown in the **Inactive Datasets** section. Like the **Active Datasets** section, this list contains information about the language of a dataset, the date it was created, the date it was last modified, and its visibility.

### Inactive Datasets

Your inactive Datasets. They are not selectable when configuring an Autosuggest field, but still work in forms they are already configured in. They may be reactivated for use, or deleted permanently.

FILENAME	LANGUAGE	CREATED	MODIFIED	VISIBILITY		
<a href="#">Form-Datas...d.csv</a>	English (US)	07/10/2018 07:32:49 PM	09/09/2020 04:00:44 PM	Private	<a href="#">Reactivate</a>	<a href="#">Delete</a>

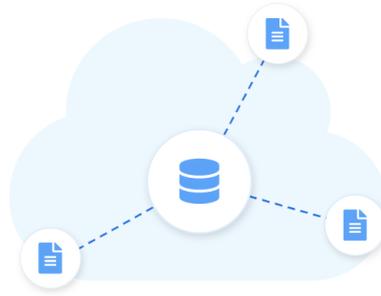
Click **Reactivate** to reactivate a data set. This will make the dataset accessible from your existing datasets list in the Form Builder.

Click **Delete** to permanently delete a dataset from your account. **You should only delete a dataset if you're sure you won't need to use it again.**

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## Accessing Datasets

## Datasets



### You don't have permissions to view Datasets

Datasets are reusable tables of information for configuring multiple choice questions on your forms.

[Learn more about accessing Datasets.](#)

If you are encountering a message that states that you do not have access to Datasets, contact your administrator. They may need to enable the datasets [permission](#) for your account.

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