

Working with Accrual Tables and Search Results v4.4

The system lists search results in tables. You can navigate through the records in several ways, and choose which columns are of interest to you. Additionally, you can filter the results by typing a string of characters in a search field.

To do this...	Do this...
Move horizontally across the page	Press the Left arrow (←) or Right arrow (→) on your keyboard.
Sort your results by column	Click the Sort icons (up arrow for ascending order; down arrow for descending order).
Move to the first page of results	Click <<.
Move to the previous page of results	Click < or click the preceding page number.
Move to the next page of results	Click > or click the next page number.
Move to the last page of results	Click >>.
Move to a specific page of results	Click a specific page number.
Choose how many rows you want to display per page	Select the number of rows from the Show selector.
Choose which columns to display	Click Choose columns . A list of available columns appears. Check or clear the boxes to indicate which columns you want to show or hide.
Search the list of results by keywords	In the Search field, type one or more characters contained in your keyword(s). The results are filtered as you type subsequent characters.
Export search results to a file	At the bottom of the page, click CSV to export the search results to a comma-separated file or Excel to export to a file in Microsoft Excel format.

The screenshot shows a search results page with several callouts pointing to specific UI elements:

- Select the number of records you want to display:** Points to the 'Show 10' dropdown menu.
- Filter the search results:** Points to the search input field containing 'place'.
- Select the columns you want to display:** Points to the 'Choose columns' button.
- Select the sort order:** Points to a dropdown arrow on a column header.
- Go to a specific page:** Points to the page number '3' in the pagination controls.
- Go to the next page:** Points to the right arrow navigation button.
- Go to the last page:** Points to the right double arrow navigation button.
- Disease code change indicator:** Points to a dropdown menu showing 'ICD-O-3' and a note 'Value changed to ICD-O-3'.

 For additional instructions, refer to [Filtering Accrual Search Results](#).