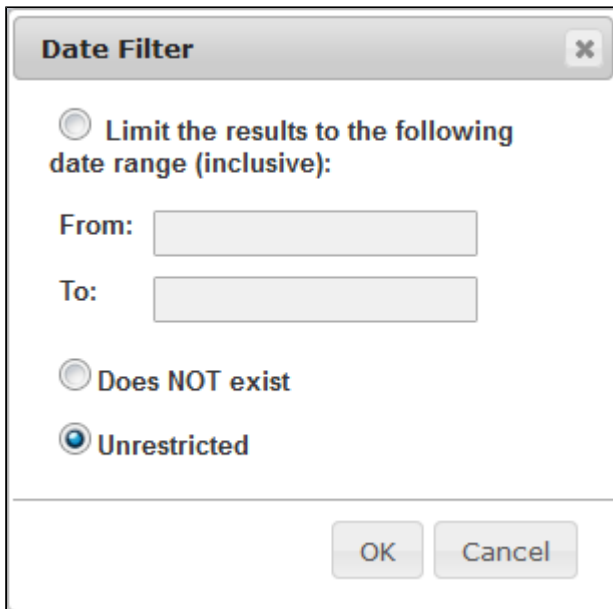# How to Use Workload - Include v4.4

To do this...	Do this
Sort the list of trials	By default, the system sorts the trials by **Expected Abstraction Completion Date**. To sort the list by any other column, click any column header. To reverse the order, click the column header again. An arrow indicates the sort order: • Ascending: Down arrow indicates that you can click to sort in descending order. • Descending: Up arrow indicates that you can click to sort in ascending order.
Filter the list of trials by submission type	Click the **Filter** icon ( ) in the Submission Type column. The **Submission Type** dialog box appears. Select one or more submission types that you want to include and click **OK**. **Submission Type** ✖ Limit the results to the following submission types: ☐ Abbreviated ☐ Amendment ☐ Complete OK Cancel

Filter the list of trials by date	1. Click the **Filter** icon () in a date column. The **Date Filter** dialog box appears.
	
	2. Choose one of the following:
	  • If you want to limit the results to a specific date range, select the first option and specify the date range that you want to include.
	  • If you want to limit the results to trials that do not have dates, select the second option.
	  • If you want to reset this date filter (include trials regardless of date), select the last option.
	3. Click **OK**.

Update the list of trials and reset all filters	Click the **Refresh** button.
Export the list of trials to a file	On the upper or lower right corner of the page, click one of the following: • Click **CSV** to create a generic comma-separated value file. • Click **Excel** to create a Microsoft Excel spreadsheet.
View comments on an overridden Expected Abstraction Completion Date	Hover the mouse over the underlined date.
View trial details	Click an **NCI Trial Identifier** link. The Details page appears with information about the trial you selected.