Navigating Search Results Lists - Include 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
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.

