# Copy of Working with Accrual Tables and Search Results v4.4 - ALT 2/13/2024 v2.0

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 **Show/Hide**. 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 All...** 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 top of the table, click **Export** to export the search results to a comma-separated file or **Excel** to export to a file in Microsoft Excel format. |



For additional instructions, refer to Filtering Accrual Search Results.