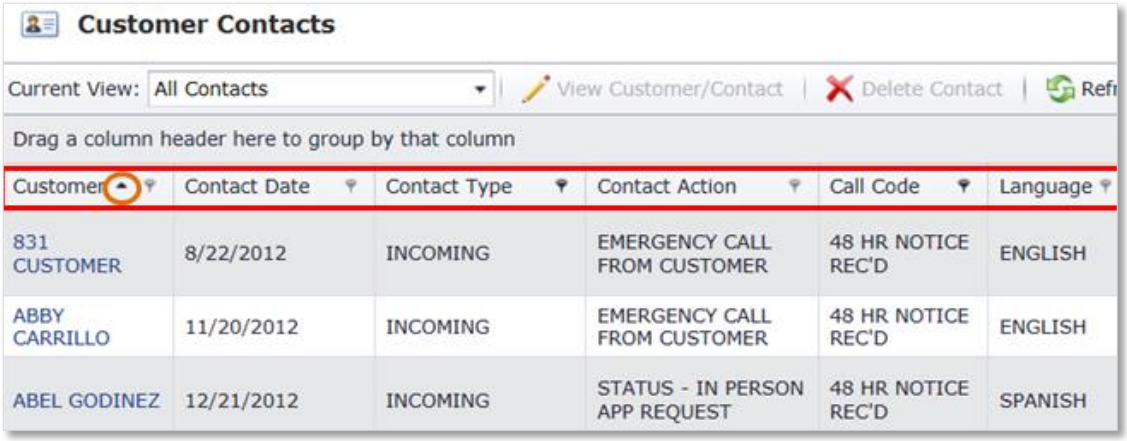
Appendix C: Sorting Records, Using Filters & Changing the Page Size

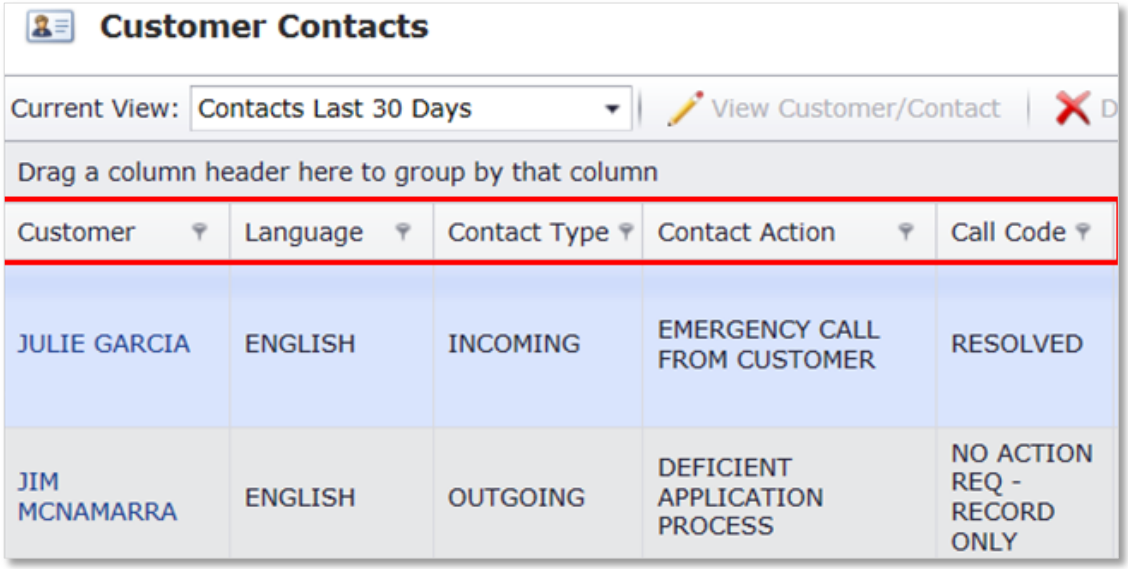
Most screens in ServTraq contain features that assist in customizing information displayed.

Sort Information

Click on a Column Header to sort records by ascending or descending order. An arrow pointing up indicates the records have been sorted in ascending order. An arrow pointing down indicates the records have been sorted in descending order.



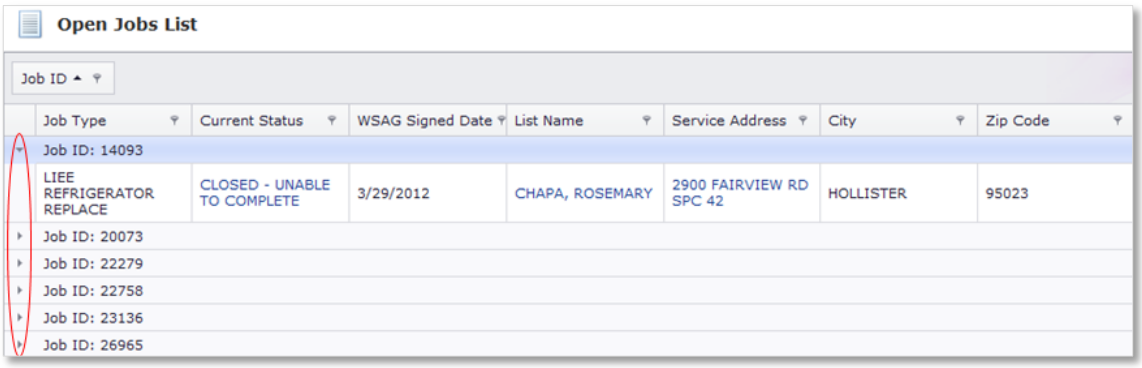
Column Headers can also be moved around to re-arrange the order of the fields displayed. Drag and Drop a column header to a different location. The column order returns to its default form once you leave the screen.



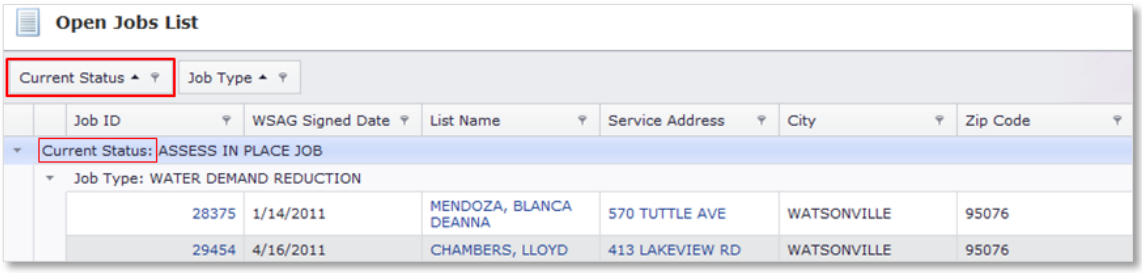
Grouping Section Feature

The Grouping Section sorts by any field in the information screen. Drag and drop a Column Header into the section shown in red below.

Click on the arrows to the left of the grouped records to view information related to the sorted field.



This feature also works with more than one field in the *Grouping Section*. The grouping will be in order from left to right, broad to narrow. This is shown below.

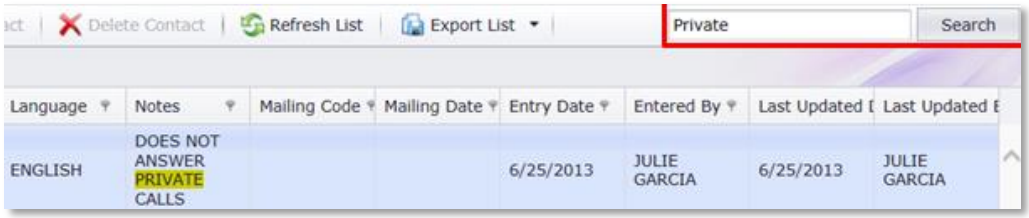


Note: Sorting is still available on all fields, as well as filtering which is explained in the next section.

Filters

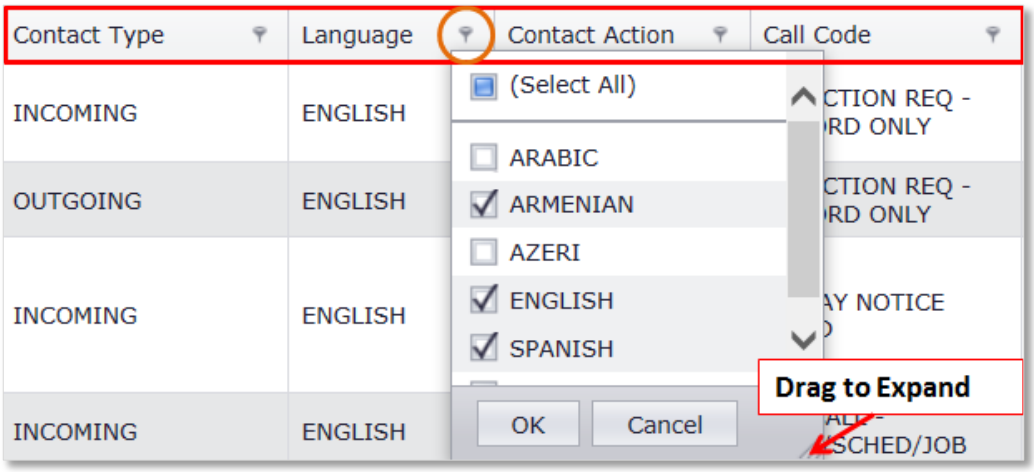
Search Box

Use the search box to filter results by the text entered.



Column Filters

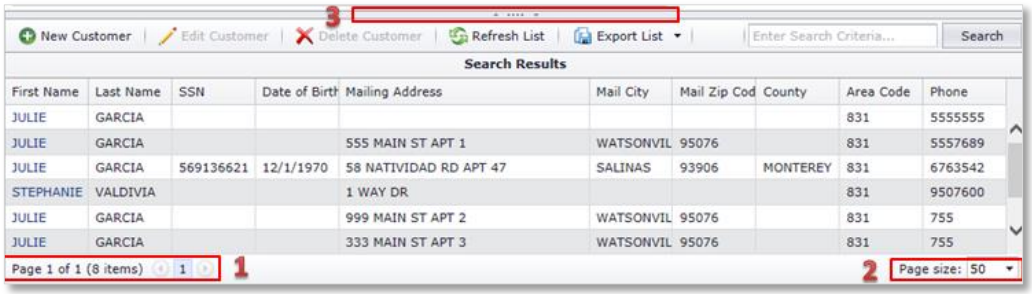
Most column headers across ServTraq have a filter icon. Click on a *column header filter* to select one or multiple criteria options to narrow the results displayed. Click and drag the right corner of the filter box to expand the list. Click *OK* when finished.



Note: Multiple column filters can be used.

To delete the filter selected and return to a full list view, click *CLEAR* located at the bottom right corner.

Page Size

To change the number of records displayed and the page size:

1. The number of records found is displayed in the bottom left corner. Use the arrows to scroll through the pages.
2. Increase the *Page Size* by clicking on the drop down arrow (bottom right corner) and select the quantity of records to display per page.
3. Drag the bar up or down to increase or decrease the number of records displayed.