



printreport

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Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Sort/Filter	<p>Click to sort or filter data.</p> <p>Sort data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.</p> <table border="1" data-bbox="260 332 1468 720"> <tr> <td data-bbox="260 332 552 422">(Left grid) Columns Available for Sorting</td><td data-bbox="552 332 1468 422">Select the columns by which you want to sort, the columns are highlighted blue. Click  to move the selected columns to the right side of under Sort Columns. Continue moving columns to the right grid as needed.</td></tr> <tr> <td data-bbox="260 422 552 720">(Right grid) Sort Columns</td><td data-bbox="552 422 1468 720"> <p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid. </td></tr> </table>	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click  to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.	(Right grid) Sort Columns	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
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	Click OK to apply the selected sort criteria to the report.				
	Click Cancel to close the window without re-sorting.				
Filter data:					
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.				
	From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section.				
	If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available.				
	Click Add Criterion to add new filter criteria. A blank row is displayed in the grid.				
Field	Description				
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.				
Operator	Select an operator.				
	<ul style="list-style-type: none"> = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to 				
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.				
Other functions and features:					
Add Criterion	Add another row.				
	Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed.				
	Using the AND operator limits search results, because the program looks only for records that contain both criterion. Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.				
Delete Selected	Delete selected row.				
	Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.				

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

Reset	Click to clear any applied sort or filter criteria and return the report to its original state.
Exit	Click to exit the report preview.