







Navigating through a Report

The report may contain a lot of data and you may need to sort it by a certain parameter or quickly navigate the report.

- 1. Items under any of the report columns can be organized. To do this, click the column title.

For instance, let's sort the report results by the **Course Name** column. Depending on the arrow direction, courses will be displayed in alphabetical order or vice versa.

The sorting works in a similar manner for all other columns. Depending on the data type, items are sorted alphabetically, chronologically, or in ascending or descending order.


<input type="checkbox"/>	Course Name ↓	Start Date
<input type="checkbox"/>	 10 PowerPoint Tips to Make Your Slides More Effective	2/6/2020
<input type="checkbox"/>	 10 Steps To Creating A Wildly Successful Online	2/7/2020
<input type="checkbox"/>	 Attract New Customers. Boost Your Sales	2/6/2020
<input type="checkbox"/>	 Business Sustainability	2/6/2020
<input type="checkbox"/>	 Company Overview	11/1/2019
<input type="checkbox"/>	 Context is King A Million Examples of Creative Ad...	1/15/2020

- 2. If the report includes a lot of data, it will be several pages. Swipe through the pages one by one above the report.

1-25 of 27 elements

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Or select the needed page below the report.

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- 3. To make navigation easier, select how many rows will be displayed on a page.

Rows per page: 25 ✓

Rows per page: 50

Rows per page: 100

Rows per page: 25 ^