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.

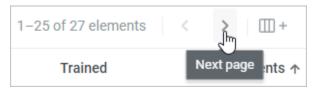
1. Items under any of the report columns can be organized. To do this, click the column title.

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.

	e Name ↓	Start Date
m	10 PowerPoint Tips to Make Your Slides More Effective	2/6/2020
*	10 Steps To Creating A Wildly Successful Online	2/7/2020
PDF	Attract New Customers. Boost Your Sales	2/6/2020
*	Business Sustainability	2/6/2020
	Company Overview	11/1/2019
\Diamond	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.



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.

