

## Search Bar

- The search bar can be used to search for text in any column of a report
- Any record containing the search text will be returned
- Specific columns can be searched by using the search bar drop down menu

## Report Menu

- Click on the name of any saved report to view it
- Choose Primary Report to return the view back to the default

## Actions Menu

- Use options on the Actions Menu for the following:
  - Advanced filtering
  - Grouping data under specific headings
  - Aggregating data and making calculations
  - Saving reports
  - Exporting data

The screenshot shows a data report interface with several key elements highlighted and annotated:

- Search Bar:** A search input field with a magnifying glass icon and a 'Go' button, circled in red.
- Report Menu:** A dropdown menu showing '1. Primary Report', circled in black.
- Actions Menu:** A dropdown menu with options like 'Select Columns', 'Filter', 'Rows Per Page', 'Format', 'Flashback', 'Save Report', 'Reset', 'Help', and 'Download', circled in black.
- Column Headers:** A context menu for the 'Last Name' column header, circled in black, showing options for sorting (ascending/descending) and filtering.

The background table displays data with columns: Last Name, First Name, Department Desc, eCommons ID, Affiliation, and Email address. The 'Last Name' column is currently selected.

## Column Headers

- Clicking on the column header of any column in a report brings up a menu allowing a user to sort and filter by that column
- Click on either the Sort Ascending or Sort Descending button to sort the entire list by that column
- Click on a value in the drop down list to filter the column by that value
- To remove a column from a report, click the Hide Column button