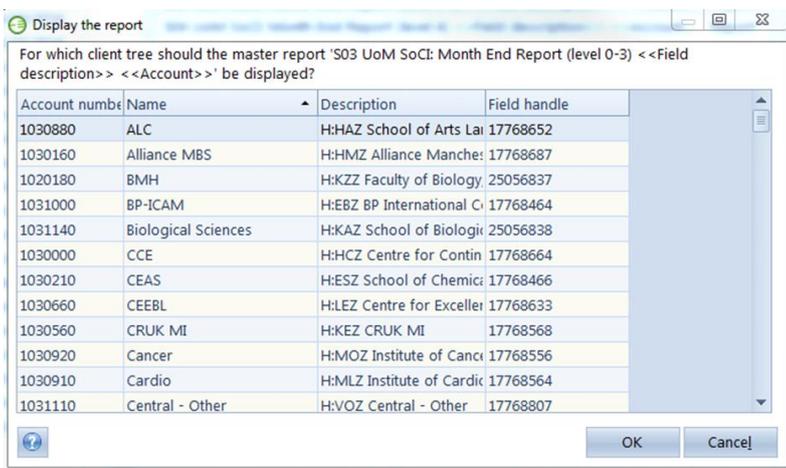




How to sort and filter the report parameters:

When displaying or exporting standard reports, you must specify the parameter (Organisational Parent, Chart of Account etc) you wish to run the report for.

CP displays the available parameters for the selected report in a list:



This list can be filtered and sorted to make it easier to find the parameter you want.

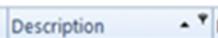
Sorting:

The parameters can be sorted ascending or descending alphabetically:

1. Click on the header of the column you wish to sort by.
2. A small arrow is displayed in the header: 
3. A down arrow means the list is sorted Z-A, an up arrow means the list is sorted A-Z.
4. Click on the header again to change the sort direction.

Filtering:

You can filter the list to make it easier to find the parameter you wish to select.

5. Place your cursor over the column you wish to filter on.
6. A pin is displayed in the header 
7. Click on the pin.

8. **Click Filter.**
9. This functionality works in the same way as Excel. You can use the % symbol to represent wildcard figures.
10. **Click OK.**
11. The items satisfying the applied filter are now displayed.



The applied filter is displayed at the bottom of the screen. You can edit the filter by clicking 'Edit', or remove the filter by clicking on the 'x'

12. Once the filter is removed, all of the parameters are displayed.

