FILTERING DATA, SORTING DATA, AND DISPLAY OPTIONS

This guide will cover how to filter, sort data, and navigate Display Options.

FILTER

The filter allows users to limit the number of rows displayed by returning a specific value which is entered in the field.

Click the filter icon on the toolbar.

Enter the keyword. The filter searches for matches beyond the viewable records displayed.

The filter will search all columns and rows in the sheet and return rows that contains the searched string.

To unfilter, click clear to remove the filter, then click refresh button.

SORTING DATA

By clicking the header in the sheet, the data will sort either numeric or alphabetical. Below is an example of data sorted by Fund.
**Display Options**

The Display Options menu allows you to select time range and periods to display in your sheet. It lets you customize the sheet by time, column display, and version Comparison.

Click the **Display Options** icon on the toolbar.

The Display Options menu appears. Click the **Filter Rows** tab to apply a filter to a column.
If multiple filters are needed, click + and a new option will be added. The sheet will be filtered by multiple filters.

By clicking **Add Group**, the sheet will be filtered by *either* of the filters.

Note the word *or* between each filter:
Click the **Hide Columns** tab to select the columns you would like to hide from the sheets. The required fields cannot be hidden. After selecting the columns you would like to hide, click the **OK** button.

**FOR ADDITIONAL ASSISTANCE**

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**Policies and Directives**  
The University Budget Office  
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