

FILTERING DATA, SORTING DATA, AND DISPLAY OPTIONS

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

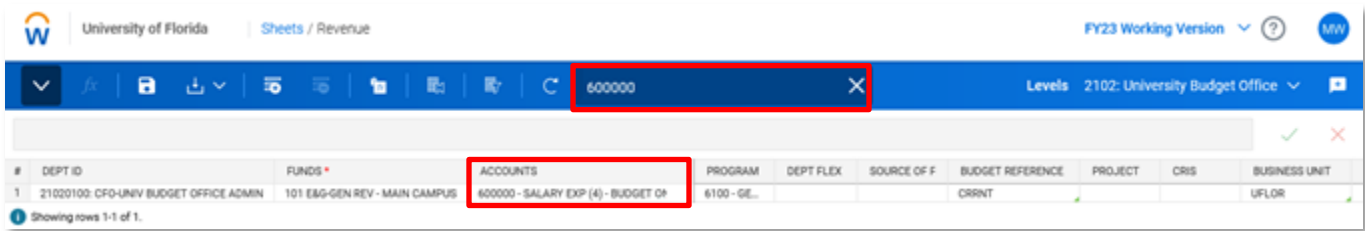
FILTER

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.

#	LEVEL STAT..	Em- E	EMPLOYEE ID STATUS	EMPLOYEE RCD	POSITION	POSITION STATUS	JOB TITLE	HOME DEPARTM..	START DA..	END DA..	FUNDS	BUSINESS UNIT	BUDGET REFEREN..	PROG..
1	Active	0847	Col Active	0	00221512..	Active	002700 - A..	1706000 - BA-CTR..			171 FYRS ..	SFLOR	CRRNT	1100 - GE..
2	Active	1229	Brc Active	0	00234423..	Active	001514 - P..	1706000 - BA-CTR..			171 FYRS ..	SFLOR	CRRNT	1100 - GE..
3	Active	9037	Hug Active	0	0026076..	Active	002789 - C..	1706000 - BA-CTR..			101 E&G ..	SFLOR	CRRNT	4600 - AC..
4	Active	9037	Hug Active	0	0026076..	Active	002789 - C..	1706000 - BA-CTR..			171 FYRS ..	SFLOR	CRRNT	4600 - AC..
5	Active	6357	Wag Active	0	00233667..	Active	002241 - A..	1706000 - BA-CTR..			171 FYRS ..	SFLOR	CRRNT	1100 - GE..
6	Active	6300	Gen Active	0	00236367..	Active	002209 - A..	1706000 - BA-CTR..			101 E&G ..	SFLOR	CRRNT	4600 - AC..
7	Active	6300	Gen Active	0	00236367..	Active	002209 - A..	1706000 - BA-CTR..			171 FYRS ..	SFLOR	CRRNT	4600 - AC..
8	Total													

#	LEVEL STAT.	EN	E	EMPLOYEE ID STATUS	EMPLOYEE	POSITION	POSITION STATUS	JOB TITLE	HOME DEPARTM.	START DA.	END DA.	FUNDS	BUSINESS UNIT	BUDGET REFEREN.	PROG.
1	Active	9381	HAJ	Active	0	0004696	Active	001789 - C.	1706000 - SA-CTRL.			101 ESC.	UFLOW	CRWNT	400-AC.
2	Active	9330	Gen	Active	0	0004667	Active	001209 - A.	1706000 - SA-CTRL.			101 ESC.	UFLOW	CRWNT	400-AC.
3	Active	9341	Col	Active	0	0021912	Active	001790 - A.	1706000 - SA-CTRL.			171 TRS.	UFLOW	CRWNT	1100-GL.
4	Active	1229	Sen	Active	0	0029421	Active	001814 - F.	1706000 - SA-CTRL.			171 TRS.	UFLOW	CRWNT	1100-GL.
5	Active	9381	HAJ	Active	0	0004696	Active	001789 - C.	1706000 - SA-CTRL.			171 TRS.	UFLOW	CRWNT	400-AC.
6	Active	9381	Waj	Active	0	0021345	Active	002241 - A.	1706000 - SA-CTRL.			171 TRS.	UFLOW	CRWNT	1100-GL.
7	Active	9300	Gen	Active	0	0024637	Active	002289 - A.	1706000 - SA-CTRL.			171 TRS.	UFLOW	CRWNT	400-AC.
8	Total														

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.

Display Options ✕

Time Filter Rows

Select time range and periods to display

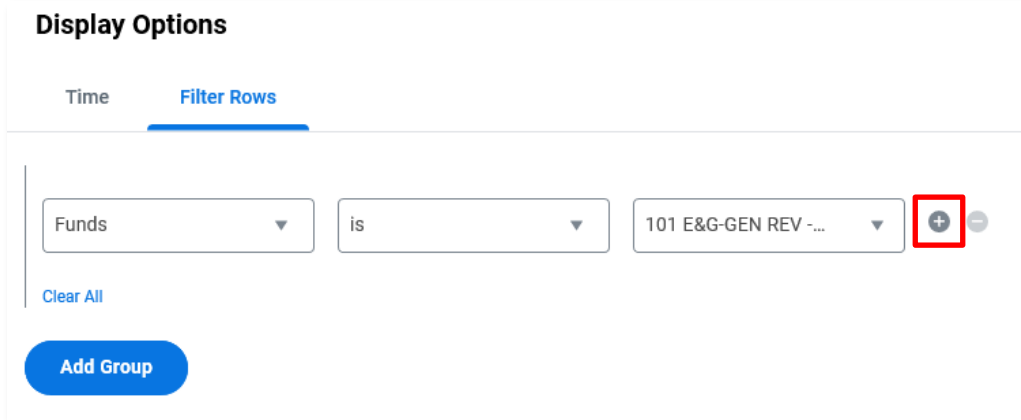
Start: End:

	Month	Quarter	Year
<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> FY2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> FY2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

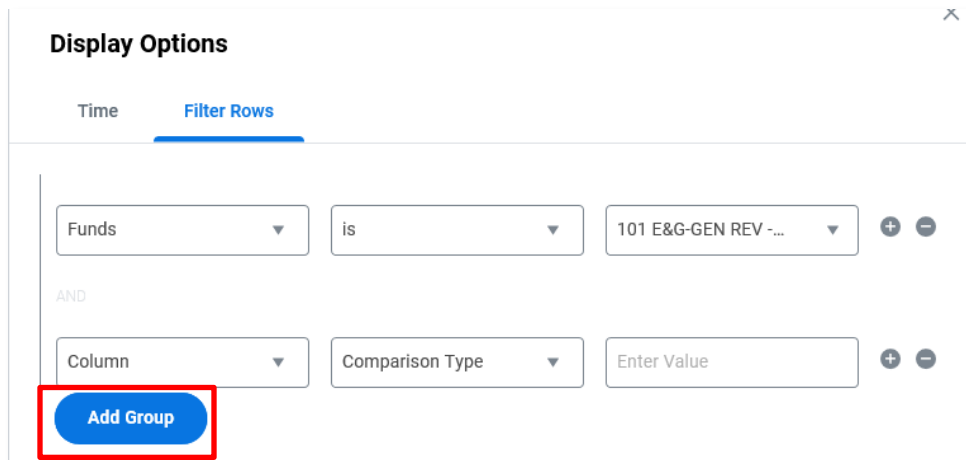
Set as default for all users

OK
Cancel

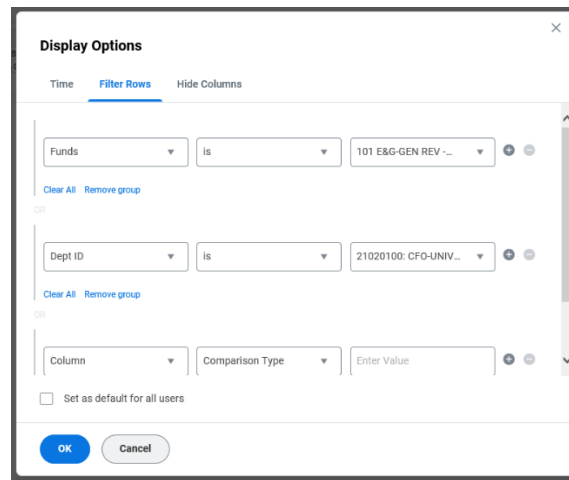
If multiple filters are needed, click + and a new option will be added. The sheet will be filtered by multiple filters.



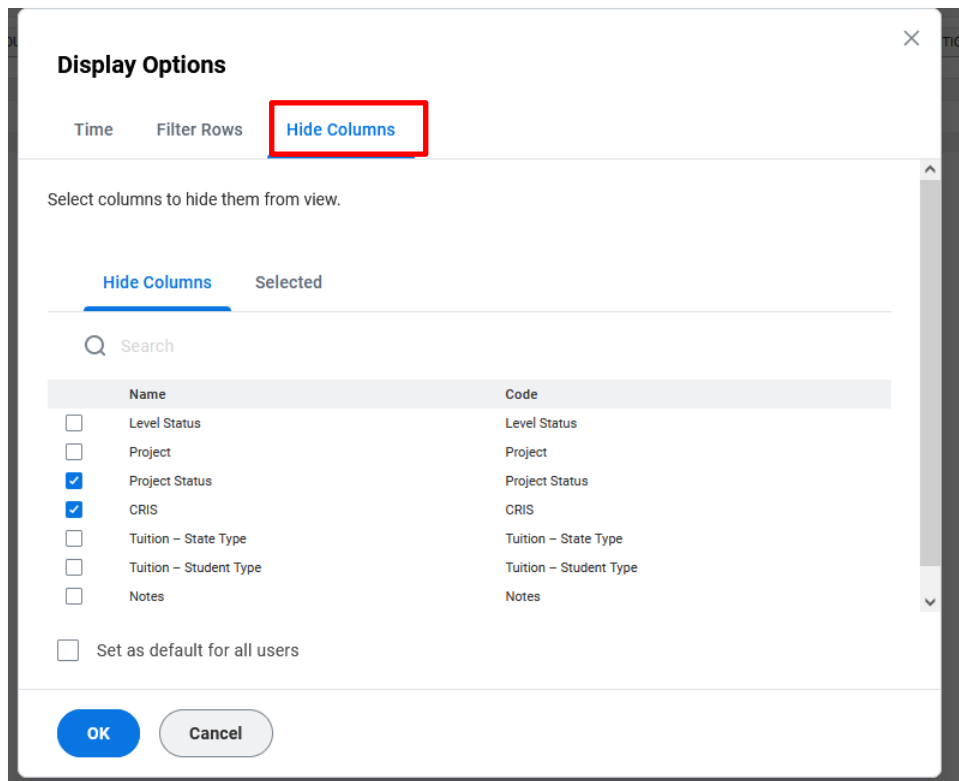
By clicking **Add Group**, the sheet will be filtered by *either* of the filters.



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

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

The University Budget Office
352-392-2402
[University Budget Office](#)