

Group Results

You may group results by any column that has the three-dot icon to the left of its header name. Simply drag the header name into the blue bar at the top to re-sort the list.

↑ Report Name ×		↑ Expense Type ×						
...	...	Report Name	Trans Date	Expense Type	Number	Client Name	Description	Approved S
▼ Report Name : test (Count: 2)								
▼ Expense Type : Car Rental (Count: 2)								
...	...	test	01/20/2017	Car Rental	101472-101	SG00025	MB-Procurement Services-Task 1	Draft
...	...	test	01/20/2017	Car Rental	100255-854	DR00127	AT-Sports Medicine-Ice	Draft
...	...	Count: 2						
▼ Report Name : Test (Count: 1)								
▼ Expense Type : Airfare (Count: 1)								
...	...	Test	01/18/2017	Airfare	100255-854	DR00127	AT-Sports Medicine-Ice	Draft
...	...	Count: 1						
...	...	Total Count:3						

You may group by as many column headers as you wish, as long as they display the three-dot icon. Use the arrows next to each column header to sort results.