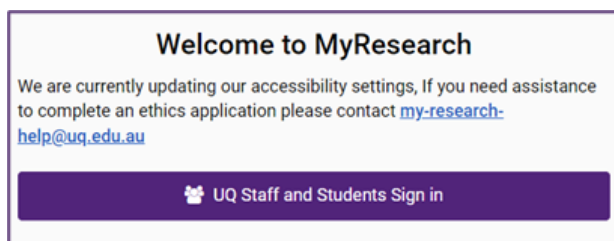


## Sorting, Filtering & Customising Columns Quick Reference Guide

### 1. MyResearch Access and Login

Access the system via the [MyResearch web page](#) and login, using your UQ credentials or follow the hyperlink in your email notification.



### 2. Sorting, Filtering and Customising Columns from the Table Header



#### To sort by column heading:

- Click a column title (e.g. Created Date) to sort in ascending or descending order.
- Click again to reverse the sort order.

#### To add quick filters:

- Click the filter  button.
- Select criteria (e.g. Status, Funding Type, or Role).

Tip: An  orange filter icon indicates it is active

#### To select all:

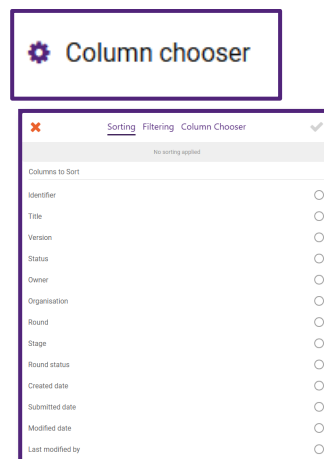
- Tick  select all box to include every Application in the current list view.
- If new records appear, untick and re-tick the box to include them.

Tip: Drag the edge of the filter viewer to resize and display more options.

#### To reorder columns:

- Drag and drop column headers directly within the Application viewer to change their order.

### 3. Sorting, Filtering and Customising Columns from the Column Chooser



#### To sort with multiple conditions (Column Chooser):

- Click Column Chooser
- Select the Sorting tab.
- Choose your sorting fields and click Apply.

#### To show or hide columns:

- Click Column Chooser
- Select the Column Chooser tab.
- Tick or untick columns to show/hide them and click Apply.

#### To apply multiple filters:

- Click Column Chooser
- Select the Filtering tab.
- Choose filter types and conditions and click Apply.

### 4. Quick Tips

- Use sorting and filters together for more precise results.
- Reset filters regularly to refresh your view.
- Adjust columns to focus on data most relevant to your role.

#### Need help?

Visit the [MyResearch Projects Training Hub](#) for more QRGs and system tips.