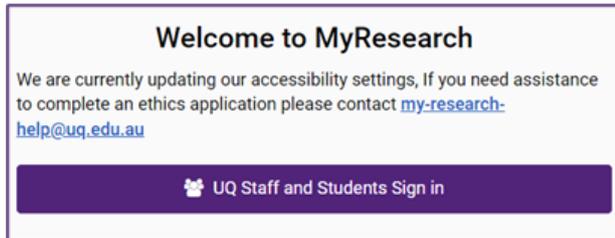


Sorting, Filtering & Customising Columns Quick Reference Guide

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:

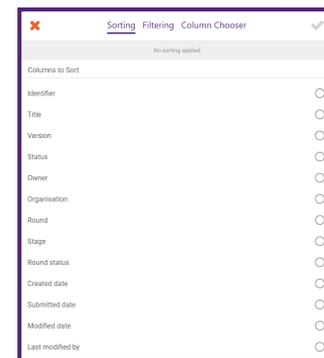
- Tick  select all box to include every Application in the current list view.
- If new records appear, untick and re-tick the box to include them.

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.