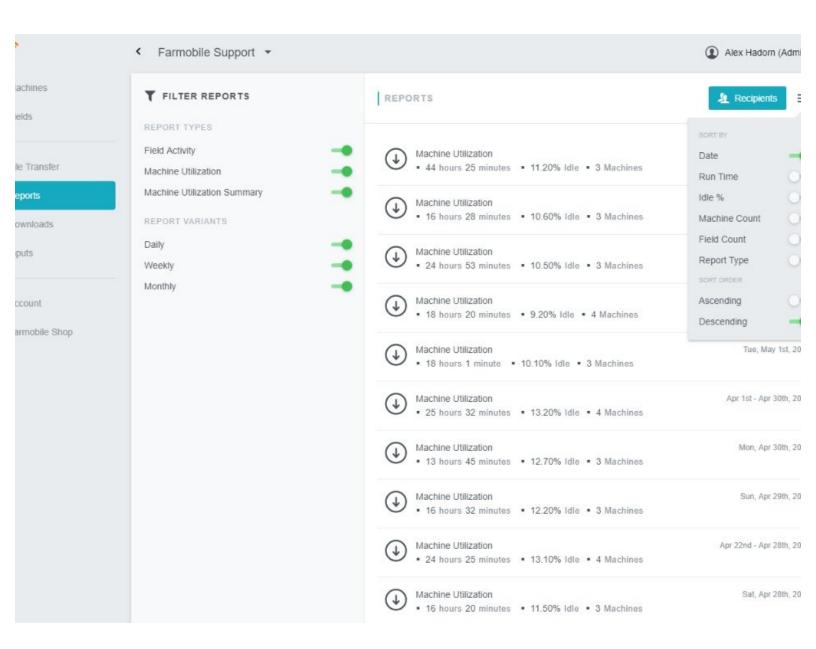


# Filter & Sort Reports

Want to manage your list of reports? Follow these quick steps to sort and filter your report list.

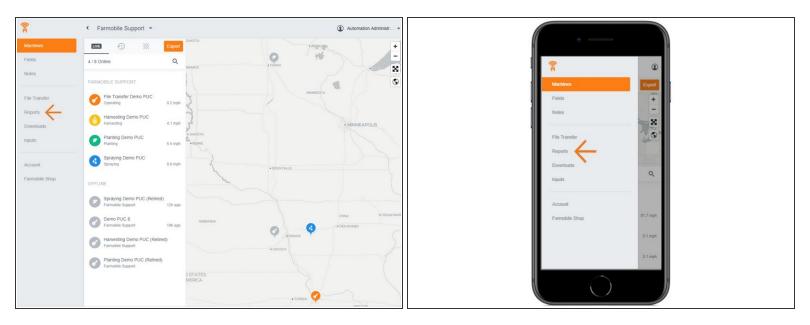
Written By: Support



## **INTRODUCTION**

- The list of reports can always be filtered or sorted to display as needed.
- Users may filter reports based on report types and report variants.
- Users may sort reports based on key attributes and date created.

# Step 1 — Select Reports from the Farmobile DataEngine™ Platform



 Selecting 'Reports' from the Farmobile DataEngine platform menu will open the 'Reports' page with all of your reports listed to review.

## Step 2 — Filter Report List



- Mobile: First, select your filter button in the top right.
- Enabled filters are displayed as green.
- Selecting the toggle button will turn on and off the filtered attribute.
- You can filter your reports based on Report Types and Report Variants.

## Step 3 — Sort Report List







- Select the sort menu button located top right of the report list.
- Enabled sorting attributes are displayed as green.
- Selecting the toggle button will turn on and sort the report list by that attribute.
- You can sort you reports based on key report values and ascending or descending order (date created).