

RF Report Center Dashboards – How to sort, move, include, and exclude columns

Goal

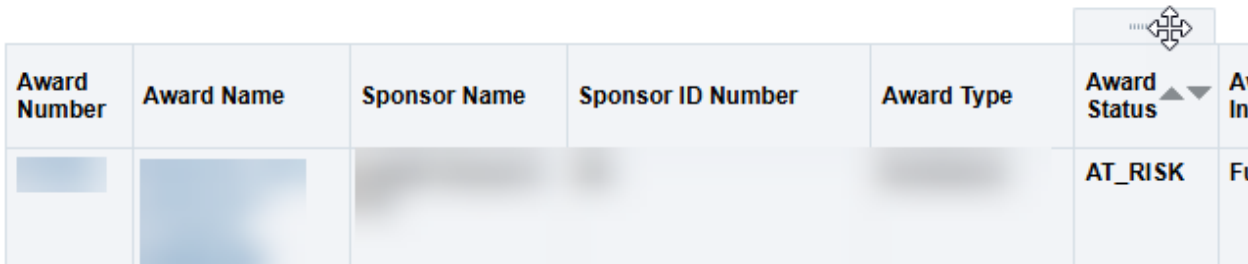
Move, include, and exclude allow you to sort and view your dashboard reports in the desired format.

Prerequisites

Access to any dashboard in the RF Report Center.

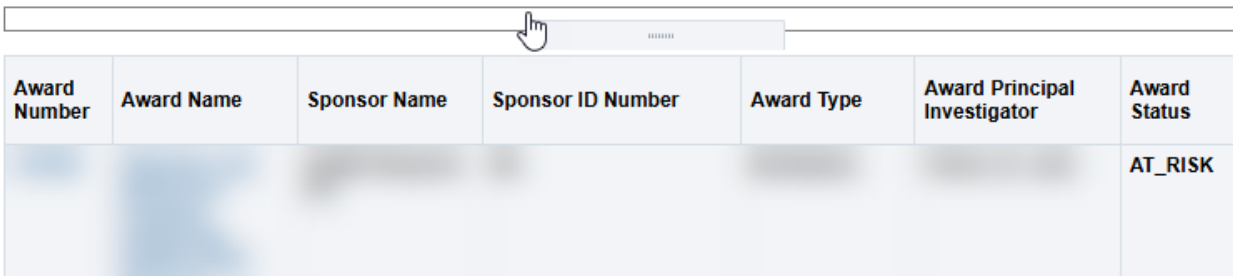
How to move and sort columns in a dashboard report:

Hover your mouse over the top of the column until you see the move cursor, show below:



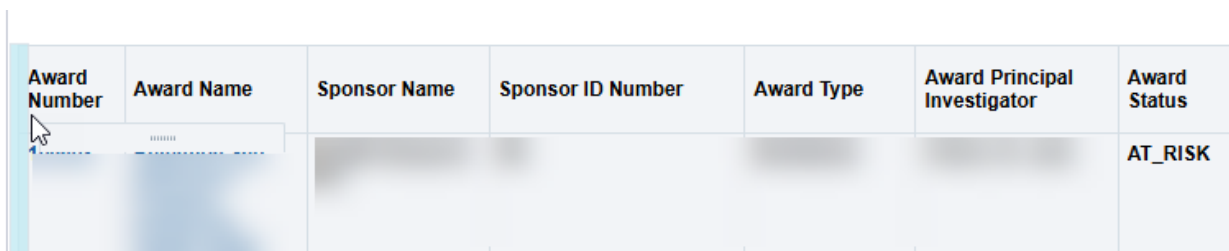
Award Number	Award Name	Sponsor Name	Sponsor ID Number	Award Type	Award Status	Award Principal Investigator
					AT_RISK	

Click and hold the top of the column. You'll then be able to move the column to the desired position in the report:



Award Number	Award Name	Sponsor Name	Sponsor ID Number	Award Type	Award Principal Investigator	Award Status
						AT_RISK

When you're moving the column into a different position on the report, it will show a blue line indicating the new position you're placing it in as your hover over it with your mouse:

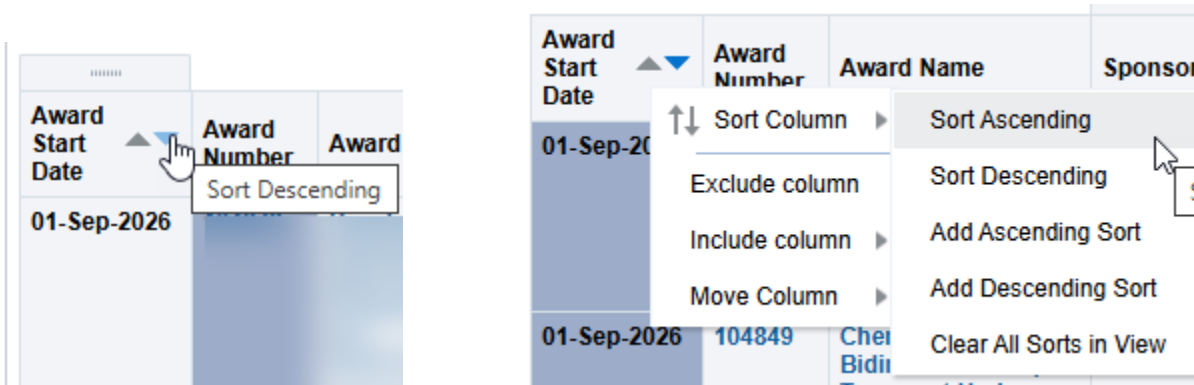


Award Number	Award Name	Sponsor Name	Sponsor ID Number	Award Type	Award Principal Investigator	Award Status
						AT_RISK

To sort the report by one of the columns, it needs to be in the leftmost position on the report:

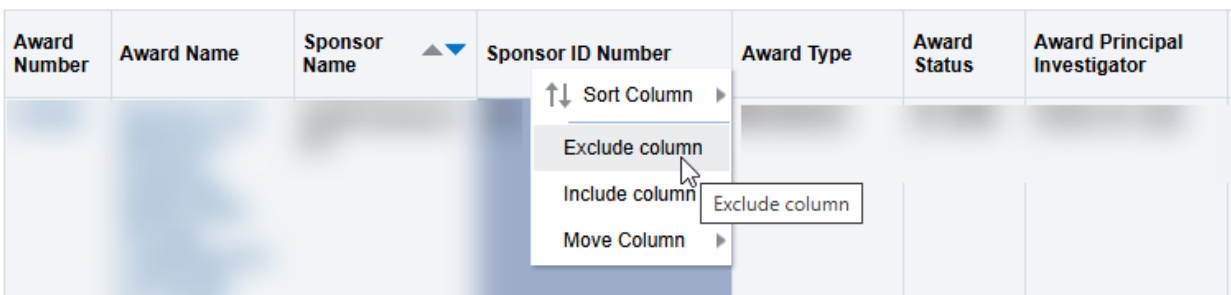
Award Status ▲▼	Award Number	Award Name	Sponsor Name	Sponsor ID Number	Award Type
ACTIVE					

Then you may either click the arrows to sort by ascending or descending, or right click on the column to view the sort options:



How to exclude columns from a dashboard report:

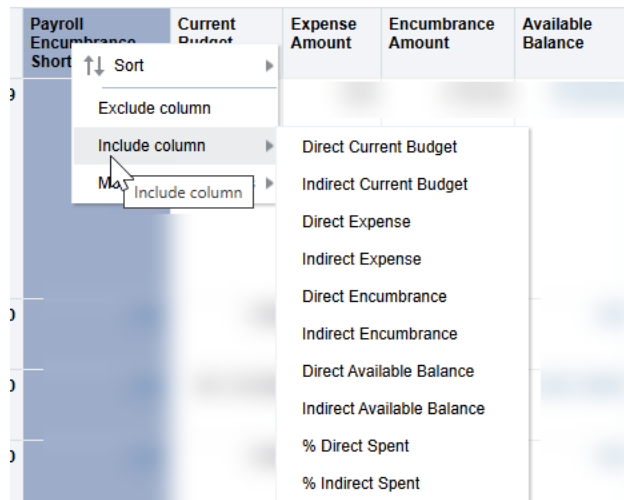
Right click on the column you want to exclude and click 'Exclude Column':



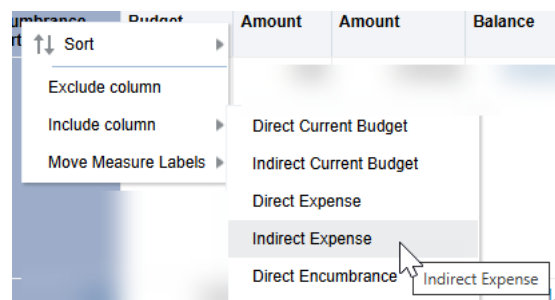
How to include additional columns in a dashboard report:

You can add columns that are hidden from the default view of any dashboard report. For example, on the My Grants tab, in the Award report, you're able to pull in direct and indirect expense, budget, and available balance columns.

Right click on any column to view the options of additional columns to add:



Select the column you want to add:



The report will run again and the column you selected will be displayed:

Payroll Encumbrance Shortage	Indirect Expense	Current Budget	Expense Amount