1 – RESET PAGINATION MESSAGE

WHY: This message appears when fields in the report have been modified.
ACTION: Click on the words “Reset Pagination” to reset the report.

2 – USING ACTION BUTTON TO FILTER DATA

1a. Click on the Actions Button and Select Filter.

1b. Click the down arrows to select a Column / Operator / Expression to reflect your requirements.
   For Example:
   - Click down arrow under Column heading >> Select Endorsement
   - Click down arrow under Operator heading >> Select contains
   - Click down arrow under Expression heading >> Type Secondary
   - Click Apply button