



## DATA TABLE: SORTING , FILTERING, COLOR-CODING AND NOTES

**DATABASE REPORTS** can be sorted and filtered. **Sorting:** click on the **up/down arrow** icon at the top of the column to sort the data in the table. **Filtering:** click on the **'Filter By'** field over any column to enable filtering - some columns filter using a drop down menu (denoted by a small downward arrow) and others use free form entry.

**COLOR-CODE ROWS:** Rows in the records table can be highlighted with color enabling custom analysis. The highlights will be saved and made available for download. The **Excel Add-On** product must be ordered to facilitate the **'Download'** feature.

**ADDING NOTES** to a specific record is possible with the **'Notes'** feature. Simply click on the icon under the **'Notes'** column to add a note for that record - the notes can be saved and available for download. The **Excel Add-On** product must be ordered to facilitate the **'Download'** feature.

**TABLE SEARCH:** Use the table **'Search'** function to quickly identify any items of interest including company name, source record, or address.

Map Key	Source	Company Name	Address	Dir.	Dist. mi/ft	Elev. Diff. Feet
1	ENG	Jiffy Lube 2503	810 West 31st Street	NNE	0 / 1.71	0
1	PERMITS CHICAGO	JIFFY LUBE INTL. INC.	810 W 31ST ST	NNE	0 / 1.71	0
1	PERMITS CHICAGO	OIL EXPRESS	810 W 31ST ST	NNE	0 / 1.71	0
1	FINDS/FRS	JIFFY LUBE 2503	810 W 31ST ST	NNE	0 / 1.71	0
1	INST	Jiffy Lube 2503	810 West 31st Street	NNE	0 / 1.71	0
1	LUST	Jiffy Lube International	810 West 31st Street	NNE	0 / 1.71	0
1	SPILLS	Jiffy Lube International	810 West 31st Street	NNE	0 / 1.71	0
1	SRP	Jiffy Lube 2503	810 West 31st Street	NNE	0 / 1.71	0
1	TANKS CHICAGO	LAWRENCE M HACKETT	810 W 31ST ST	NNE	0 / 1.71	0
1	UST	Oil Express	810 W 31st St	NNE	0 / 1.71	0

Notes dialog box content: Tank - check with local agency



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