ERIS
ENVIRONMENTAL RISK INFORMATION SERVICES

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.

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

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.

CLICK THIS ICON TO GET THE LATEST VERSION OF ADOBE READER
Available now as Adobe Acrobat Reader DC; use this version or higher for optimal functionality in ERIS Database Reports.

We welcome your comments and questions. For more information, call your Regional Account Manager at 416-510-5204 or visit erisinfo.com.