

# Table tools

Regardless of who is working with the data (professor, university employee or student), the tools used for working with the tables are same for everyone.

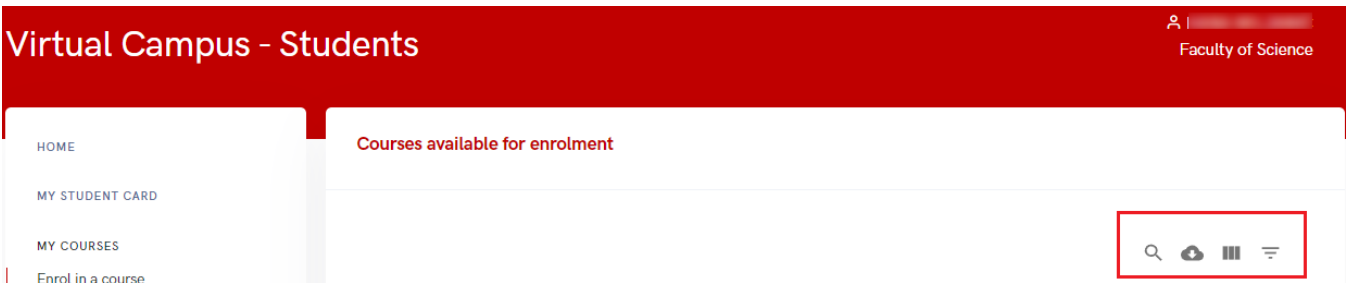


Figure 1. Tools for tables

Titles on the page:

- [Search](#)
- [Download CSV](#)
- [View columns](#)
- [Filter table](#)

## Search

This tool enables us to search for something in the tables.

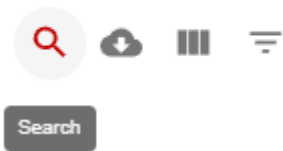


Figure 2. Search icon

After selecting search, a new option opens where you can enter the text you want to search for.

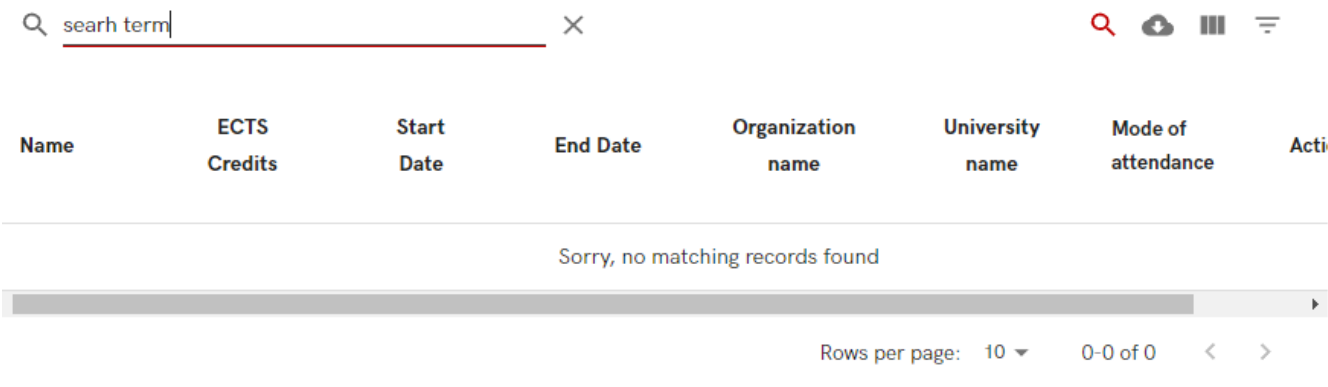


Figure 3. Search

# Download CSV

Data is shown in the table can be downloaded in CSV format.



Figure 4. Download CSV icon

After choosing download CSV, a new window appears where you can type the name of the file, and choose where you want to download it.

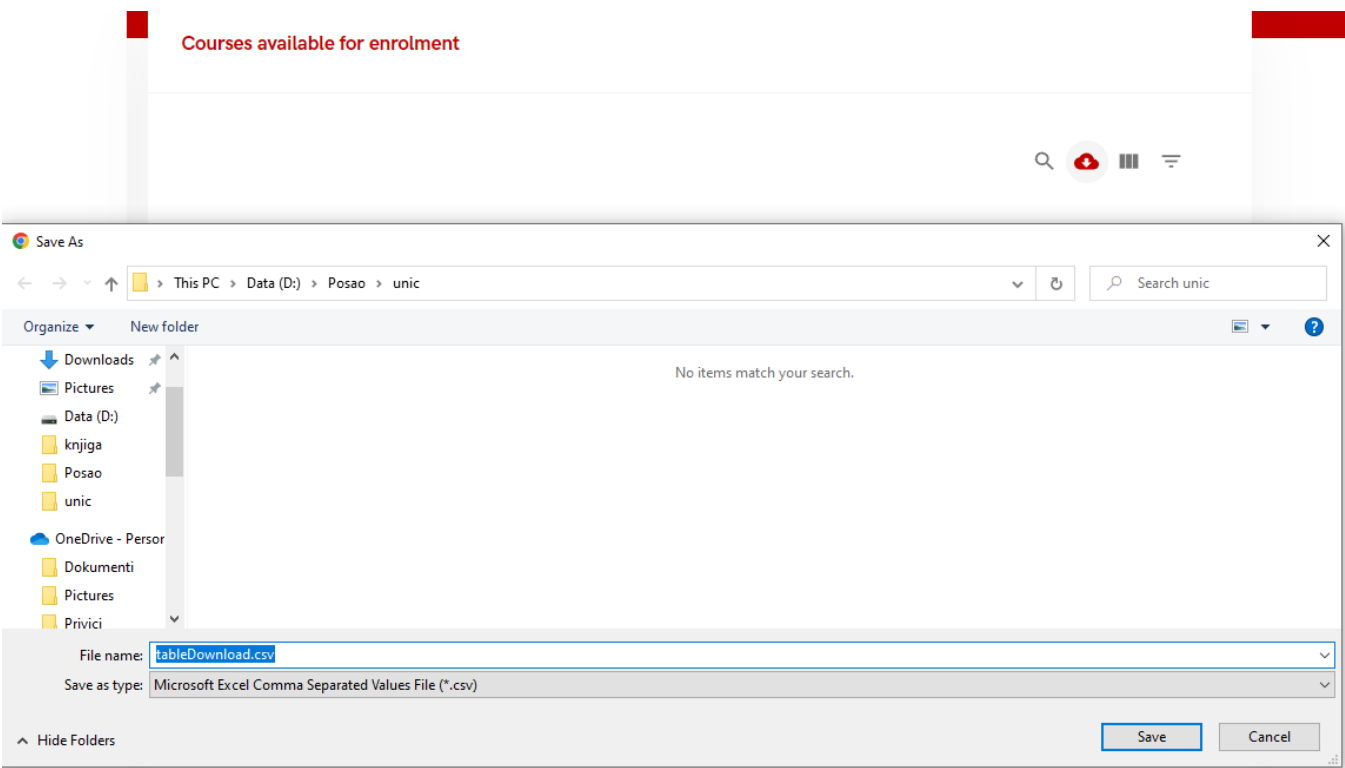


Figure 5. Downloading the csv file

# View columns

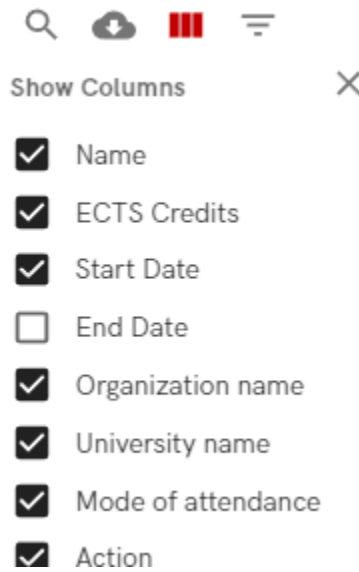
This tool enables administrator to set which field will appear on the screen.



**Figure 6.** View columns icon

The field display depends on the selected table.

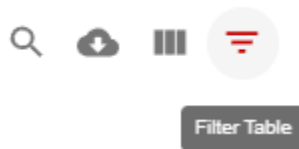
As soon as the column that you do not want to display in the report is selected, the appearance of the table in the window itself will change. Same goes the other way; if you check the empty box, that column will appear in the table.



**Figure 7.** Choosing the columns

## Filter table

The filter tool enables you to choose filters you want to set in order to find an information you are looking for. Same as in view columns option, the field display depends on the selected table.



**Figure 8.** Filter table icon

As soon as the filter had been set, the appearance of the table in the window itself will change showing filtered results.

FILTERS

RESET

Name

Academic Year

University name

ECTS Credits

All

All

3

5

6

Figure 9. Filter table icon