How To Configure Reports

Go to **Reports** and select any report. Then click *Configure*, located at the top right.

You can use the configure settings to customize your report settings. You can customize the number of records to be displayed per page, sort data in the columns in ascending/descending order, and limit sort results to just one column.

The column headings are defined below in the Configure Settings table.

Field	Description
Records per page	You can customize the number of records to be displayed per page in your view. You can select up to 100 records per page.
Sorting column	You can quickly organize a report by sorting data in a specific column. Click on the drop-down and select a field you want to sort the data.
Sorting order	You can decide the sorting order (either ascending or descending).

*Note: You can also choose to display/not display certain fields in the table that you want to view or download by clicking on **Yes/No** next to the **Column Name**.*