

How To Configure Reports

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Go to **Reports** and select any report. At the top right of the page, you will see one of two possible options to configure your report settings. The first option will have a **Configure** button. The second option will be an action menu (three-dot icon) that, when clicked, will give you a **Report Settings** option in the drop-down menu. Clicking the option will bring up a modal window with the available settings.

You can customize the number of records displayed per page, organize a report by sorting data in a specific column, and choose to sort the data in ascending or descending order.

Option	Description
Records per page	You can customize the number of records 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 which columns are displayed in the table by clicking the toggles next to the Column's Name on or off in the settings modal.