This tutorial will guide you to the enhanced searchable table this is used to show the Bank of America purchases.



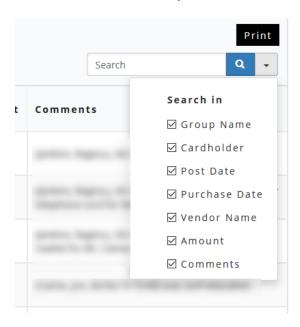
The table header contains the following columns:

Group Name Purchase Date Comments

Cardholder Vendor Name

Post Date Amount

In addition, there is a robust search feature. This search feature allows you to search the entire table data table, or you can click the dropdown menu button to the right of the search box to search by a column or multiple columns.



When search by date, please be sure to use the date schema that is currently being used in the table. For example, to search for transactions with a purchase date of January 20, 2019, you will need to first select only the purchase date column using the dropdown menu. In the search box, enter "1/20/2019", without the quotes.

You can sort by column. Hovering over the column's header name, you will see a up/down arrow appear. Clicking the arrow toggles the column in ascending or descending order.

Finally, another very useful feature is the print button. You can print all the information contained in the table (which can be very

lengthy), or you can shorten the information by searching for certain information. After you perform your search and obtain the information you are desiring, then you can click the print button to only print that information. This information is converted to a pdf document. So, you will need the free <a href="Adobe Reader">Adobe Reader</a>, or another pdf compatible software to view the document after it is created. It is important that you set the page orientation to landscape before converting into a pdf, or you'll lose some of the information.