

Hints to Find Facility Reports

Choose the number of reports showing in the table

The table is set to show “All” reports at once. However, if client/users want to see a smaller number of reports at a time, they can do so by selecting a number from the “show” dropdown box. The table will then only show the number selected. *If the number of reports being viewed is changed*, use the “next” arrow at the bottom of the table to see additional report links and the “previous” arrow at the bottom of the table to go back to a previous report link.

Use the “Search” box to find facility information

Client/users can find facility reports by county, city, facility number, or facility name by typing a facility number, county, city, etc. in the “Search field. The table will contract to show only the facility information which matches the value in the search box. To clear the “Search” field, delete the previous text in the field. The table will expand to show all reports. Type in the new search value.

Sort the facility information in the table

The default sort for the facility information is by facility number. Client users can change the sort order in this manner:

1. Click on a column name for the information to be sorted first.
2. For multiple sort orders:
 - a. Click on the column name for the 1st column to sort.
 - b. Hold the shift key down, and click on the next column to sort.
 - c. Repeat step 2 for any additional columns to sort.
3. Client/users can also sort search results (i.e. reports by county or city):
 - a. Type in the county or city name in the “Search” box
 - b. Follow the steps to sort shown in step 1 or step 2.