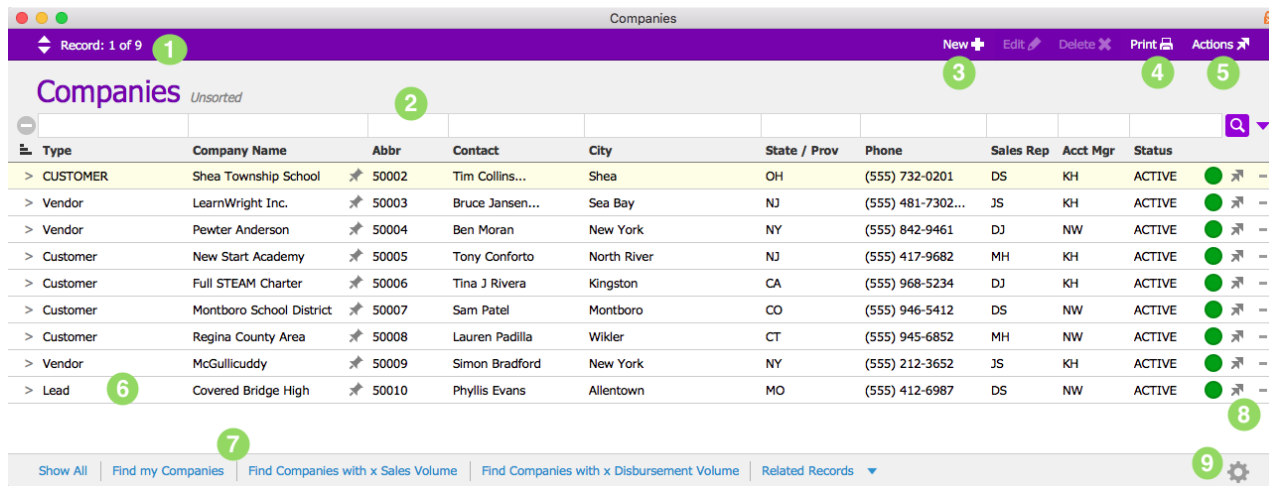# List View

Last Modified on 01/11/2019 11:22 am EST

The list view is the first screen you typically see when launching a module. It assists you in locating records. Shown below is the Companies module. Most screens in list view contain these same features.

1.

   The Record navigator displays the number of records in the list. In this example, the first record in the list is highlighted. Use the arrows to move up or down the list, or click "Record" to jump to a specific number.

2.
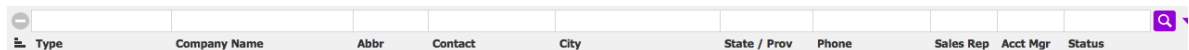
   The Quick Search bar can be used to search for records in the module. The arrow icon on the right offers additional options, including advanced search. For an overview on searching, click here .

3.

   The New icon allows you to create a new record within the module.

4.

   The Print offers a number of print options.

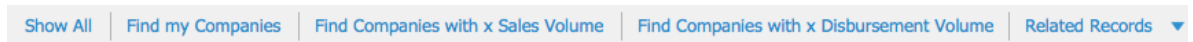5.

   The Actions icon brings up a menu of actions that can be taken within the module.

6.

Type	Company Name	Abbr	Contact	City	State / Prov	Phone	Sales Rep	Acct Mgr	Status	
> Internal	aACME, Inc.	📌 AI		New York	NY				ACTIVE	🟢 ↗ —
> Vendor	aACEsoft	📌 aACE		New York	NY	(212) 532-1378...			ACTIVE	🟢 ↗ —
> Lead	Shea Township School	📌 50002	Tim Collins	Shea	OH	(555) 732-0201			ACTIVE	🟢 ↗ —
> Vendor	LearnWright Inc.	📌 50003	Yvonne Cespedes	Sea Bay	NJ	(555) 481-7302...			ACTIVE	🟢 ↗ —
> Vendor	Pewter Anderson Publishing	📌 50004	Ben Moran	New York	NY				ACTIVE	🟢 ↗ —
> Customer	New Start Academy Charter	📌 50005	Tony Conforto	East River	NJ				ACTIVE	🟢 ↗ —
> Customer	Full STEAM Charter School	📌 50006	Tina J Rivera	Kingston	CA	(555) 968-523			ACTIVE	🟢 ↗ —
> Customer	Montboro School District	📌 50007	Sam Patel	Montboro	CO	(555) 946-5412			ACTIVE	🟢 ↗ —
> Customer	Regina County Area School	📌 50008	Lauren Padilla	Wikler	CT	(555) 945-6852			ACTIVE	🟢 ↗ —
> Vendor	McGullicuddy McGuire-Hall	📌 50009	Simon Bradford	New York	NY	(555) 212-3652			ACTIVE	🟢 ↗ —

The list area displays records found based on search criteria. Click a column header to sort the list by that field in ascending order. Click again to reverse the order. To view a specific record in your list, click the > icon next to it.

7.

| Show All | Find my Companies | Find Companies with x Sales Volume | Find Companies with x Disbursement Volume | Related Records ▼ |

These quick links allow you to show all of the records in the module or quickly bring up a list of records created according to the given criteria. You can also pull up records from other modules related to the records in your list.

8. ↗ —

The arrow icon offers additional options related to the record. The minus icon allows you to quickly remove the record from your list.

9. ⚙

This icon brings up an additional menu of actions related to the records in your list.