

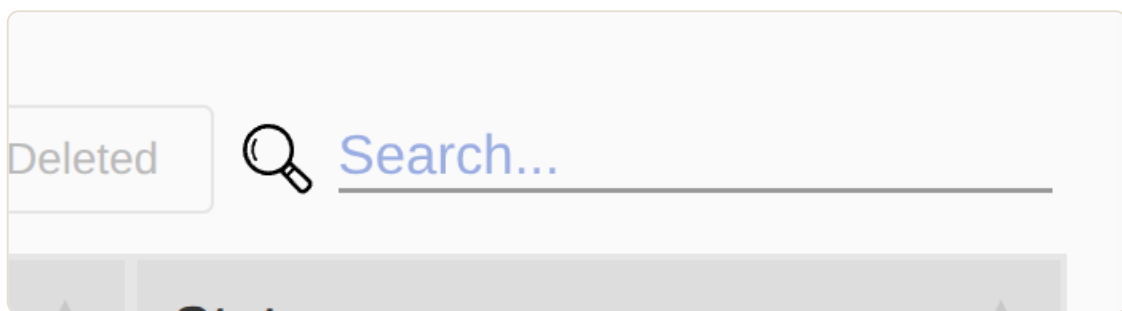
# Data Tables

*How filtering, exporting, and sorting work across every product.*

Throughout Expat Tax Tools, your records are presented in interactive data tables. The same controls appear in every product, so the handful of behaviours below will make every workflow that follows quicker to navigate.

## FILTERING

Type into the search field above any table to filter the rows instantly — the list narrows as you type.



THE SEARCH FIELD SITS DIRECTLY ABOVE THE TABLE.

## TABLE ACTIONS

Above each table you'll also find a set of actions:

- **Print** the data table.
- **Export to Excel** — download the data as a spreadsheet.
- **Export to PDF** — download the table as a PDF document.
- **Show Deleted** — reveal records that have been removed from the active view.

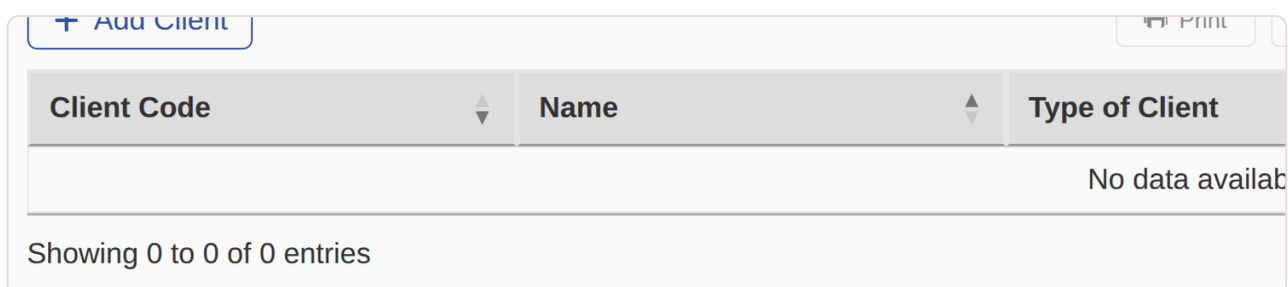
WHY DELETED RECORDS ARE KEPT

For tracking and auditing, data is never erased from the database. Instead it is marked as **Deleted** and hidden from the active view. Turn on **Show Deleted** to see everything, including removed records.

## SORTING

Tables can be sorted by a single column or by several at once. Click a column header to sort by it; click the same header again to reverse the order.

To sort by multiple columns, hold **Shift** and click additional headers. The first header you click is the primary sort; each subsequent Shift-click adds a secondary, then a tertiary sort within it.



The screenshot shows a table with three columns: 'Client Code', 'Name', and 'Type of Client'. Each column header has a small downward-pointing arrow icon. Below the headers, the table is empty, and the text 'No data available' is displayed on the right side. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries'. Above the table, there is a button labeled '+ Add Client' and a 'Print' button.

Client Code	Name	Type of Client
No data available		

Showing 0 to 0 of 0 entries

SORTING BY CLIENT CODE (DESCENDING), THEN NAME (ASCENDING).

In the example above, the data is sorted first by Client Code (descending), then by Name (ascending) within each code.