UDW+ TIPS AND TRICKS

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This friendly email newsletter provides all UDW+ users with helpful UDW+ Tips and Tricks for more efficient and easy system use.

RESET PROMPT SELECTIONS
When prompts have been selected in a dashboard, you may quickly reset the values with the click of a button. Simply click Reset, and choose to 'Reset to last applied values' or 'Reset to default values' or 'Clear All' prompts. You can then continue to make new prompt selections.

RE-ARRANGE COLUMNS
You may re-arrange columns in a report by simply grabbing the column header by its handle bar (the mouse icon will turn into a cross-hatch), dragging the column to the desired new column position, and dropping it into place. The data in the report will re-pivot based on the new column order.

SORT ROWS
You may sort the rows in a report using any column. Hover over the column header, and click on the up arrow to sort in ascending order, or the down arrow to sort in descending order.

ADDITIONAL UDW+ TRAINING OFFERINGS
The UDW+ Training Program provides a wide variety of training courses to meet all types of learning needs and styles. To view a list of all UDW+ courses and descriptions, refer to the UDW+ Training Course Catalog.