Common Symbols and Functionality

Manuals for the most frequently used functions

You find the "Manuals" at the bottom of all pages:

These symbols with functionality are good to know

Some symbols are recurring in the system, and they will help you to the information you want, and then filter the information – **if you wish.** In all views you can also sort on values in the grids through the columns – **if you wish**.

The Three Lines

Here you can choose which columns and information you want to see or remove and/or check which additional information is available in the view, the example below shows the view of accounts:
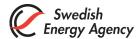

Once you made your selections by ticking or unticking the options you should click "Refresh grid":

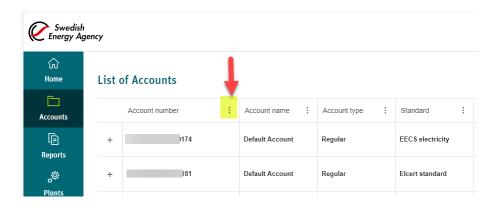You can easily reset and choose the standard set of columns again through the three lines:
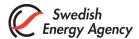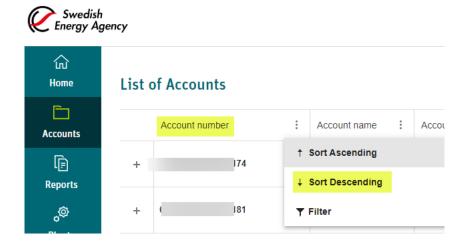
The Three Dots

The three dots in the headings of the columns – gives you the opportunity to filter and/or sort the information in the column.
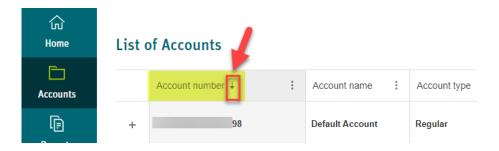

Example of Sorting

You can choose to sort the contents descending or ascending, in this example the sorting is descending in the column of account number:
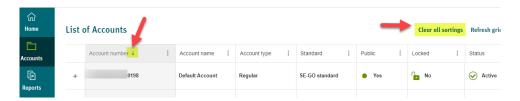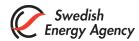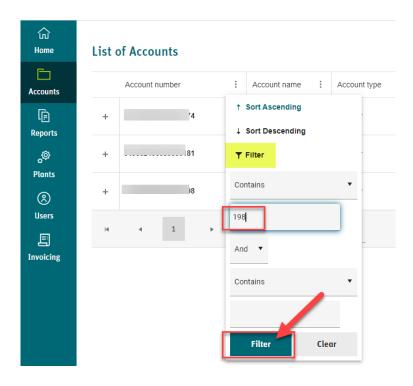
You can see if a sorting is applied:

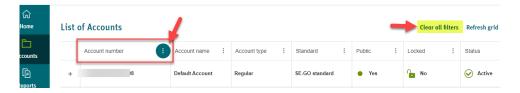You remove the sorting by clicking "Clear all sortings", highlighted in yellow, or by clicking the small arrow:

Example of Filtering

In the example, filtering of account numbers is made to filter account numbers that include the figures 198:
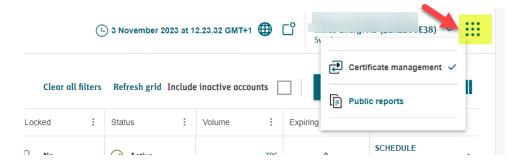
The result is that only account numbers including the figures 198 are shown. You can see that a filter is applied through the dark green circle – so the view presents a filtering of account numbers. To remove the filtering and resetting, you click "Clear all filters", yellow marked in the screen shot (alternatively click the dark green circle and remove the filter by clicking "Clear".

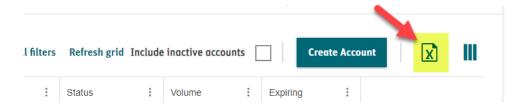## Navigating between the Logged in View and Public Pages

If you want to access the public pages with reports and statistics while you are logged in, you can navigate between these through this symbol:

Export to Excel

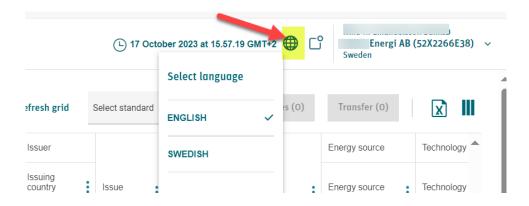When the Excel symbol is available you can export the information to Excel:

Notifications

You receive notifications on your starting page (Welcome page) but you can access them from any view through this symbol:
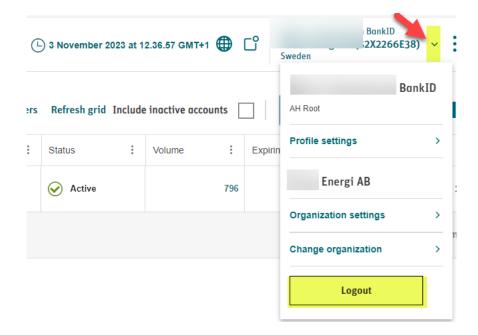

Change language
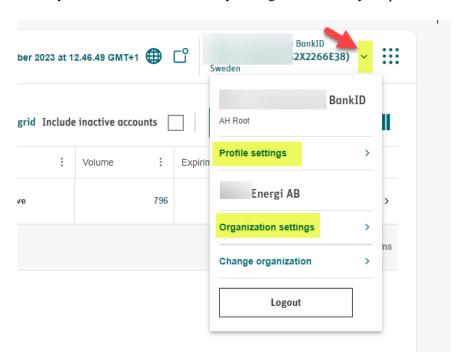

To log out from Cesar

You log out from the system through the menu next to your name up on the right:
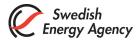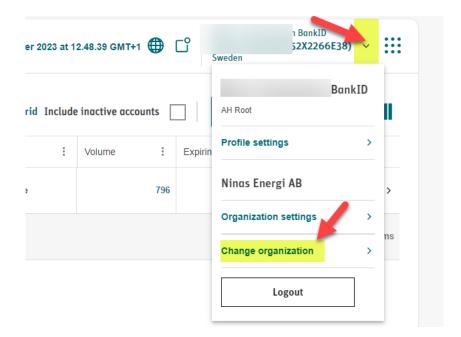
Information about your Organization or Change Organization when Access to Several Organizations

When logged in you have a menu next to your name up on the right-hand side where you can find information on your organization and your profile:

If you have access to several organizations, you can select which organization you are to log in to:

Click "Sweden" to view the organizations that you have access to and click the name of the organization you want to log in to: