Common features

T1 provides a set of buttons and controls that are available throughout the system pages to help you use it in an easy and flexible way.

These features are discussed for the **Articles** page as an example and the same applies to other pages. The Articles page appears as shown below:

You can sort lists – ascending or descending – using any of the columns by clicking the column title. You can refresh the list by clicking the respective button.

You can also select multiples records by pressing the **Shift** key and clicking the first and last record to be selected. All records in between will be selected.

The below sections discuss the functions you can perform using the highlighted buttons; Column chooser and Save columns, Filter records, Hide inactive and Export.