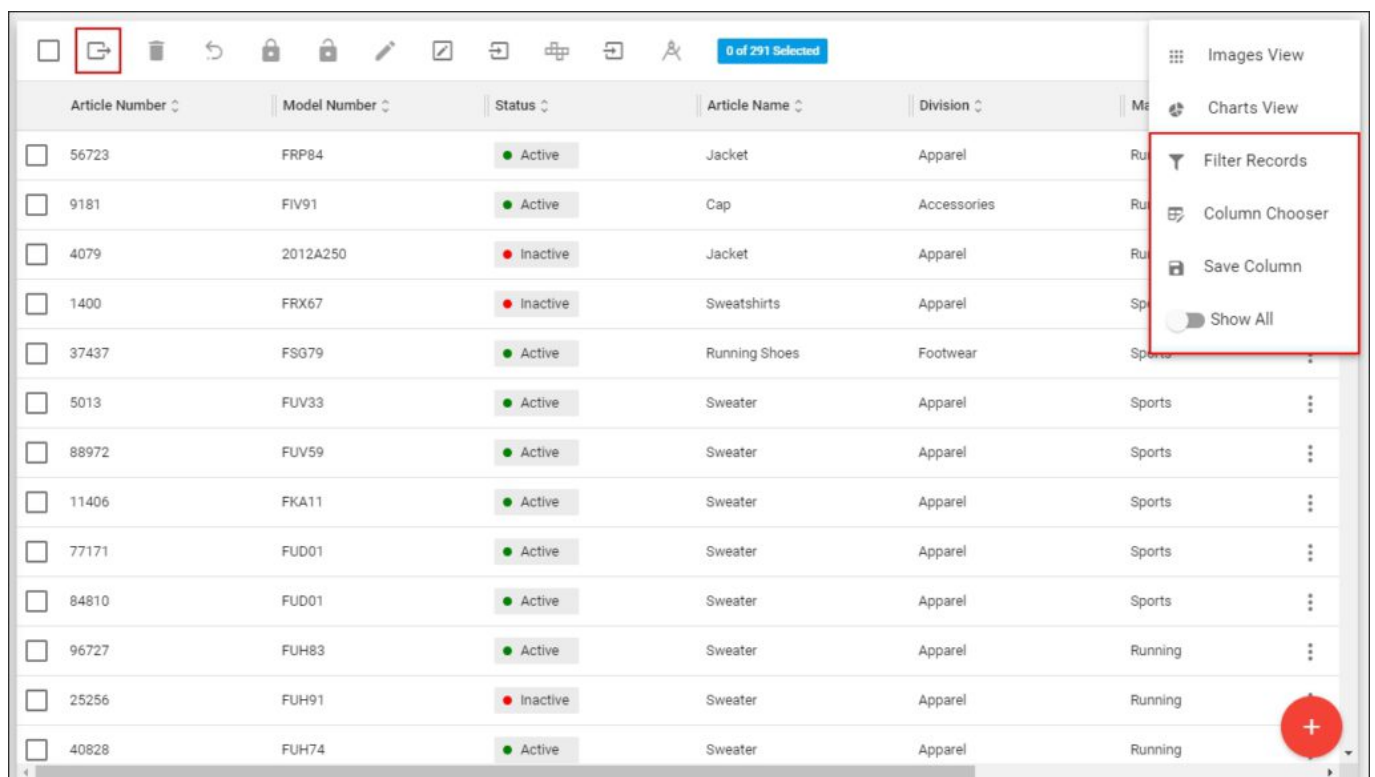


# Common features

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:



Article Number	Model Number	Status	Article Name	Division	Me
<input type="checkbox"/> 56723	FRP84	Active	Jacket	Apparel	Ru
<input type="checkbox"/> 9181	FIV91	Active	Cap	Accessories	Ru
<input type="checkbox"/> 4079	2012A250	Inactive	Jacket	Apparel	Ru
<input type="checkbox"/> 1400	FRX67	Inactive	Sweatshirts	Apparel	Sp
<input type="checkbox"/> 37437	FSG79	Active	Running Shoes	Footwear	Sp
<input type="checkbox"/> 5013	FUV33	Active	Sweater	Apparel	Sports
<input type="checkbox"/> 88972	FUV59	Active	Sweater	Apparel	Sports
<input type="checkbox"/> 11406	FKA11	Active	Sweater	Apparel	Sports
<input type="checkbox"/> 77171	FUD01	Active	Sweater	Apparel	Sports
<input type="checkbox"/> 84810	FUD01	Active	Sweater	Apparel	Sports
<input type="checkbox"/> 96727	FUH83	Active	Sweater	Apparel	Running
<input type="checkbox"/> 25256	FUH91	Inactive	Sweater	Apparel	Running
<input type="checkbox"/> 40828	FUH74	Active	Sweater	Apparel	Running

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.