Working in the Data Management Tool

IROC uses lists to present actionable information in the IROC Data Management Tool (DMT) main content area, allowing you to view and manage records. To find information related to a specific record in a list, you have several options.

1. **List controls icon (≡)** – This powerful tool provides granular control over the presentation of information in lists. Options available vary depending on where the icon appears.

2. **Search filter** – Choose a column from the drop-down, type related text in the search field, and press Enter.

3. **List navigation** – The arrows allow you to move between listed pages.
   - a. Click the single left or right arrow to move forward or backward by one page.
   - b. Click the double left or right arrow to move to the first or last page of the list.

4. **Filter icon (🔍)** – Click to show (or hide) DMT’s powerful filter tools. Click this icon again to hide the filter options.

   **Note:** The filter allows for complex searches and the ability to save your filters.

5. **Breadcrumb navigator** – As you navigate, a set of “breadcrumbs” assemble to the right of the Filter icon to represent your search criteria. Use these breadcrumbs as a quick form of filter navigation and to clear search and filter terms from the view.

6. **Personalize list icon (⚙)** – Click this icon in the main content frame to open the Personalize List Columns screen, where you can add, remove, or reorder the columns that appear in the list.

7. **Column header search** – Click the Search icon (🔍) to show (or hide) the search fields at the top of each column. Type text in one or more columns and then press Enter.

8. **Column header sort** – Click on a column header to sort the list by that column in ascending or descending order.

9. **Hyperlinked fields (underlined)** – Underlined fields represent a reference to a record in another table, list, or screen. Clicking on a hyperlinked field will take you to that referenced item.

10. **Information icon (ⓘ)** – Click to see a preview of the record.

   **Tip:** In the record preview screen, click Open Record to view and/or modify the record details.