

## 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:

<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>0 of 291 Selected</div> </div>						
Article Number ↕	Model Number ↕	Status ↕	Article Name ↕	Division ↕	Ma	
<input type="checkbox"/> 56723	FRP84	<span>Active</span>	Jacket	Apparel	Ru	
<input type="checkbox"/> 9181	FIV91	<span>Active</span>	Cap	Accessories	Ru	
<input type="checkbox"/> 4079	2012A250	<span>Inactive</span>	Jacket	Apparel	Ru	
<input type="checkbox"/> 1400	FRX67	<span>Inactive</span>	Sweatshirts	Apparel	Sp	
<input type="checkbox"/> 37437	FSG79	<span>Active</span>	Running Shoes	Footwear	Sp	
<input type="checkbox"/> 5013	FUV33	<span>Active</span>	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 88972	FUV59	<span>Active</span>	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 11406	FKA11	<span>Active</span>	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 77171	FUD01	<span>Active</span>	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 84810	FUD01	<span>Active</span>	Sweater	Apparel	Sports	⋮
<input type="checkbox"/> 96727	FUH83	<span>Active</span>	Sweater	Apparel	Running	⋮
<input type="checkbox"/> 25256	FUH91	<span>Inactive</span>	Sweater	Apparel	Running	
<input type="checkbox"/> 40828	FUH74	<span>Active</span>	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.