Customize your search results

Easily sort the search results to suit your needs and display only the fields that are relevant to you.

1. Search results in Cortellis Regulatory Intelligence are given in a clean tabular format providing the document title, the Cortellis abstract, reason for update and other key data. The default is to exclude outdated documents in the search results list. To include them, toggle the **Include Outdated** option on.

Outdated documents are indicated by red O's.

2. Click **Customize Columns** to change the order of the data presented in the results table. You can also add new columns or hide the default ones.

   Select the column that you'd like to move up or down (e.g. Topic) and **drag and drop** it into the new position.

3. Hide a column by **toggling it off** (Language in this case). Click **Apply** to save the customization. The selected columns and their new order will stay the same for all searches until you log out.
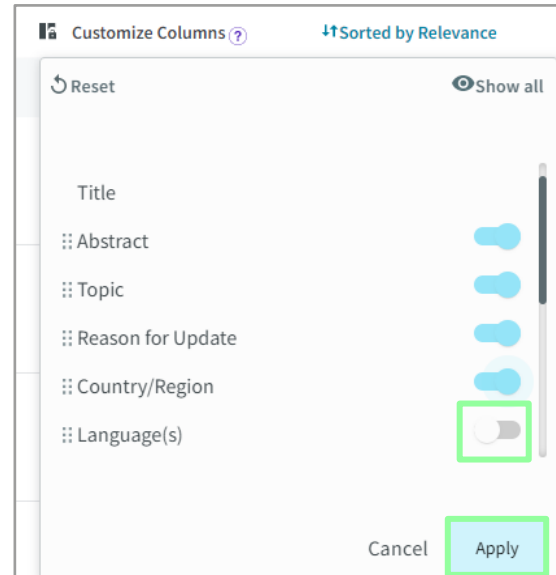
4. You can also **change the order of your search results**. By default they are sorted in order of relevance. To change the order, click the **Sorted by** option and select the preferred sorting criteria, for instance by **Date and Most Recent**. Your sort results will be refreshed, displaying the most recent documents at the top now.
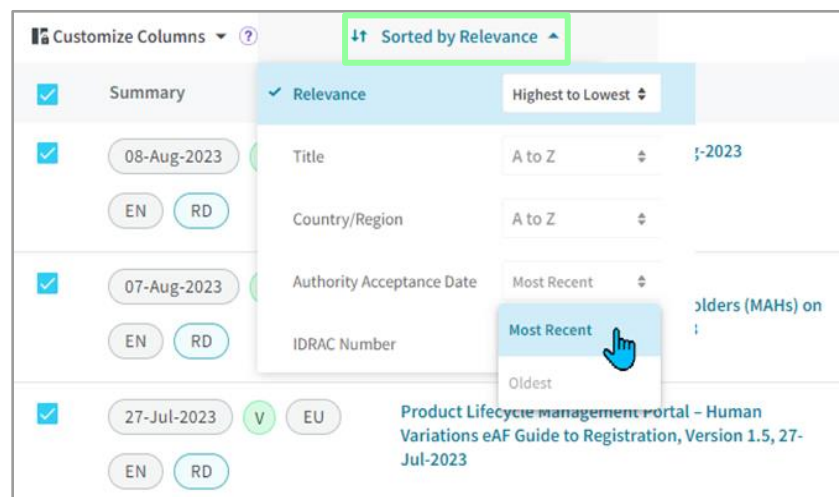
For more information contact Customer Service at **LS Product Support.**