










View, Filter & Sort News & Updates

To view an existing News & Updates record, click the News icon in the navigation bar, then click the  icon in the Actions column. To edit the record, click the  icon.

News & Updates

[Filter](#) [Add](#) 


Title ↑	Date	Actions
News 1	09/24/2018 11:25:00 AM	 
News 2	09/24/2018 03:29:00 PM	 
News 3	09/24/2018 03:55:00 PM	 


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To filter the records by folder, click Filter, then select a folder.

To sort the records, click the column headers.

Filter By Folder

 New Org

 News

[Filter](#)

