

Check box column

Use the check boxes to select an item(s). Once the item(s) is selected you can click the various actions from the action list that you wish to apply to the item.

To select a single item in the table, click the check box to the left of the item of interest. A green tick will be placed in the check box and the row will be highlighted in purple. To deselect your choice, click the check box again.

To select multiple items, click each of the check boxes of the items of interest.

If you wish to select all the items shown in the table, click the check box in the column header. Note that this will not select items on previous or subsequent pages of the same table.