



sort_data


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You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting

Select the columns by which you want to sort, the columns are highlighted blue. Click  to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.