




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	<p>Select the columns by which you want to sort, the columns are highlighted blue.</p> <p>Click  to move the selected columns to the right side of under Sort Columns. Continue moving columns to the right grid as needed.</p>
(Right grid) Sort Columns	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>