



Sorting & Filtering Reports

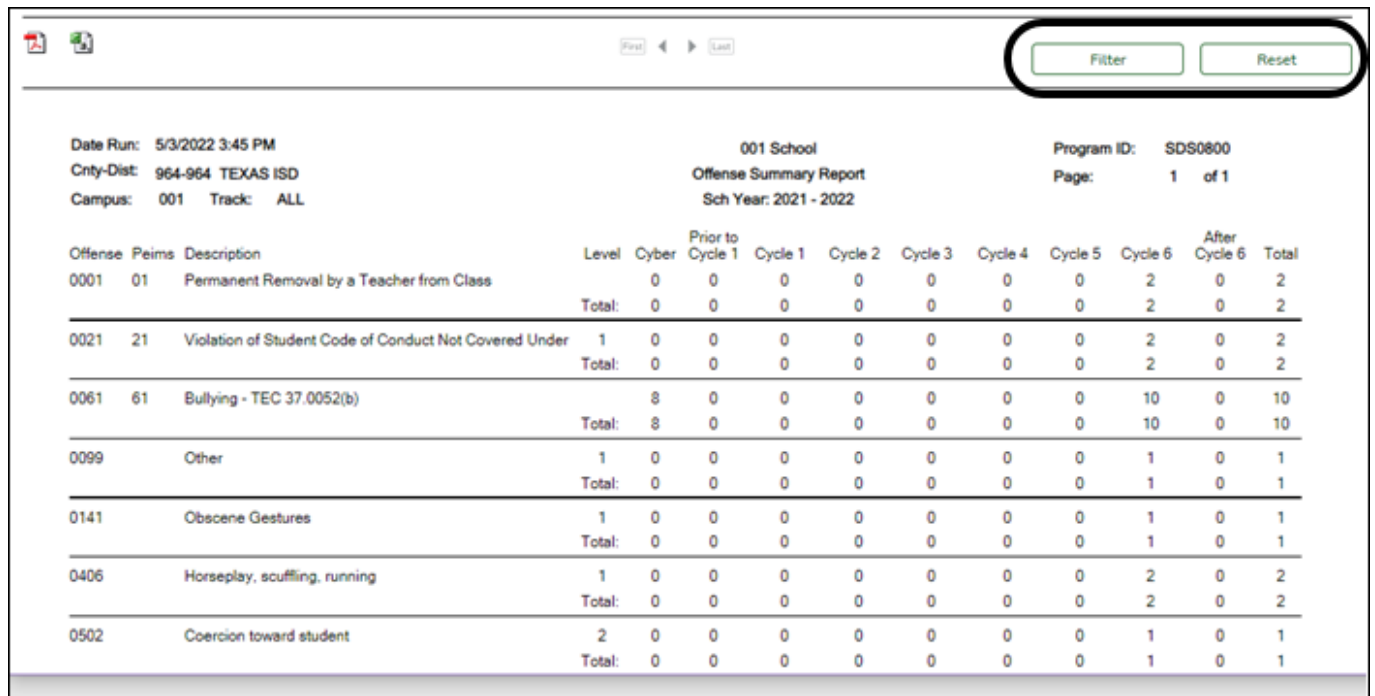
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Sorting & Filtering Reports

Some reports can be sorted and/or filtered once they are generated. The **Sort/Filter** button is displayed at the top of the report if the feature is available for the report.

A **Reset** button will be displayed next to the **Sort/Filter** button.

Some reports may only have a **Sort** button. Other reports may only have a **Filter** button.





Offense	Peims	Description	Level	Cyber	Prior to Cycle 1	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5	Cycle 6	After Cycle 6	Total
0001	01	Permanent Removal by a Teacher from Class		0	0	0	0	0	0	0	2	0	2
			Total:	0	0	0	0	0	0	0	2	0	2
0021	21	Violation of Student Code of Conduct Not Covered Under	1	0	0	0	0	0	0	0	2	0	2
			Total:	0	0	0	0	0	0	0	2	0	2
0061	61	Bullying - TEC 37.0052(b)		8	0	0	0	0	0	0	10	0	10
			Total:	8	0	0	0	0	0	0	10	0	10
0099		Other	1	0	0	0	0	0	0	0	1	0	1
			Total:	0	0	0	0	0	0	0	1	0	1
0141		Obscene Gestures	1	0	0	0	0	0	0	0	1	0	1
			Total:	0	0	0	0	0	0	0	1	0	1
0406		Horseplay, scuffling, running	1	0	0	0	0	0	0	0	2	0	2
			Total:	0	0	0	0	0	0	0	2	0	2
0502		Coercion toward student	2	0	0	0	0	0	0	0	1	0	1
			Total:	0	0	0	0	0	0	0	1	0	1

Sort

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

In 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	Click the field by which you want to sort, and then click  . The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	<p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> • In the right grid, for each field, 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 field from the sort, select the field, and then click  to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

To restore the report to the original view, click **Reset** on the report page.

Filter

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. 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. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to

Value	<p>Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.</p> <p>Note: When filtering report data by date, you must use the following formats:</p> <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.
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Add Criterion	<p>Add another row.</p> <p>Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row.</p> <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	<p>Delete selected row.</p> <p>Select the row, and then click the button. The row is deleted from the filter criteria.</p>

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

To restore the report to the original view, click **Reset** on the report page.



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