

## sort\_report

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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.

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**.

First 🖌 🕨 Last	Sort/Filter Reset
Discipline/Attendance Suspension Discrepancies	Program ID: SDS1700
Sort/Filter	X
👻 🗸 Sort Criteria	
Columns Available for Sorting	Sort Columns
05 Discp Actn Date (YYYYMMDD) Discrepancy ISS/OSS From Date (YYYYMMDD) Grd Lvl Incident Number Name PEIMS Action Code Period 00 Period 01 Period 02	Attendance Date (YYYYMMDD) Ascending V Campus ID Ascending V Campus ID Ascending V
Filter Griteria	OK Cancel

(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click $\geq$ . The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	<ul> <li>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.</li> <li>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.</li> <li>To remove a field from the sort, select the field, and then click  to move it back to the left grid.</li> </ul>

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.



## **Back Cover**