



# sort\_report



# Table of Contents

**Sort Report Data** ..... 1





# Sort Report Data

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

## Sort Data:

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**.

<b>Columns Available for Sorting</b>	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.
<b>Columns Available for Sorting</b>	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.



## Back Cover