

# sort\_report

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## **Table of Contents**

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**.

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.
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**