



sort_report

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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**.

Columns Available for Sorting (left grid)	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.
Sort Columns (right grid)	<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.



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