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)	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. • 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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