



# 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.

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>(Left grid) 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>(Right grid) Sort Columns</b>	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. <ul style="list-style-type: none"><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.



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