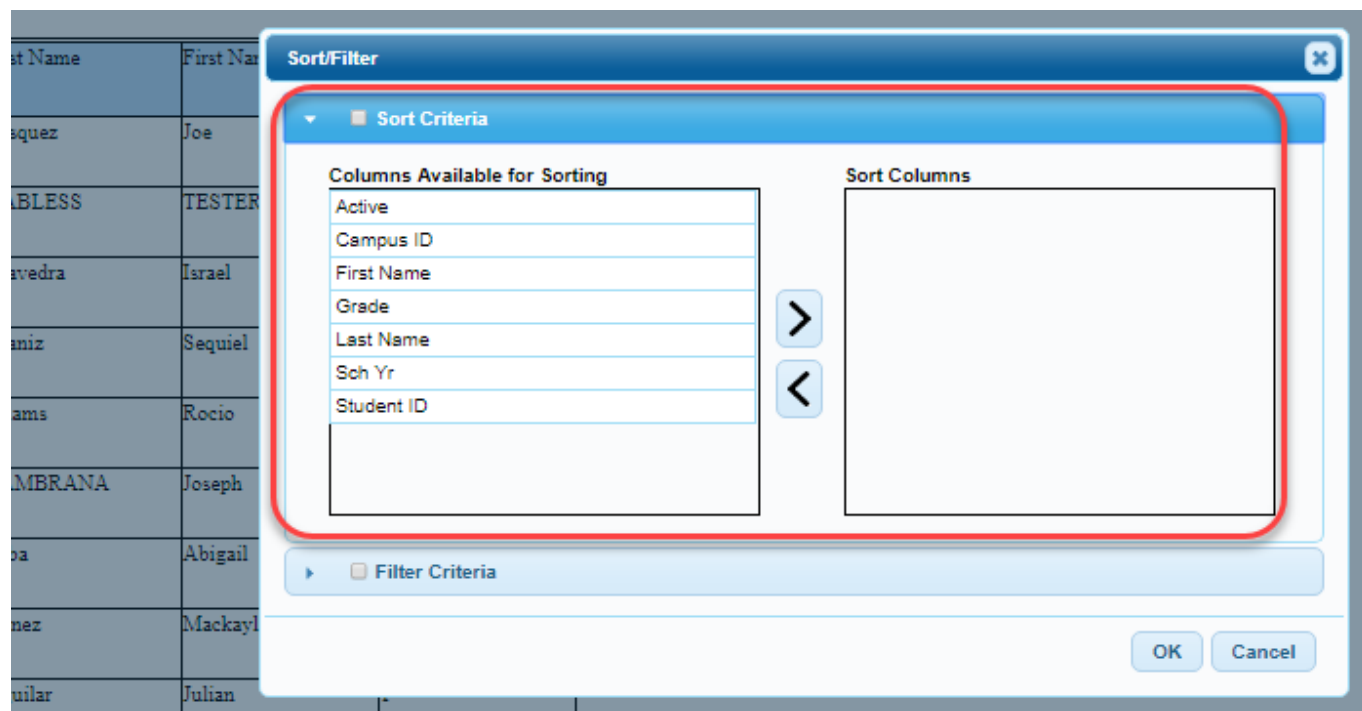# sort_report

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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.

In 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**.



| (Left grid) Columns Available for Sorting | 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. |
|---|---|
| (Right grid) Sort Columns | 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.<br><br>• 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.<br><br>• To remove a field from the sort, select the field, and then click [ < ] to move it back to the left grid. |

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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