




sort_data

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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**.

| | |
|--|--|
| (Left grid) Columns Available for Sorting | Select the columns by which you want to sort, the columns are highlighted blue. Click  to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed. |
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