

Sorting

Last Modified on 29/03/2019 3:38 pm AEDT

Columns can be sorted in the report builder mode by various methods.

Method 1: Selecting column headings

1. Go to the [Report Builder](#) .
2. Select a column heading to sort by that column (to sort A to Z).
3. Select the column heading again (to sort Z to A).
4. Repeat for multiple columns as required.
5. Select **SAVE** to save the report.

Method 2: Using the column context menu

1. Go to the [Report Builder](#) .
2. Select the down arrow in the column header (visible on hover). The column context menu appears.
3. Select 'Sort A to Z' or 'Sort Z to A'.
4. Repeat for multiple columns as required.
5. Select **SAVE** to save the report.

Method 3: Using the sort options

1. Go to the [Report Builder](#) .
 2. Select the down arrow in the column heading (visible on hover). The column context menu appears.
 3. Select **Sort Options**. The Report Sorting Options dialog appears with existing sort settings.
 4. Select **Add Sorting**. The Sort by fields appear.
 5. Select the first down arrow. The column titles display.
 6. Select the column to sort.
 7. Select the next down arrow. The sort order options display.
 8. Select the sort order to sort.
 9. Select **Add Sorting** to sort sort by more than one column.
 10. Select **OK** to sort the report.
 11. Select **SAVE** to save the report.
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