Sort

The **Sort** function allows a user to select one or more column(s) and sort the report by the column(s) selected. This functionality is not available on all reports. While most reports allow only one column to be selected, the Line Item reports allow multiple columns to be selected for primary and secondary sorts.

Once the column(s) are selected, there are two sort options available for the column(s) selected.

- **Ascending** order = numerically from lowest to highest number or alphabetically from A to Z.
- **Descending** order = numerically from highest to lowest number or alphabetically from Z to A.

If more than one column is selected for the sort, the user will also be prompted to define the sort order via a dialog box.

Once most reports are sorted by a column(s), the sorting can be reset to the original sort order (method varies by report) or the steps can be repeated to sort the report by different columns. In addition, if a certain sort is set up by the user and preferred for a report, then the user can save a display variant which will save or contain the preferred sort for that report (See Display Variants in this Guide).

All of the topics bolded above are covered in this section.
Sort Order

*For most reports except Line Item reports:*

1. To select a column as the sort criteria, click ONCE on the column heading desired (only one column can be selected).

2. Click on the **Sort in ascending OR descending order** button or follow the menu path: **Edit → Sorting → Sort Ascending OR Sort Descending.**

   *Note: The **/** symbol will display in the column heading to indicate that column was sorted in ascending or descending order (except on line item reports).*

*For Line Item reports:*

3. To select a column or columns as the sort criteria:
   - **Click ONCE on the column heading** desired.
   - For more columns, hold down the **CTRL key** and **click on the other column headings** in the order to be sorted (first, second, etc).

4. Click on the **Sort in ascending OR descending order** button or follow the menu path: **Edit → Sort Ascending OR Sort Descending.**
**Background:** The Cancel Sort function will cancel the sorting options chosen and reset the sort for the report back to the original sort that defaults for that report. The steps below are available only on some reports that are summarized at the cost element level. However, if the reset function is not available for a report, the alternative method is also covered below.

1. To select the column(s) in which the sort is to be cancelled or reset, **click on the column heading** for the column(s).

2. Follow the menu path: **Edit → Sorting → Cancel Sort.**

   **Note:** If this menu path is not available, the sort can still be reset or cancelled by exiting the report and executing the report again. The original sort order for the report will default.

   Another way to cancel or reset the sort is to click on the [Select Layout] button and choose /DUKE, the standard layout that defaults for all reports.