Customizing the Display (cont.)

Add Multiple Sort / Subtotal Selections

On the Sort Sequence tab in the Settings box:

1. Click on the **Sort Sequence** tab.
2. Click on the box to select and highlight one or more columns listed under *Unsorted Columns* (left side) that need to be included in the sort sequence of the layout.
3. Click on the **Add Item** button.
4. Review the columns added under the *Sorted Columns* section on the right.
5. As needed, click in the **Sort Direction** field to change the direction of the sort (ascending and descending) for each column displayed under the *Sorted Columns* section.
6. Click **Apply** to see the change in the grayed out view of the layout.

7. Click the **OK** button to add the sorting and subtotaling for the selected values.

8. Review the sorting changes made to the layout.