# QUICKTIPS

INTERACTIVE SORTING

Sorting is useful when you want to reorder the data in a way that applies to you. Sorts may be placed on multiple columns in a report. If you need the data sorted in a particular way for future use, you can save a copy of the report in your Favorites folder leaving the original, public report in its original state. ***Note: Once you save a copy of the report in your Favorites folder, any changes to the original report will not be reflected in your copy.***

CREATING A SORT

1. Remove any pre-existing sorts by selecting **Remove Sorts** (if there are no sorts already in place, this option will be greyed out.

2. Right click in the data in your report (not the column header) and select **Sort** > **Ascending** or **Descending**
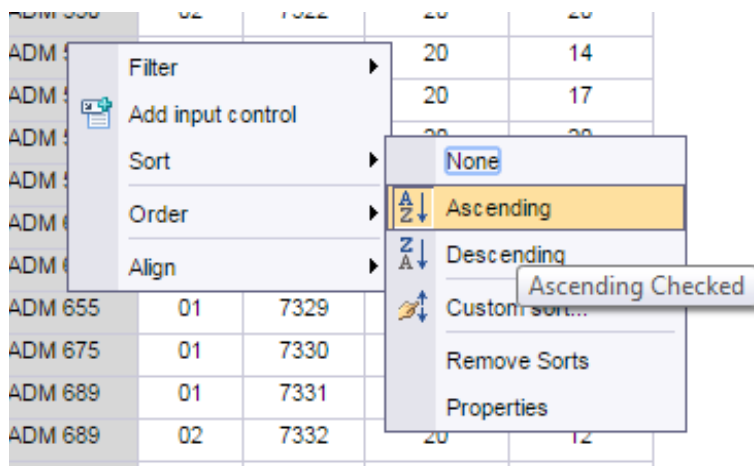
REMOVING A SORT

1. To remove the sort on an individual column, right click in the data (not the column header) that you already have sorted and select **Sort**> **None**
    If a sort has been placed on a column, the sort type's icon will be highlighted. If a sort does not exist on a particular column, the 'None' option will be checked.
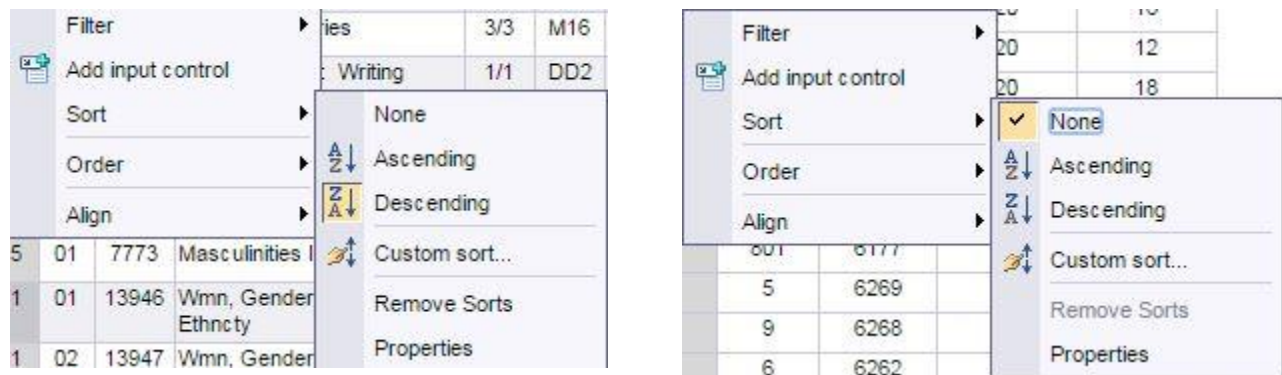
2. To remove all sorts, select **Remove Sorts** (if there are no sorts already in place, this option will be greyed out).