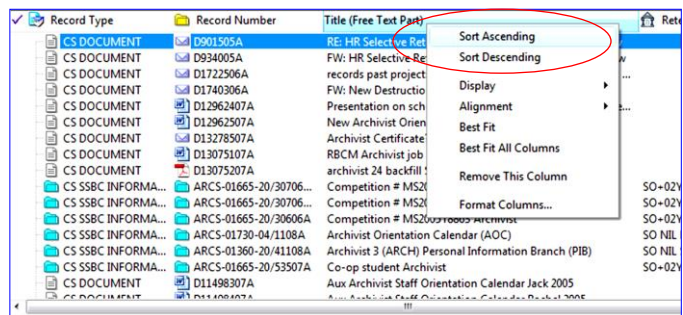


EDRMS TRIM Tip Sorting Columns

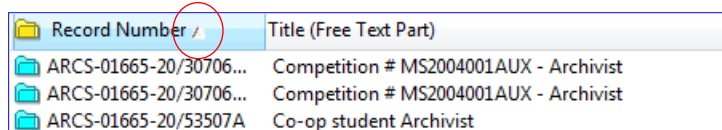
Primary Audience: Information Workers

There are three ways to sort a group of displayed records.

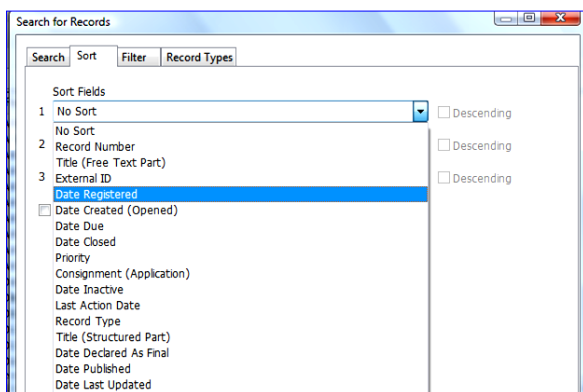
1. Right click on a column header in your list pane. Choose **Sort Ascending** or **Sort Descending** from the drop down Menu to arrange the column contents In ascending or descending order.



2. Click on a column header in your search results screen. The column contents will sort in *ascending* order. Click again and the contents will sort in *descending* order. A small arrow next to the column name will indicate ascending or descending order.



3. Use the **Sort** tab in your **Find Records** dialogue box to predetermine the sort order of your search results. User fields such as **Retrieval Code** and **SO Date** are not available under the Sort tab. Sort these fields in the search result list pane.



The sort order in a TRIM report is based on the sort order of the records being sent to the report.