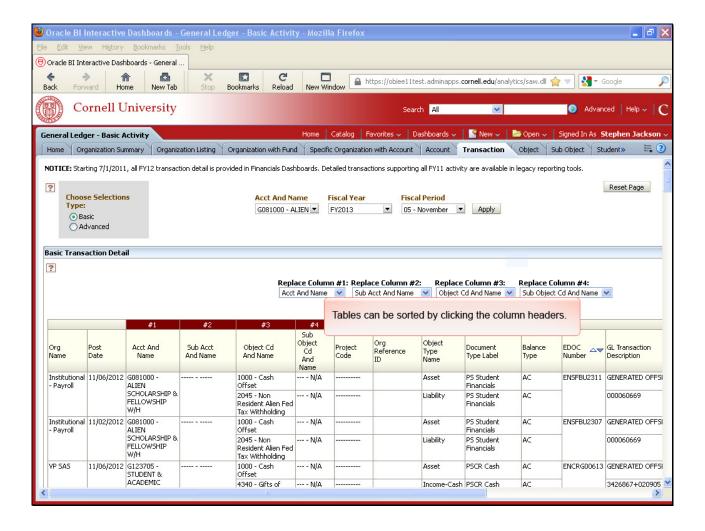
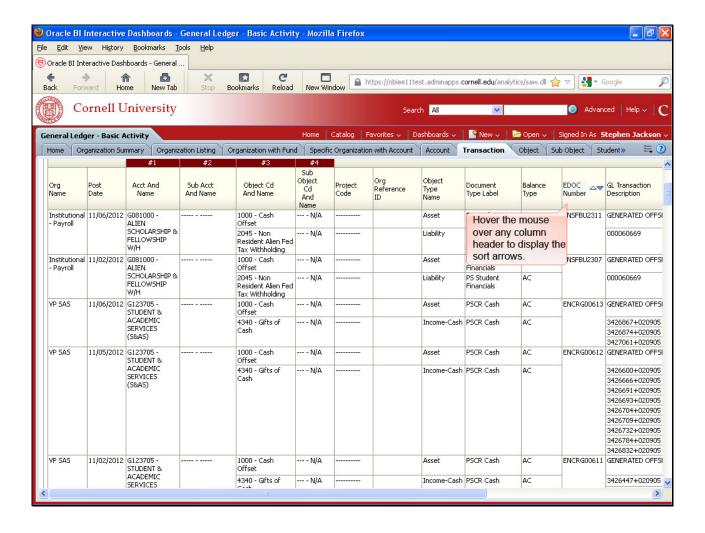
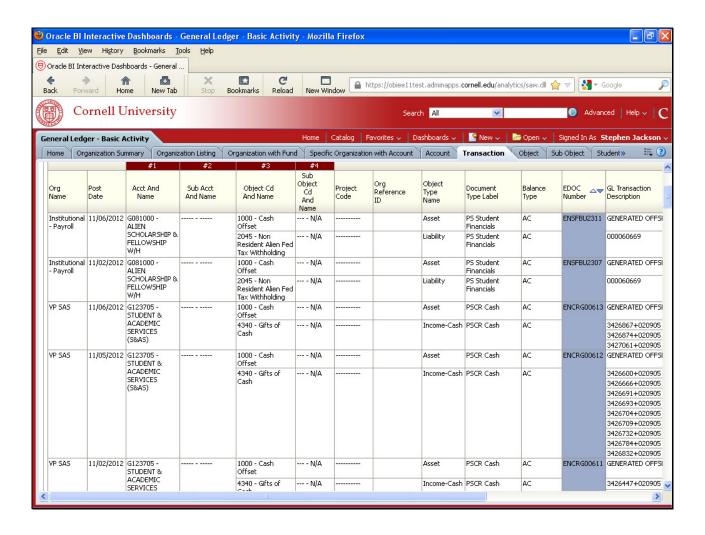
Chapter 10: Sorting in Tables

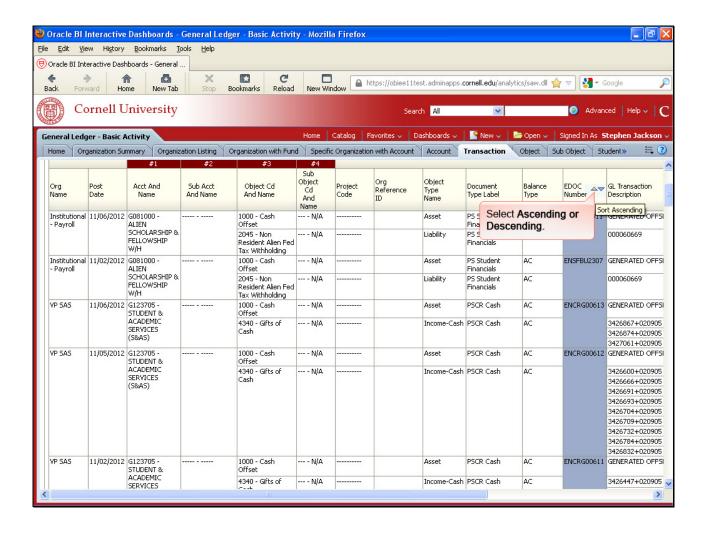


Tables can be sorted by clicking the column headers.

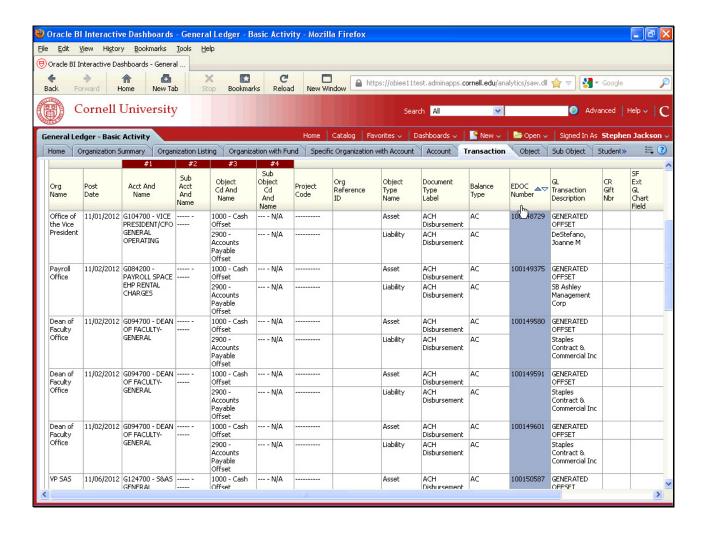


Hover the mouse over any column header to display the sort arrows.

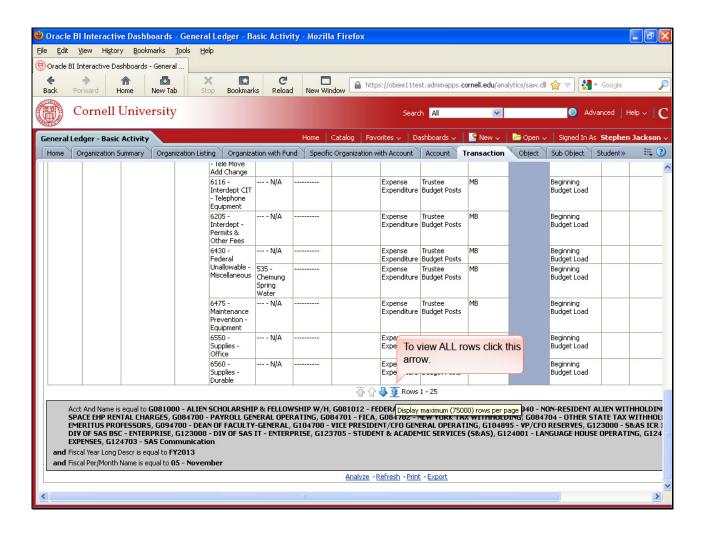




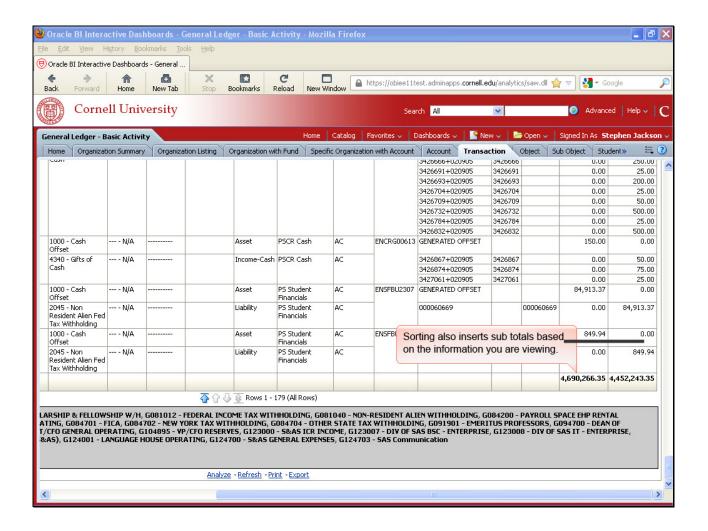
Select Ascending or Descending.



Edocs are sorted in ascending order.



To view ALL rows click this arrow.



Sorting also inserts sub totals based on the information you are viewing.