

# Sorting

## Summation Express/Pro

- **Sorting by Column Field**  
You can sort grids by columns. This is available on most columns.
  1. In the *Grid* view, click and drag columns to the position you want them.
  2. Click the column head to sort by that column in an ascending order.
  3. Click it a second time to sort by descending order.
- **Result Sorting (Advanced Searching)**
  1. Expand Result Sorting to select the column by which you want the search results to be sorted. The column does not need to be visible to sort by it.
  2. In the *Sort By* drop-down, select the field you want to sort by.
  3. In the second drop-down, select whether you want to sort by Ascending or Descending.
  4. Click **Search**.

## Summation iBlaze

- **Sorting by Column Field**
  1. Open the column view of the Core Database by double-clicking **Core Database** in the **Case Explorer**.
  2. Right-click the column heading for the field by which you want to sort.
  3. Select **Sort by [fieldname]** from the menu.
- **Sorting by Form**
  1. Open the Core Database in form view by double-clicking **Form** under **Core Database Views** in the **Case Tools**.
  2. Click in the field by which you want to sort.
  3. From the **Field** menu, select **Sort by [fieldname]**.
- **Sorting by Search (Sort by)**
  1. From the column view or the form view, perform one of the following actions:
    - A) Right-click **Search** on the toolbar and select **Sort Order**.
    - B) From the **Search** menu, select **Sort Order**.
    - C) In the **Case Explorer**, right-click **Core Database** and select **Sort Order**.
    - D) In the **Case Explorer**, double-click the **Searches** option under **Case Tools**.
  2. In the **Field List**, find the field that you want to use primarily to sort and add it to the **Sort By** list using one of the following methods:
    - A) Double-click the field name.
    - B) Select the field name and click >>.
  3. If you want to set a field for a secondary sort, find that field in the **Field List** and add it to the **Sort By** list using one of the methods in Step 2. The field is added to the **Sort By** list. Your secondary field should be displayed below the primary field.
  4. If you want to sort your results in descending order, click the gray box under the **Z to A** icon, as shown in the following figure. Records are sorted in ascending order by default.

### Sort in Descending Order



5. If you want to use the exploded sort option

on a multi-entry field, click the gray box under the **Exploded Sort** icon, as shown in the following figure.

**Use Exploded Sorting**



6. Click **OK**