

Initial Sorting

Tables and pivot tables on a dashboard initially reflect the sorting that was specified when the analysis was created.

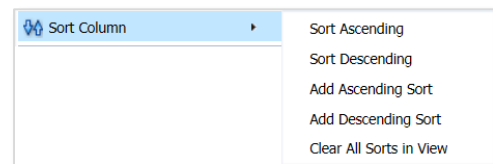
If no specific sorting order was imposed, the data in the analysis will be sorted in ascending order – either alphabetically or numerically – starting with the left-most column and moving across to the right.

When and Where Can I Sort?

If you're creating an analysis, you can specify sorting on the Criteria tab or in both table views and pivot table views on the Results tab.

If you're viewing an analysis on a dashboard, the **Sort Ascending** and **Sort Descending** buttons in the column header or the row header are displayed in the shape of triangles. Select your sort using either of those buttons.

While on a dashboard, you can also right-click any column header, select **Sort Column** from the menu, and have multiple options available for sorting.



Any column sorting options that you specify in the view override those that were made in that column when the analysis was created.

Sorting Data

Using the **Sorting Options Menu** or **Buttons**, you can make specify sorting in various ways:

- Right-click and select the appropriate option from the menu, or use the sort buttons in the column header or the row header in the pivot table or table in a dashboard.

If you see a default shaded-in sort button in the column header or the row header of a pivot table or table, then you know that the column contains a user-defined primary sort. You can change the sort by clicking the button, if you wish.

You can add a second-level or third-level sort by right-clicking another column header and selecting **Sort Column > Add _____ Sort** from the menu.

Moving columns will also automatically affect the sorting order in tables and pivot tables, provided sorting wasn't hard-coded into the analysis as it was created.

Clearing Sorts

Use the right-click menu to clear sorts from an analysis. Select the **Sort Column > Clear All Sorts** option from the menu.