

# CRYSTAL REPORTS

## Sorting records (Record Sort Expert)

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Once you have run a report, follow the instructions below to sort the records in ascending or descending order.

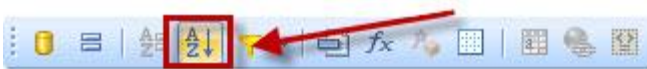
### TIP: Preview tab

Make sorting changes while in the Preview tab – this will allow you to immediately see the new sorting.



### How to add a Sort Field

1. In the **Preview** tab, click on the **Record Sort Expert** icon in the toolbar or click on Report > Record Sort Expert.



2. The Record Sort Expert window will open.
3. **Click** on the field you would like to sort by in the listing appearing under Available Fields - the field will be highlighted.  
Note: All fields used in the report along with all fields in the associated table(s) will be listed. Any of the listed fields may be used for sorting regardless of whether or not they are used in the report.
4. **Click** on the add (>) button – the field will appear at the bottom of the Sort Fields listing and will be highlighted.  
Note: Sort Fields lists the fields currently being used to sort the report.
5. If needed, click on the up arrow button to move the highlighted field up in the sorting order or simply drag and drop the field to the correct spot.  
Note: Sorting follows the exact order of the fields as they appear in the list.
6. If needed, change the sort direction of the highlighted field by clicking the Descending radio button.  
Note: The default sort direction for a field is "Ascending". Sort directions for each field are denoted by "A" or "D" in front of the field name in Sort Fields.
7. **Click** on OK to save your changes and close the window.
8. The report will now reflect the new sorting.

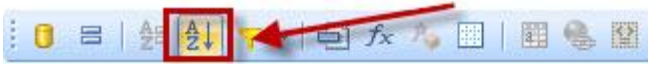
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### How to remove a Sort Field

1. In the **Preview** tab, click on the **Record Sort Expert** icon in the toolbar or click on Report > Record Sort Expert.



2. The Record Sort Expert window will open.
3. **Click** on the field you would like to remove in the listing appearing under Sort Fields - the field will be highlighted.
4. **Click** on the remove (<) button.
5. **Click** on OK to save your changes and close the window.
6. The report will now reflect the new sorting.

### TIP: Undo

If you do not like a change you have made, simply click on the undo icon in the toolbar.

