

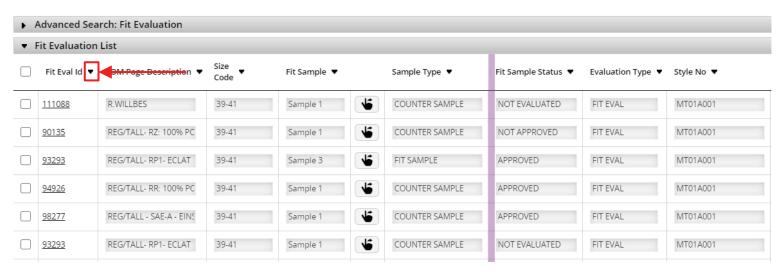
TIPS & TRICKS

SORTING BY COLUMN

After a search is conducted and information is pulled up, sorting the information can be a helpful way to find what you are looking for.

1. After search criteria is input and data table is pulled there will be small arrows next to each of the column headers. These arrows, when selected, is how criteria can be sorted.

Fit Eval: LIST



- 2. Click on the arrow next to the column to sort by and all the information in that column will now be grouped and sorted to like information.
 - **Note the column that is being sorted will now have an arrow in the opposite direction as the other columns**

