

## siterra | Knowledge Base Article

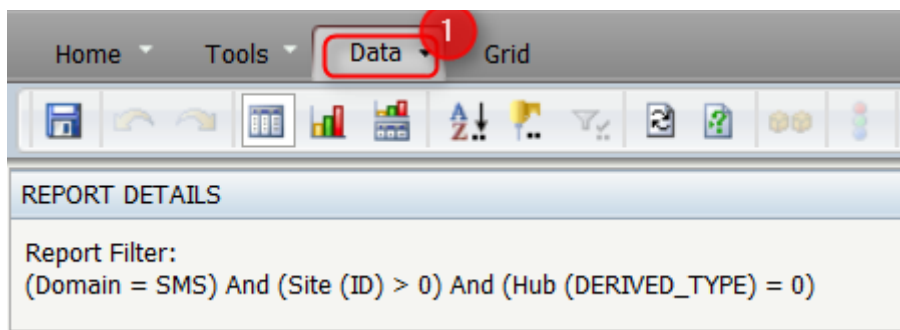
### Reports – Sort the Results of a BI Report

Question:

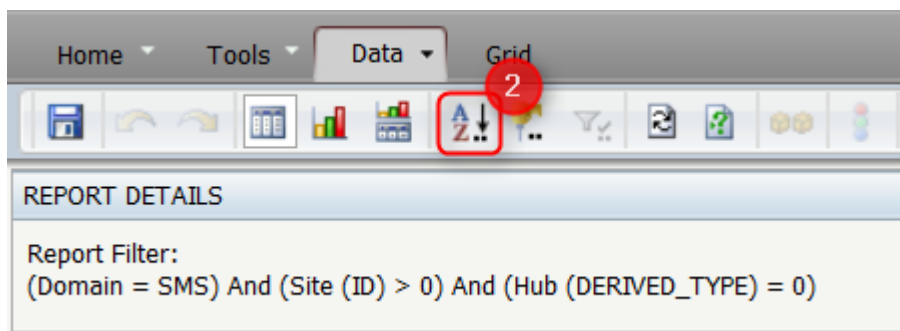
How can the results of a Business Intelligence report be sorted?

Answer:

Navigate to the report. Complete the filters and display fields as is normally done. Run the report. Once the results have returned, click the “Data” tab near the top of the screen (1).



Next click the “Sort” button (2).



There will be a “Sort” prompt that appears in the middle of the screen. From here, select which attribute to sort by and in which order (3), and in Ascending or Descending order (4). Once the Sort parameters are set, click “OK” (5). The data is now sorted and ready for export.

**SORT** ? x

Row

Column

1. Sort by:

3

4

☒ Ascending ☐ Descending

2. Then by:

☒ Ascending ☐ Descending

3. Then by:

☒ Ascending ☐ Descending

Apply

5

Cancel