

# MicroStrategy Quick Guide: Sorting

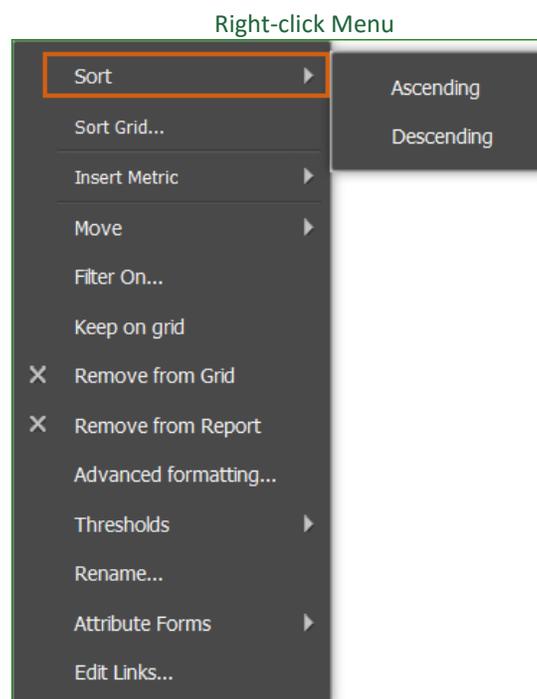
## SORTING

You can reorganize how data is displayed on your report by sorting the data. Sorting lets you move data so you can analyze your report results more effectively without re-executing the report. For example, you can move the most important data up to the top of the report where you can see it easily. Or you can group particular sets of data together so you can more easily compare related data.

You can sort results quickly by a single column or row, or you can define a more complex sort pattern based on multiple rows and columns or based on objects not displayed on the report.

## QUICK SORTING

1. Run a report.
2. Do one of the following:
  - a. Right-click on the column or row header to sort, point to Sort, and select either Ascending or Descending.



- b. Use the sort buttons located within each column or row header. If the sort buttons are not displayed, from the Tools menu, select Sort Buttons.



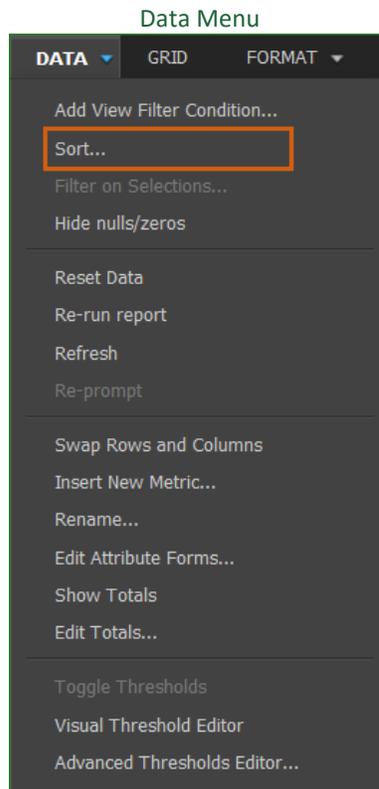
The sort buttons display as gray arrows or white arrows. Their meaning is as follows:

- A gray arrow at the top of a column or row indicates that the data in the column or row is unsorted.
  - If the gray arrow is pointing up ▲, click it to sort the data in that column or row in ascending order.
  - If the gray arrow is pointing down ▼, click it to sort the data in that column or row in descending order.
- A white arrow at the top of a column or row indicates that the data in the column or row is already sorted.
  - If the white arrow is pointing up ▲, the data is already sorted in ascending order. Click it to resort in descending order.
  - If the white arrow is pointing down ▼, the data is already sorted in descending order. Click it to resort the data in ascending order.

## ADVANCED SORTING

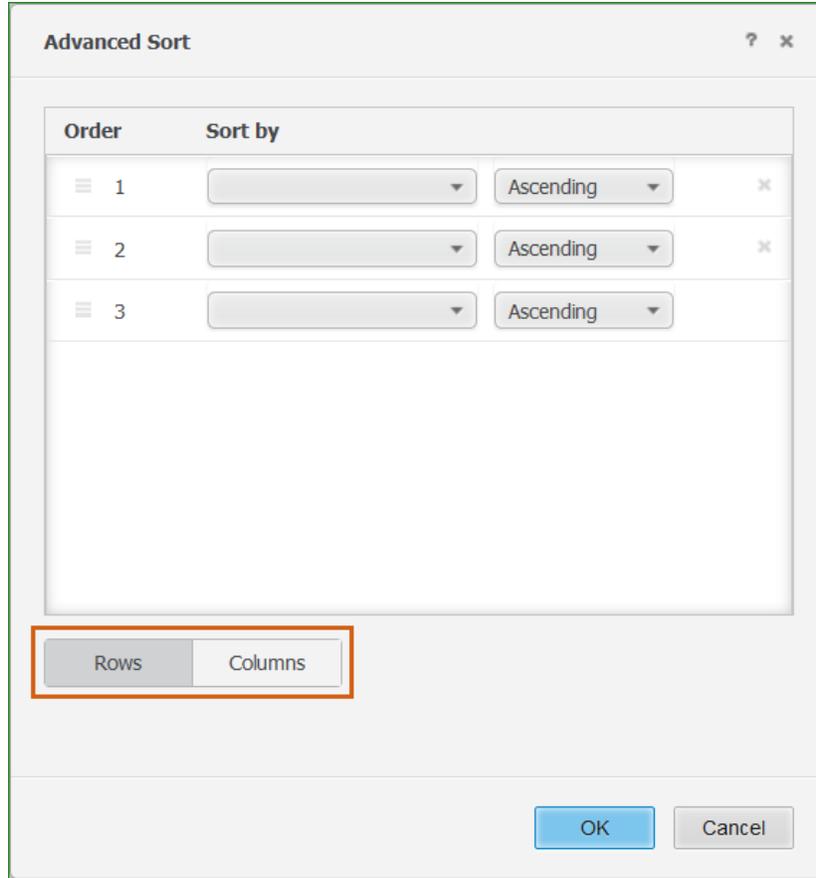
Use advanced sorting to sort rows and/or columns by multiple fields.

1. Run a report.
2. From the Data menu, select Sort.



3. The Advanced Sort dialog box contains two panels: Row and Column. If you have not already defined the sort behavior for the report, the drop-down lists in the dialog box are empty. Sort using any of the following methods:
  - a. Select the Row panel to specify sort options for the rows of your report. From the first drop-down list, select the name of the first row to sort by, and whether to sort it in ascending or descending order.
  - b. Select the Column panel to specify sort options for the columns of your report. From the first drop-down list, select the name of the first column to sort by, and whether to sort it in ascending or descending order.
4. Click OK to view the report with these sorting selections.

Advanced Sort Dialog Box



The dialog box is titled "Advanced Sort" and contains a table for defining sort orders. The table has two columns: "Order" and "Sort by". There are three rows in the table, each with a menu icon, a number (1, 2, or 3), a dropdown menu for the field name, and a dropdown menu for the sort direction (currently set to "Ascending"). A red box highlights the "Rows" and "Columns" tabs at the bottom of the dialog. At the bottom right, there are "OK" and "Cancel" buttons.

Order	Sort by
☰ 1	[Dropdown] Ascending [X]
☰ 2	[Dropdown] Ascending [X]
☰ 3	[Dropdown] Ascending [X]

Rows Columns

OK Cancel