



Sort lists

Element Software

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You can sort list information by one or more criteria on certain pages in the Element UI. This helps you arrange the information you need on the screen.

1. To sort on a single column, click the column heading until the information is sorted in the desired order.
2. To sort using multiple columns, click the column heading for each column you want to sort by until the information in each column is sorted in the desired order.

The Sort button appears when you sort using multiple columns.

3. To reorder the sort criteria, perform the following steps:

- a. Click **Sort**.

The system populates the Sort By field with your column selections.

- b. Arrange the columns in the Sort By field in the order you want the list to be sorted.

The system sorts the list information.

4. To remove a single sort criterion, click the **Remove** icon next to the name of a sort criteria.
5. To remove all sort criteria, click **Clear All**.

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