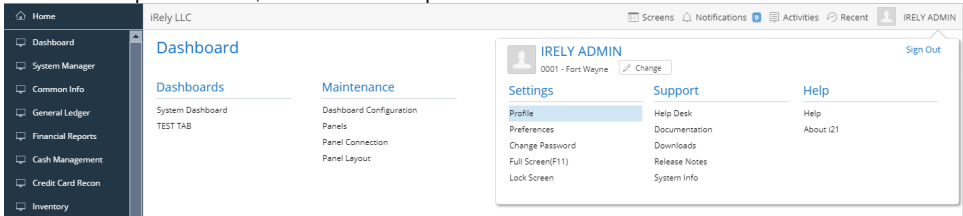


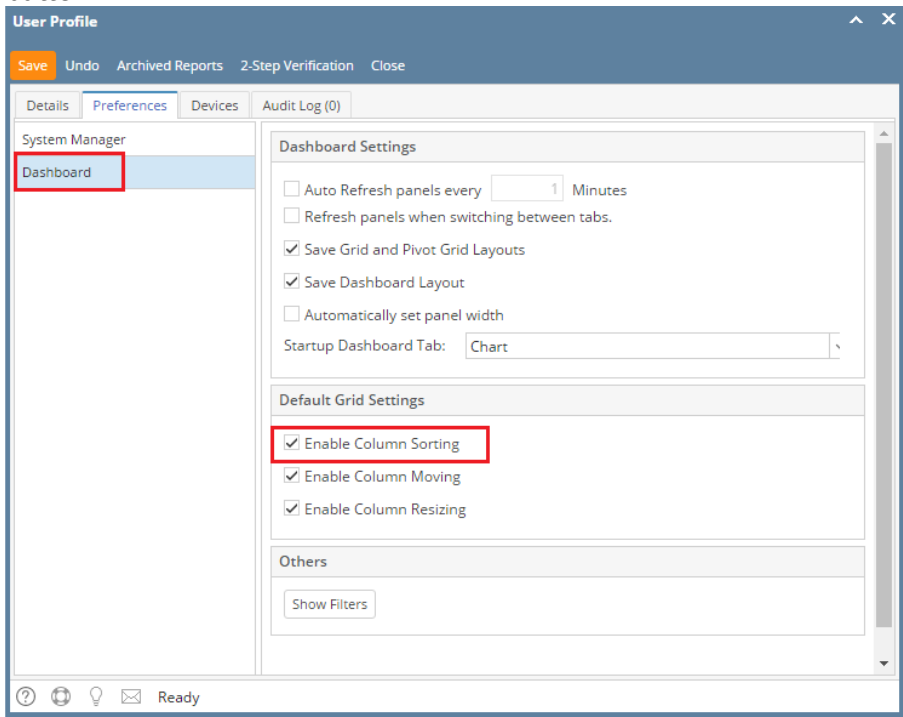
How Column Sorting Works

Sorting allows you to place the data within that column in an ascending and descending order.

- 1. From **User** drop down menu, select **Profile** to open **User Profile** screen.



- 2. Navigate to **Preferences Tab > Dashboard** and enable the '**Enable Column Sorting**' option, then click the **Save** toolbar button.



- **Click the column header:**
On the main Dashboard, simply click once on any column header to sort by ascending and click twice to sort by descending.

Customer Invoices Grid							All Dates
Date	Customer ID	Company Name	Order Number	Order Total	Amount Due	Paid Status	
01/01/2007	C10010	Master Appliance Company	SI-10001	\$21,870.63	\$0.00	Yes	
01/01/2007	C10009	Kyle Home Appliance Center	SI-10002	\$15,010.00	\$0.00	Yes	
01/01/2007	C10014	High Design & Mtg	SI-10003	\$12,080.52	\$0.00	Yes	
01/01/2007	C10015	Dutch House Furniture	SI-10004	\$19,250.00	\$0.00	Yes	
01/01/2007	C10019	Affordable Appliance, Inc	SI-10005	\$17,852.80	\$0.00	Yes	
01/15/2007	C10008	CAM Furniture Wholesale, Inc.	SI-10026	\$1,551.50	\$0.00	Yes	
01/15/2007	C10007	L&K Home Collection	SI-10029	\$8,328.15	\$0.00	Yes	
01/20/2007	C10002	Furniture Place	SI-10008	\$201.00	\$0.00	Yes	
02/05/2007	C10001	Home Dealers	SI-10015	\$3,452.73	\$0.00	Yes	
02/08/2007	C10003		GJNV-10002	\$500.00	\$0.00	Yes	
02/18/2007	C10003	B&M Designs	SI-10173	\$376.95	\$0.00	Yes	
02/20/2007	C10007	L&K Home Collection	SI-10016	\$4,894.43	\$0.00	Yes	
02/28/2007	C10010	Master Appliance Company	SI-10011	\$755.46	\$0.00	Yes	
03/02/2007	C10009	Kyle Home Appliance Center	SI-10017	\$815.55	\$0.00	Yes	
03/15/2007	C10012	HV Fine Furnishings	SI-10019	\$670.55	\$0.00	Yes	
03/22/2007	C10010	Master Appliance Company	SI-10018	\$18,418.60	\$0.00	Yes	
04/03/2007	C10017	Appliance Direct, Inc.	SI-10020	\$1,653.80	\$0.00	Yes	
04/07/2007	C10009	Kyle Home Appliance Center	SI-10021	\$7,517.55	\$0.00	Yes	
04/15/2007	C10009	Kyle Home Appliance Center	SI-10166	\$7,328.55	\$0.00	Yes	
04/17/2007	C10003	B&M Designs	SI-10062	\$594.91	\$0.00	Yes	
			263	\$8,107,118.95	\$658,760.86		

- **Use the Column Header Menu:**
Click the **Column Header Menu** button, and then select either the **Sort Ascending** or **Sort Descending** button.

Customer Invoices Grid						All Dates
Date *	Customer ID	Company Name	Order Number	Order Total	Amount Due	Paid Status
12/04/2015		Crest Stockroom Corp	SI-10258	\$50.00	\$50.00	No
11/30/2015		Crest Stockroom Corp	SI-10257	\$25.00	\$25.00	No
11/11/2015		Furniture Place	SI-10251	\$20.00	\$20.00	No
11/10/2015		Furniture Place	SI-10252	\$30.00	\$30.00	No
11/09/2015		Furniture Place	SI-10253	\$30.00	\$30.00	No
11/04/2015		Home Dealers	SI-10254	\$50.00	\$50.00	No
10/25/2015		Home Dealers	SI-10255	\$50.00	\$50.00	No
09/20/2015		B&M Designs	SI-10256	\$50.00	\$50.00	No
10/04/2014		Home Dealers	SI-10250	\$100.00	\$100.00	No
09/28/2014	C10001	Home Dealers	SI-10249	\$100.00	\$100.00	No
09/06/2014	C10001	Home Dealers	SI-10248	\$9.99	\$9.99	No
08/28/2014	C10001	Home Dealers	SI-10247	\$100.00	\$100.00	No
05/20/2014	C10001	Home Dealers	SI-10246	\$77.95	\$77.95	No
05/15/2014	C10001	Home Dealers	SI-10245	\$9.99	\$9.99	No
05/06/2013	C10006	Annie's Discount Center	SI-10243	\$1,554.55	\$1,554.55	No
05/06/2013	C10014	High Design & Mfg	SI-10237	\$319.31	\$319.31	No
05/06/2013	C10001		SI-10232	\$100.00	\$100.00	No
04/24/2013	C10042	Dreamland Bedding, Inc.	SI-10242	\$2,000.00	\$2,000.00	No
04/17/2013	C10012	HY Fine Furnishings	SI-10236	\$299.95	\$299.95	No
04/12/2013	C10010	Master Appliance Company	SI-10244	\$109.89	\$109.89	No
			263	\$8,107,118.95	\$659,760.86	