



Sort and Filter Data

ACE Reports Video

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U.S. Customs and
Border Protection



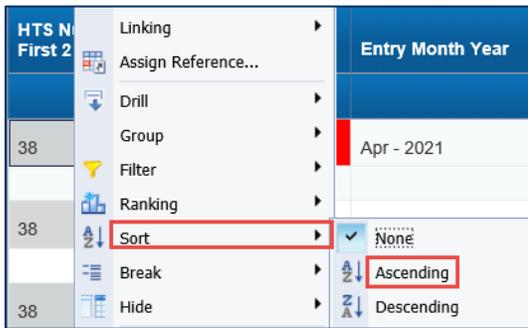
INTRODUCTION

Use the **Sort** feature in **Design** mode to adjust the order of report data rows. You can sort single or multiple data columns in ascending or descending order. Use the **Advanced...** option to view and manage the priority of multiple sorted columns.

Filter report results to make it easier to find what you are looking for. Filtering only adjusts what data displays; it does not refresh the query. Located in **Reading** mode, the **Filter Bar** displays a bar for choosing one or more data objects to filter. Each filter for the chosen data object displays a drop-down menu that, when opened, lists the values of the data object returned by the report query. Each data object can only filter a single value at a time.

SORT REPORT DATA

1. Open a report and select the **Main Report** tab.
2. Select the **Design** button. 
3. In the one of the report's columns:
 - a. Right-click a data cell to display the context menu.
 - b. In the context menu, select **Sort**, then select the desired sort type.



NOTE: If you apply multiple sorts, the **Advanced...** option allows you to set the priority order of the sorts.

4. In the toolbar, select the **Save** button.

REMOVE ALL SORTS

1. In a sorted column:
 - a. Right-click a data cell to display the context menu.
 - b. In the context menu, select the **Sort** menu then select **Remove all Sorts**.

All sorts in the selected table are removed.



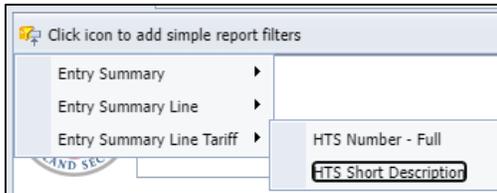
NOTE: Use the **Advanced...** option to remove individual sorts.

2. In the toolbar, select the **Save** button.



FILTER REPORT DATA

1. In **Reading** Mode, in the menu bar, select the **Filter Bar** button.
2. In the **Filter Bar**, in the **Add simple filter** icon drop-down menu:
 - a. Select a data object class to display the data object list.
 - b. In the data object list, select a data object.



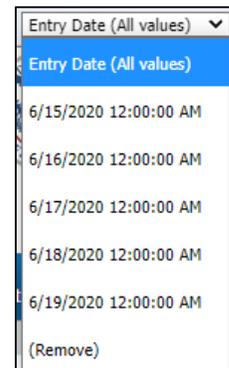
The data object's drill filter drop-down menu displays in the **Filter Bar**.

3. In the data object drill filter drop-down menu, select a value.

The report data displays only data matching the filter value.

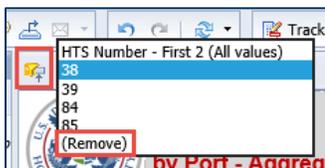


NOTE: There is no limit to the number of data objects you can filter. If no combination of the filter values you select exists in your query data, the report will display no results.



REMOVE A FILTER

1. In the data object drill filter drop-down menu, from the bottom of the value list, select **(Remove)**.



The data object filter is removed from the report data and the data object drill filter is removed from the **Filter Bar**.