Reference R9 Simple Sort

| Step | Description | Screenshot |
| --- | --- | --- |
| 1 | Execute a report in the foreground or background and view the results. |  |
| 2 | Click on the column header for the column which must be sorted. Click on the header once for an ‘Ascending’ sort and twice for a ‘Descending’ sort.  In this example, the ‘User Group’ header was clicked once. |  |