Sorting Records in the List View

Last Modified on 08/09/2023 10:38 am EDT

This guide summarizes the sorting functionality in list views. It is intended for beginning users.

To work effectively with your records, you can easily sort them at each aACE <u>list view</u> (https://aace6.knowledgeowl.com/help/overview-of-the-list-view). Sorting functionality is found in all aACE modules. This guide focuses on the Contacts module as an example.

Sorting Functionality

aACE provides several different ways to sort your records. The simplest way is by clicking the <u>Quick Search bar (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> column headers. Clicking a column heading one time sorts your records in *ascending* order. Records that begin with a number are sorted first in ascending order (0-9). Then records are listed in ascending alphabetical order (A-Z). Clicking a column record a second time sorts them in *descending* order.

When you sort records, aACE notes how the records are currently sorted at the top of the list view:

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> Middleton, Gerry	Office Manager	aACME Education Solutions, Inc.	AI	(555) 418-9777 x150	gerry.middleton@aacme-aacedemo.com	ACTIVE	₹ ●	-
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> Manassah, Amal		AFG Construction Mgmt Inc	50193	(555) 450-2674		ACTIVE	۳, 🔴	i -

aACE can further organize your records using appropriate subheadings when you click on certain Quick Search bar column headers. This is called sub-summarizing. For example, after you prepare a list of Contacts, you can click the Company Name header to group your contacts by their related company.

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For more advanced sort options, you can click the Sort icon (🔊) in the Quick Search bar. These sorting options vary based on the module you are working with.

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	Assistant	Montboro School District	MSD	(555) 940-5812	spatel@montboro.k12-aacedemo	ACIN	E 🔵 🤉	
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Delaney, Julia	Administrative Assistant	Shea Township School District	50002	(555) 732-0201 x854	jd@sheaschools.k12.oh.us	ACTIVE	: 🕘 🤅	а.
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Conforto, Tony	Dean of Student	New Start Academy	50005	(555) 817-6943	conforto@newstartacademy-aace	Δ ΑCTIV	/E 🔵 🖈	, s
Delaney, Julia	Office Manager	Shea Township School District	ST-SD	(555) 732-0201 x205	jd@sheaschools-aacedemo.org	ACTIVE	. 🔵 🤅	۰ م
Kincaid, Jack	Office Manager	Berkshire Magnet High School	50133	(301) 555-4585 x1025	jkincaid@bmhs.beltsville-aacedemo.edu	ACTIVE	. 🔵 🦻	5
Klamper, Anna	Academic Support	Excelsior Charter School	ECS	973-500-1080	anna.klamper@excelsior-charter-aacedem	ACTIVE	- • 🛪	5
Roz, Sabina	Director	SU History Department	50022	(203) 100-1599	s.roz@suhistorydept-aacedemo.org	ACTIVE	. 🔵 🦻	5
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Lowry, Kay	Assistant Superintendent of	Montboro School District	MSD	(555) 946-5412	klowry@montboro.k12-aacedemo.edu	ACTIVE	: 🔵 🦻	д
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Quigley, Peter	Director of Alumni Relations	Chadwick High School	20123	(400) 333-0470	pdudies decus porcenten anonco entra con	ACTIVE	• • •	

In the Sort options, the Advanced Sort... link displays a popup where advanced users can craft very detailed sorting instructions:

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