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:

• • •				Contacts							6
🕲 🗮 💠 Record: 1	1 of 166					New 🖶 Edit 🖋 De	lete 🗙	Print 🖶	Actions	*	
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Last Name	First Name	Title	Company Name	Abbr 🔍	Phone	Email		Status		_	_
aACME Education	n Solutions, Inc	c. (AI)								_	
> Jennings, Mark		Sales Manager	aACME Education Solutions, Inc.	IA	(555) 418-9777	mark.jennings@aacme-aacedemo.com	≥	ACTIVE	•	×.	*
> Middleton, Gerry	1	Office Manager	aACME Education Solutions, Inc.	AI	(555) 418-9777 x150	gerry.middleton@aacme-aacedemo.com	m 🔛	ACTIVE	•	×.	•
> Walker, Ned			aACME Education Solutions, Inc.	AI	(555) 418-9777 x119	ned.walker@aacme-aacedemo.com	~	ACTIVE		л.	•
aACME Education So	olutions, Inc. (AI)										
ACC Construction	n Corp (50191)									
> Medaglia, Michel	le		ACC Construction Corp	50191	(555) 666-9331			ACTIVE	•	л.	•
ACC Construction Co	wp (50191)										
Accelerated Grow	wth Marketing	(AGM)									
> Halper, Sherri			Accelerated Growth Marketing	AGM				ACTIVE	•	۰ ۴ _κ	•
Accelerated Growth I	Marketing (AGM)										٦
Advance Electrica	al Supply Co (!	50176)									
> Hughes, Aaron			Advance Electrical Supply Co	50176	(312) 421-2300			ACTIVE		۰ ۴	•
Advance Electrical Su	upply Co (50176)										
AECOM Tishman	(50192)										
> Curtis, Kyle			AECOM Tishman	50192	(646) 435-6377			ACTIVE	۲	۰ ۳ _۲	•
AECOM Tishman (50	0192)										1
AFG Construction	n Mgmt Inc (5	0193)									
> Manassah, Amal			AFG Construction Mgmt Inc	50193	(555) 450-2674			ACTIVE	۲	۰ ۳ _K	•
Show All Relat	ited Records 💌									¢	

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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Last Name	First Name	Title	Company Name	Abbr 🔍	Phone	Email	St	atus		_	_
aACME Education	Solutions, Inc	. (AI)									
> Jennings, Mark		Sales Manager	aACME Education Solutions, Inc.	AI	(555) 418-9777	mark.jennings@aacme-aacedemo.com	🞽 AC	TIVE		A	-
> Middleton, Gerry		Office Manager	aACME Education Solutions, Inc.	IA	(555) 418-9777 x150	gerry.middleton@aacme-aacedemo.com	🞽 AC	TIVE	• 2	A	-
> Walker, Ned			aACME Education Solutions, Inc.	IA	(555) 418-9777 x119	ned.walker@aacme-aacedemo.com	🞽 AC	TIVE	•	n.	-
aACME Education Solu	utions, Inc. (AI)										
ACC Construction	Corp (50191										
> Medaglia, Michele			ACC Construction Corp	50191	(555) 666-9331		AC	TIVE	• •	× •	-
ACC Construction Corp	p (50191)										
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> Halper, Sherri			Accelerated Growth Marketing	AGM			AC	TIVE	•	R.	-
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Advance Electrical	Supply Co (!	50176)									
> Hughes, Aaron			Advance Electrical Supply Co	50176	(312) 421-2300		AC	TIVE	• 2	" .	
Advance Electrical Sup	pply Co (50176)										
AECOM Tishman ((50192)										
> Curtis, Kyle			AECOM Tishman	50192	(646) 435-6377		AC	TIVE	• 2	"	
AECOM Tishman (50)	192)										
AFG Construction	Mgmt Inc (5	0193)									
> Manassah, Amal			AFG Construction Mgmt Inc	50193	(555) 450-2674		AC	TIVE	• :	The second	-
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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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Contacts Sorted by Deg	partment										1
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Sort Options First Name	Title	Company Name	Abbr 🤍	Phone	Email		Status				
Department											
Advanced Sort	Assistant	Montboro School District	MSD	(555) 946-5812	spatel@montboro.k12-aacedemo	~	ACTIVE	•	r,	-	
Academic Affairs											1
Accounts Payable											
> Delaney, Julia	Administrative Assistant	Shea Township School District	50002	(555) 732-0201 x854	jd@sheaschools.k12.oh.us	~	ACTIVE	۲	${}^{\eta}$	-	
Accounts Payable											
Administration											
> Conforto, Tony	Dean of Student	New Start Academy	50005	(555) 817-6943	conforto@newstartacademy-aace	~	ACTIVE	٠	r,	-	
> Delaney, Julia	Office Manager	Shea Township School District	ST-SD	(555) 732-0201 x205	jd@sheaschools-aacedemo.org	\simeq	ACTIVE	٠	۳ĸ	-	
> Kincaid, Jack	Office Manager	Berkshire Magnet High School	50133	(301) 555-4585 x1025	jkincaid@bmhs.beltsville-aacedemo.edu	\sim	ACTIVE	۲	${\bf \bar{r}}_{\rm K}$	-	
> Klamper, Anna	Academic Support	Excelsior Charter School	ECS	973-500-1080	anna.klamper@excelsior-charter-aacedem	\sim	ACTIVE	۲	${}^{\eta}$	-	
> Roz, Sabina	Director	SU History Department	50022	(203) 100-1599	s.roz@suhistorydept-aacedemo.org	\sim	ACTIVE	۲	${\mathcal R}$	-	1
Administration											
Alumni Engagement											
> Lowry, Kay	Assistant Superintendent of	Montboro School District	MSD	(555) 946-5412	klowry@montboro.k12-aacedemo.edu	\simeq	ACTIVE	۲	${\bf \bar{r}}_{\rm K}$	-	
Alumni Engagement											
Alumni Relations											
> Quigley, Peter	Director of Alumni Relations	Chadwick High School	50139	(406) 555-8476	pquigley@chs.bozeman-aacedemo.edu	~	ACTIVE	۲	${}^{\mu}\!\kappa$	-	
Alumni Relations											
Show All Related Records 💌									₽		L

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

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	 Ascending order Descending order Custom order base Reorder based on s Override field's lang 	ed on value list ummary field guage for sort	<unknown> Specify English</unknown>
(Keep records in sorted order	Uns	ort Cancel Sort