Custom Query Builder Help

Sorting and Ordering Data

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Sorting and Ordering Data – Synopsis

Sorting allows a user to arrange records returned by a query based on the order of the data in a specific field. Ordering allows a user to arrange the data field columns in query results report in a specified order. This document focuses on how to use the sort order and report order capabilities built into the query tool, more specifically the "Sort and Order Data Fields" screen.

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Section 1: How Sorting Works

This section outlines how sorting works within the query tool "Sort and Order Data Fields" screen.

There are two steps in setting the sorting order for a query using the query tool (See Figure 1):

1. **Step 1** - Setting the order in which your fields will be sorted. This means that sorting is done hierarchically, the sort is applied to the first data field, then the second, then the third, until all fields added to the sort order have been sorted.

2. **Step 2** - Setting the sort criteria (ascending order or descending order) for each data field added to the sort order.
   - Ascending order, shown as an arrow pointing up in the query tool, means that data is presented (A-Z or 1-10).
   - Descending order, shown as an arrow pointing down in the query tool, means that data is presented (Z-A or 10-1).

Figure 1

In figure 1 the fields are set to be sorted by "Survey Year" in descending order first, followed by "State Name" in ascending order next, then "Agency Name" in ascending order, and finally by "Designated SHHEO" in descending order.

Attention!

Ordering numbers can be manually entered in the Sort Order textboxes, or users can double click inside the textbox to automatically fill in the next possible order number.

Tip!

When viewing query results, if the order of the data records is not what you expected use the Edit Query link on "Query Summary and Save Options" screen to step through your query again and adjust your sorting options.

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Section 2: What is Report Order, and how is it set?

This section focuses on the report order functionality of the query tool "Sort and Order Data Fields" screen.

Report order determines the order of how the data fields are displayed in a query results report. Figure 2 shows the Report Order section of the "Sort and Order Data Fields" screen.

1. Report order that has been explicitly set. This means that data field columns will be displayed left to right starting with the field with the report order set to 1.

2. Report order textboxes that have not been explicitly filled in by a user. All fields that have not been explicitly set by the user will appear in the report in the order that they are shown on this screen. All fields that do not have a report order set will be displayed after those fields that have a report order set.

Figure 2

Attention!

Ordering numbers can be manually entered in the Report Order textboxes, or users can double click inside the textbox to automatically fill in the next possible order number.

Figure 3 is an example of a data report. **Notice** that the fields are in the correct order corresponding to the Report Order set in Figure 2.

Figure 3

Survey Year	State Name	Agency Name	General Agency Questions				
			Designated SHHEO	Reviews And Approves Budgets For Public Institutions	Involved In Setting Tuition For Public Institutions	Approves Programs Offered By Public Institutions	Approves Programs Offered By Private Institutions
2004	Alabama	Alabama Commission on Higher Education	Yes	No	No	Yes	No
2004	Alaska	Alaska Commission on Postsecondary Education	Yes	No	No	No	Yes
2004	Arizona	Arizona Commission for	Yes	No	No	No	No