

# DID YOU KNOW THAT THE GRIDS IN OPTOSYS®2 COULD BE SORTED?

I'll demonstrate how to sort a grid by using an example. In the "Inventory" section, I'll sort the "Reception" grid by "Invoice No."

[1.] All you have to do is click on the "Invoice No." header. This will sort the contents of that column in ascending order.

Co.	Supplier	Date	Invoice No.	Sub-Total	Tax 1	Tax 2	Total
001	Wescan	29/10/2010	875930	\$65.00	\$0.00	\$0.00	\$65.00
001	Perspectics	27/10/2010	875930	\$69.00	\$0.00	\$0.00	\$69.00
001	Perspectics	22/10/2010	75355	\$47.00	\$0.00	\$0.00	\$47.00
001	Wescan	22/10/2010	362826	\$48.00	\$0.00	\$0.00	\$48.00
001	20/20	21/10/2010	0383122-IN	\$30.00	\$1.50	\$2.10	\$33.60
001	Perspectics	20/10/2010	8756935	\$49.20	\$0.00	\$0.00	\$49.20
001	Perspectics	19/10/2010	874350	\$36.00	\$0.00	\$0.00	\$36.00
001	Perspectics	19/10/2010	875428	\$31.80	\$0.00	\$0.00	\$31.80
001	Perspectics	19/10/2010	875856	\$56.20	\$0.00	\$0.00	\$56.20
001	Centennial	19/10/2010	1582365	\$54.97	\$0.00	\$0.00	\$54.97
001	Perspectics	18/10/2010	873706	\$154.00	\$0.00	\$0.00	\$154.00
001	Luxotica	18/10/2010	3621977	\$126.00	\$0.00	\$0.00	\$126.00

[2.] The little arrow next to the header indicates that this is the column that is sorted.

Co.	Supplier	Date	Invoice No.	Sub-Total	Tax 1	Tax 2	Total
001	Centennial	17/08/2010	001494782	\$2,080.00	\$0.00	\$0.00	\$2,080.00
001	Centennial	17/08/2010	001495129	\$1,480.00	\$0.00	\$0.00	\$1,480.00
001	Centennial	17/08/2010	001495132	\$1,665.00	\$0.00	\$0.00	\$1,665.00
001	Centennial	17/08/2010	001495288	\$1,549.20	\$0.00	\$0.00	\$1,549.20
001	Centennial	17/08/2010	001496596	\$2,082.10	\$0.00	\$0.00	\$2,082.10
001	Centennial	01/09/2010	001517262	\$139.90	\$0.00	\$0.00	\$139.90
001	20/20	23/09/2010	0381708-IN	\$328.50	\$16.43	\$23.00	\$367.92
001	20/20	27/09/2010	0381837-IN	\$223.50	\$11.18	\$15.65	\$250.32
001	20/20	21/10/2010	0383122-IN	\$30.00	\$1.50	\$2.10	\$33.60
001	20/20	20/09/2010	038546-IN	\$236.64	\$0.00	\$0.00	\$236.64
001	Centennial	27/09/2010	1551349	\$59.97	\$0.00	\$0.00	\$59.97

[3.] If you click again on the same header, it will then sort the contents in descending order. This works for all grids in Optosys®2. However, you can only sort one column at a time.