

Alma Analytics

Sorting two or more fields









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Add any fields needed for the report

Selected Columns

Double click on column names in the Subject Areas pane to add them to the analysis. On

Holding Details	Location	Bibliographic Details	
 Permanent Call Number 	 Location Name 	 Author 	 Title 

In the first field you want to sort, select Sort > Add Ascending Sort (for A-Z)

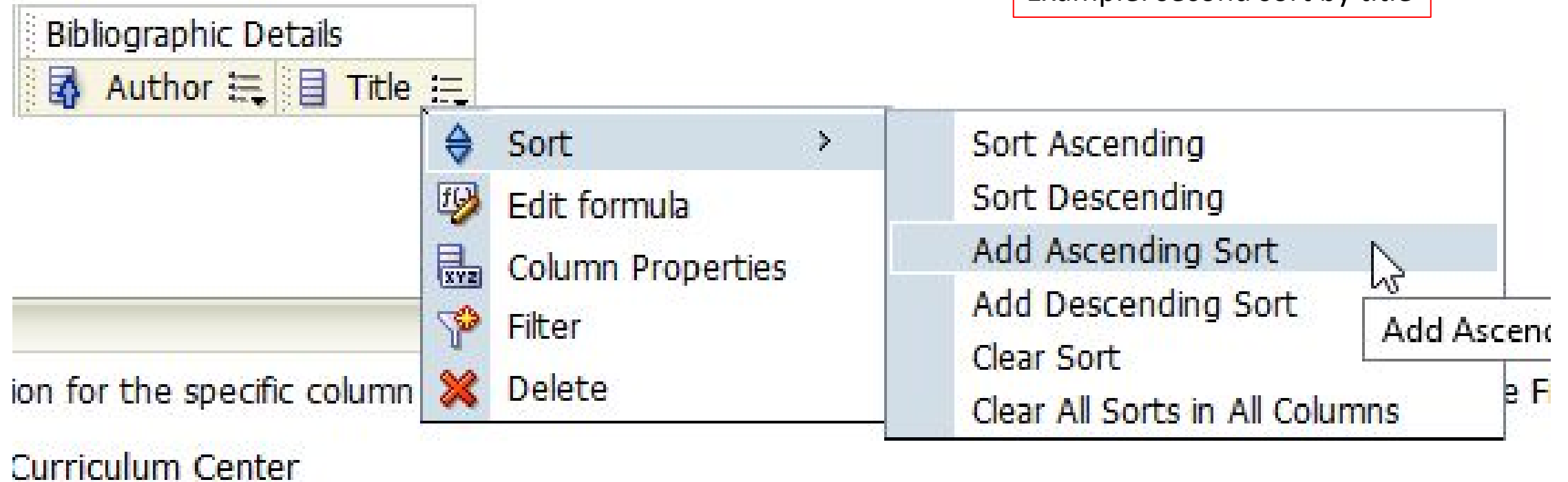
Example: first sort by author

The screenshot displays a table with three main sections: 'Holding Details' containing 'Permanent Call Number', 'Location' containing 'Location Name', and 'Bibliographic Details' containing 'Author' and 'Title'. A context menu is open over the 'Author' column, with the 'Sort' option selected. This opens a sub-menu with the following options: 'Sort Ascending', 'Sort Descending', 'Add Ascending Sort' (highlighted), 'Add Descending Sort', 'Clear Sort', and 'Clear All Sorts in All Columns'. A mouse cursor is positioned over the 'Add Ascending Sort' option. Below the table, a 'Filters' section is visible, showing a filter for 'Location Name is equal to / is in JFK Main Level Reference'.

Alternatively, use Sort > Add Descending Sort (for Z-A)

Do the same for the second field you would like to sort

Example: second sort by title



Alternatively, use Sort > Add Descending Sort (for Z-A)

The order the fields will be sorted in is numbered



Sorted first by Author

Sorted second by Title