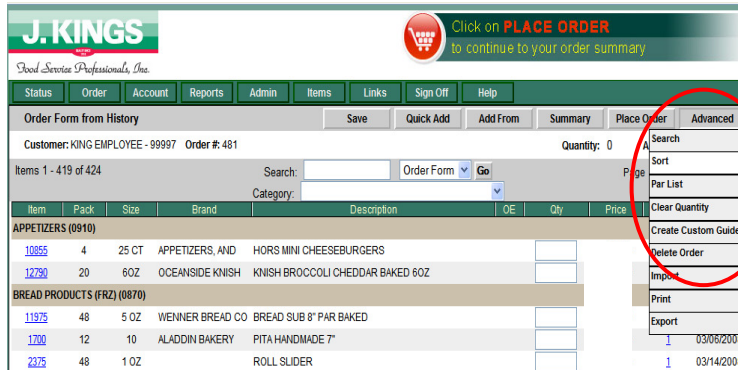


Change the View Sort

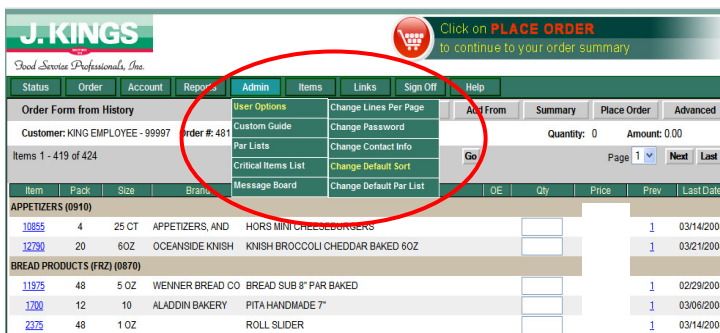


Note: This sort will temporarily change the view on the order guide that are currently working in. To permanently change all views, use the **To Change the Default Sort** option.

While in an *Order Guide*, choose **Advanced** on the upper right corner of the page

Choose the **Sort** option from the drop-down

Change the Default Sort

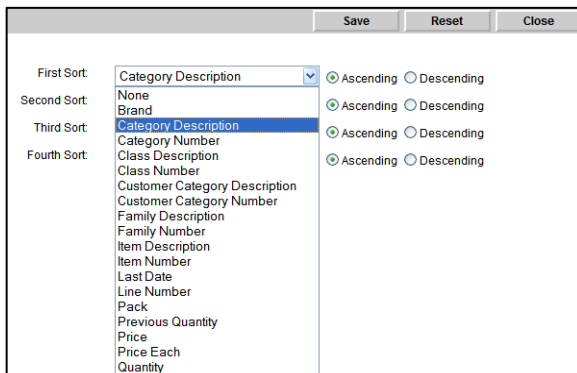


Note: This sort will permanently change the default sort and is applied to all displays. To temporarily change the sort for the current view, use the **To Change the View Sort** option.

Choose **Admin** from the *Main Menu Bar*
Choose **User Options** from the drop-down

Choose **Change Default Sort**

Choose Sort View



From the drop-down, choose a **First Sort** option. Choose a **Second Sort** option from the drop-down.

The Second, Third and Fourth Sort are not necessary and are optional.

Click **Sort** or **Save** to apply the changes



Sort Suggestions-

- First sort: Category Description, second sort: Item Description
- By Item Description
- First sort: Class Description, second sort: Item Description