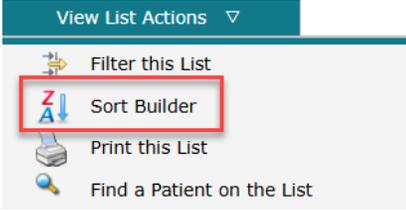
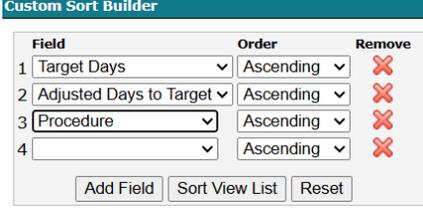
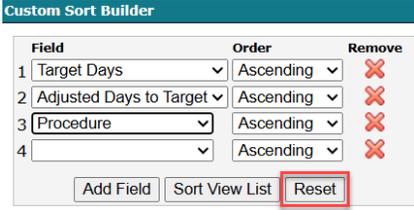


Sort Builder

Quick Reference Guide

Use the Sort Builder feature to sort the Elective Surgical Waiting List for multiple attributes.

Sort Builder	
<p>1. View List</p>	<ul style="list-style-type: none"> Navigate to the Elective Surgical Waiting List
<p>2. Sort Builder</p>	<ul style="list-style-type: none"> Hover over View List Actions and click Sort Builder 
<p>3. Custom Sort Builder</p>	<ul style="list-style-type: none"> Build the order of the fields by selecting the Field from the drop down and selecting the order as ascending or descending.  <ul style="list-style-type: none"> Click Sort View List when finished adding fields. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p> The list will be sorted in the order given to the fields. The first sort will be for Field 1, then it will sort by Field 2, etc.</p> </div>
<p>4. Clear Sort</p>	<ul style="list-style-type: none"> Return to the Custom Sort Builder and click Reset  <ul style="list-style-type: none"> On the list view, click Adjusted Days to Target 