



WASP PROTECT

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AssetCloud: How to add a sort to a report

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If you have an Enterprise license for AssetCloud (or are using a Demo license), it includes the ability to customize reports using the Design Report button. If you wish to add a sort, that can be done in Design.

Note: You may have to remove some of the grouping for the sort to work. Groups will always sort first; otherwise the report will not make any sense. For example on the Asset by Asset Type report it is grouped by Asset Type Number and then Asset Id. If you try adding a sort by Serial Number, the report will not look any different because of the Asset Id group. Removing the Asset Id group, the report can now be sorted by Serial Number.

1. You may wish to first go to File > Save As so you can create a test report to apply your changes until you're sure the changes work as desired. However, if you change one of the default reports and wish to revert those changes, you can also click Reset Report to revert it back to the original design.
2. Find the desired Data band (blue) and double-click the text in it. For example, Section8; Data Source: SpAssetInfo.
3. At the right side of the Data dialog that appears, click Sort.
4. At the upper left, click Add Sort.
5. Click the ... button in the "Sort by" field, then find and double-click the desired sort field. For example, asset_tag. Click OK.
6. Click File menu, Save. If you had a Report View tab open for the report, close the tab,

then Run the report. The data should be sorted by the chosen field. Note that the sort may occur in a subsection depending on what else is on the report.

The screenshot shows a report designer interface. A 'Data' dialog box is open, allowing the user to sort data. The dialog has a 'Sort by' field containing 'asset_tag' and a dropdown menu set to 'Ascending'. The background shows a report layout with various sections and bands. A red arrow points to the 'Data' dialog box.

Asset By Location Report

Location Chicago Office : 101

Asset Tag	Asset Type	Serial Number	Category Name	Quantity
10067	Ipad Air: Ipad 64 gb Wifi	12art365	Tablet	1
10071	Ipad 2: Ipad 64 gb Wifi	1200373	Tablet	1
10072	Ipad 2: Ipad 64 gb Wifi	1200375	Tablet	1
10074	Ipad 2: Ipad 64 gb Wifi	1200379	Tablet	1
10339	HP Officejet Pro X551dw: HP Officejet Pro 1200909 X551dw Printer		Printer	1
98765057	Ive Highback Office Chair: Ive Highback Office Chair		Office Chair	6

Location Chicago Office : 114

Asset Tag	Asset Type	Serial Number	Category Name	Quantity
100215	22" Monitors: 22" Monitors		Monitors	1
10275	Canon PFDMA.MG2220: Canon PFDMA.MG2220 Inkjet Printer	1200781	Printer	1

Location Chicago Office : 122

Asset Tag	Asset Type	Serial Number	Category Name	Quantity
100215	22" Monitors: 22" Monitors		Monitors	1
10283	Dell C1660w Color printer: Dell C1660w Color printer	a314443120075	Printer	1

Location Chicago Office : 202

Asset Tag	Asset Type	Serial Number	Category Name	Quantity
10025	Dell Optiplex 3010: Dell Optiplex 3010 Desktop	asd6431200795	Desktop	1
98760002	Desk Chair: Black Desk Chair		Office Chair	15

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- [AssetCloud: How to add a filter to a report](#)