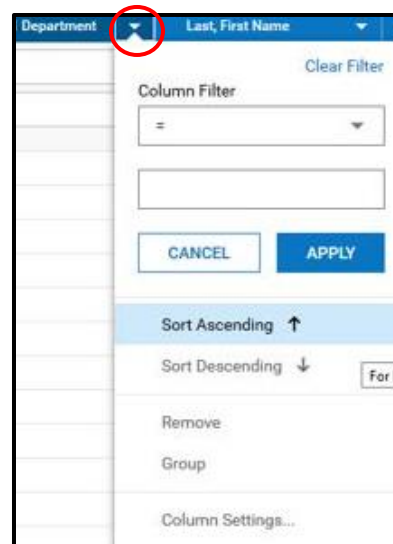# PaycoHCM Tips and Tricks:
Multi-Level Sort for Reports

Example: Let's say that you want a report of your employees that is sorted first by department and then by the employees' last names.
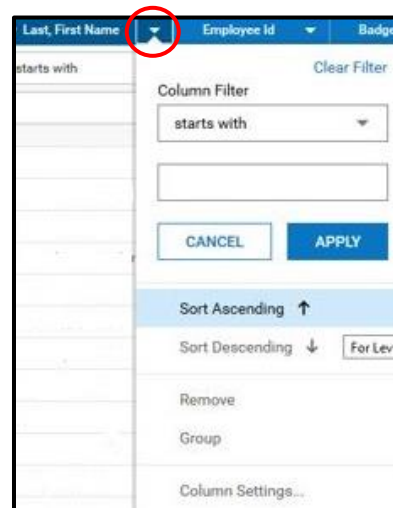
There are two methods for multi-level sorting in HCM:

Method 1:

1. Start with the *Department* column. Click on the arrow to the right of the field and select your sort order.

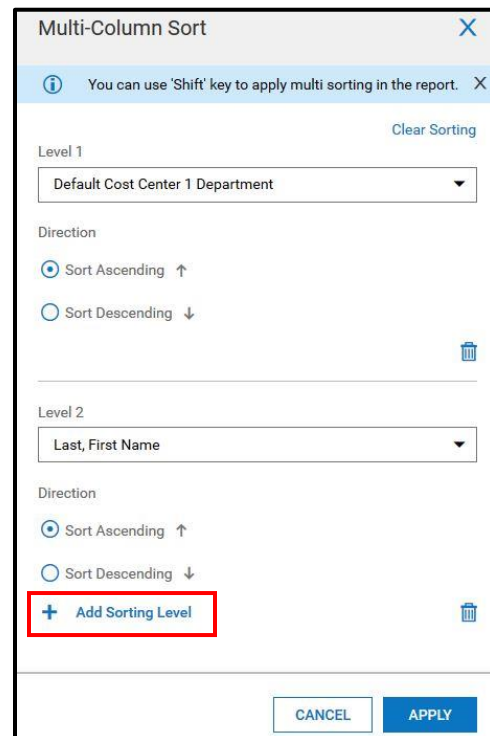2. Hold the <Shift> key and repeat the process for the name column.

3. If you need a third sort, hold the <Shift> key again and repeat.

Method 2:

1. Click on the ellipsis icon at the right of the screen and choose *Sort/Multi-Column Sort*.
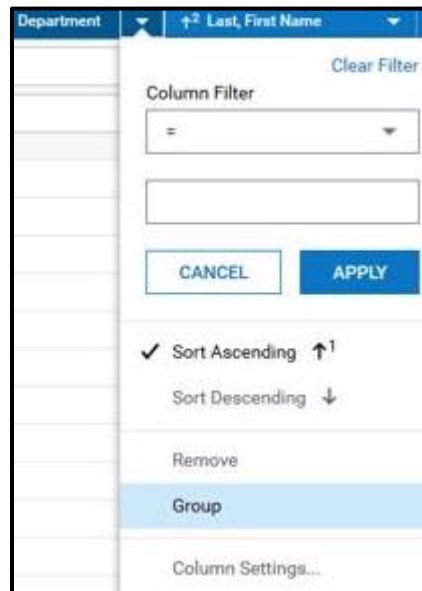
2. Choose the number of sort levels. For each, select the column that you wish to sort by, and the direction you wish to sort.

Grouping:

If you want to group by department (so that you don't need an extra column with a lot of the same information), first sort in the order you want, then click the arrow again and choose *Group* under the menu.
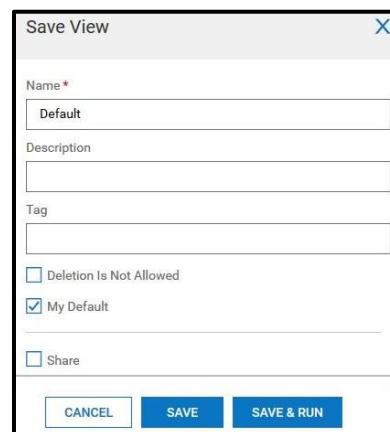
Saving:

To save your changes, click on the ellipsis icon at the right of the screen, and choose *Save View*.

Give the view a name and be sure to check *My Default* if you want it to show up this way whenever you access the report. Then click *Save*.