

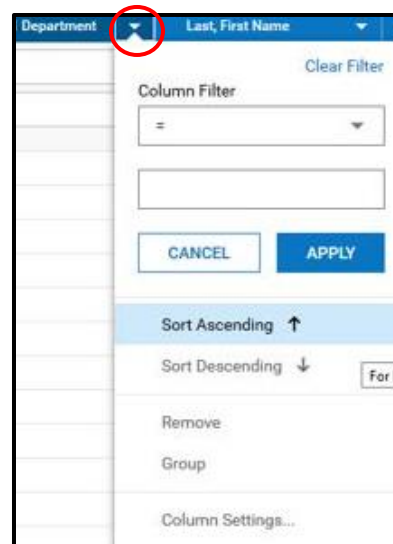
## PaycoHCM Tips and Tricks: Multi-Level Sort for Reports

*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.*

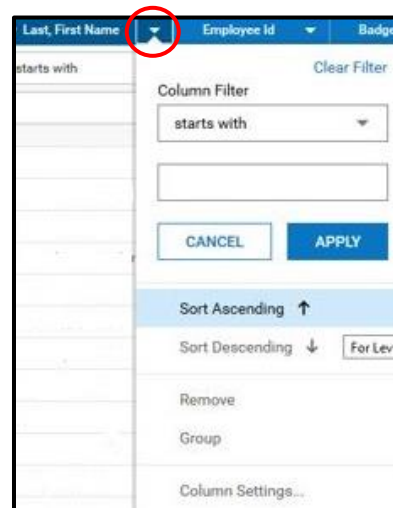
There are two methods for multi-level sorting in HCM:

### 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.



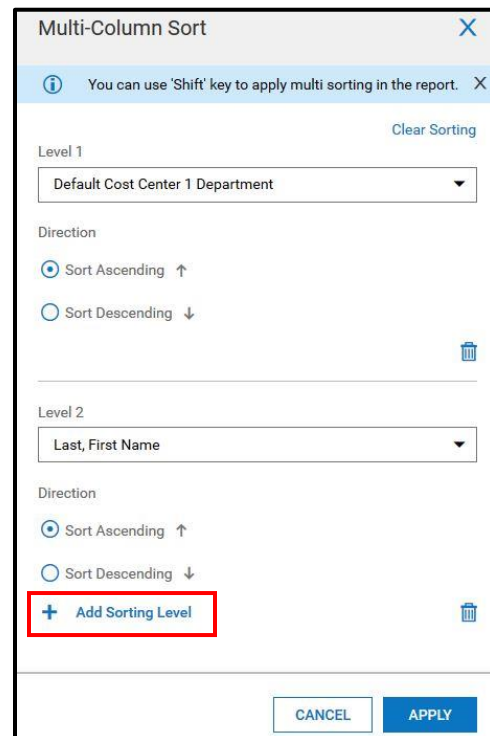
3. If you need a third sort, hold the <Shift> key again and repeat.

## Method 2:

1. Click on the ellipsis icon at the right of the screen and choose *Sort/Multi-Column Sort*.

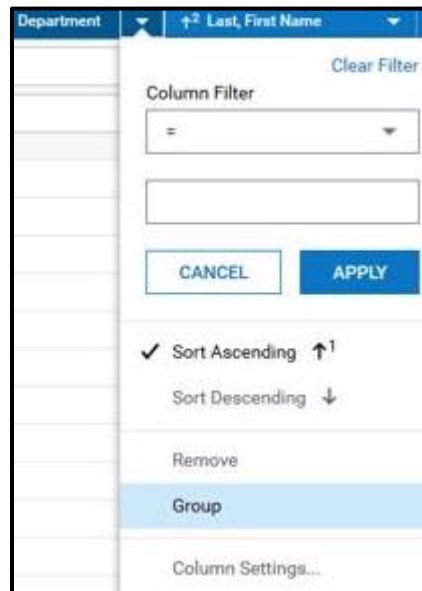


2. Choose the number of sort levels. For each, select the column that you wish to sort by, and the direction you wish to sort.



## 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.

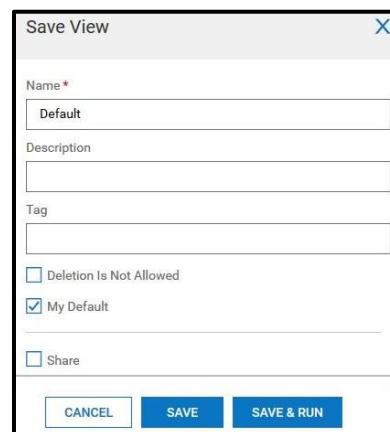


## Saving:

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*.

A screenshot of a 'Save View' dialog box. It contains the following fields and options: 'Name\*' (with 'Default' entered), 'Description' (empty), 'Tag' (empty), 'Deletion Is Not Allowed' (checkbox, unchecked), 'My Default' (checkbox, checked), and 'Share' (checkbox, unchecked). At the bottom, there are three buttons: 'CANCEL', 'SAVE', and 'SAVE & RUN'.