

Sorting Documents

It is possible to organize documents in a variety of ways. Click the Column Chooser tool in the Documents pane toolbar to select different columns to be viewed within the search results. Click on a Column title to sort the search results.

Refresh
Click to update the documents in the queue.

Clear Sort
Click to clear the sorted queue.

Column Titles
Click the title to sort information by that column. For example, to sort faxes by date and time click the Received Date column.

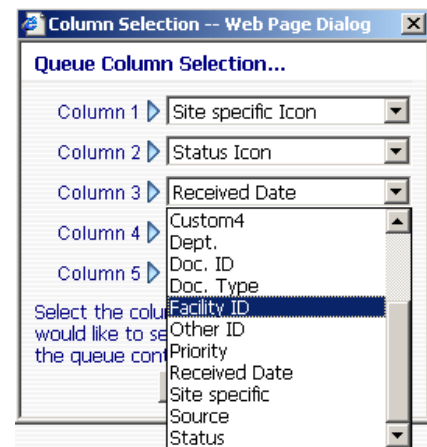
Column Chooser
Click to select different columns to be viewed

Received Date	Source	Doc. Type
05/24/07 10:48	~ greenvalley...	Order
05/24/07 10:48	~ greenvalley...	Order
05/24/07 10:48	~ greenvalley...	Order
05/24/07 10:48	~ greenvalley...	Order
05/24/07 10:48	~ greenvalley...	Order
05/24/07 10:48	Red Bluff	Order
05/24/07 10:48	~ southside@...	Order
05/24/07 10:48	~ greenvalley...	Order
05/24/07 10:48	Red Bluff	Order
08/23/07 08:31	~ D:\DocMgm...	C II
12/12/07 10:32	Westside	Order
12/12/07 10:36	Westside	Order

Queues can be organized by Documents or Associations

To change Columns

1. Click the **Column Chooser** icon on the Documents pane toolbar.
2. The **Column Selection** dialog box appears.
3. Click the downward pointing arrow to the right of the **Column** textbox and select a new column title.
4. Repeat with other changed to other columns.
5. Click **OK**.



To sort Columns

1. In the Documents pane, click on a **Column title**.
2. The search results are sorted by that Column.
3. The example to the right was sorted by the **Site Specific Icon**.
4. The 9:00, 12:00 and 5:00 runs are sorted (yellow, blue and green circles)
5. Click the Clear Sort
6. Click **OK**.

