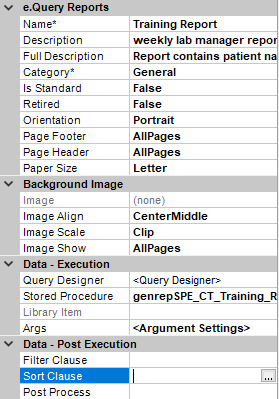
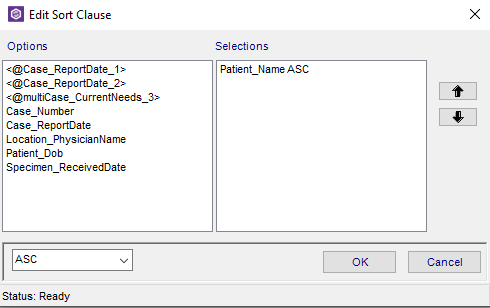
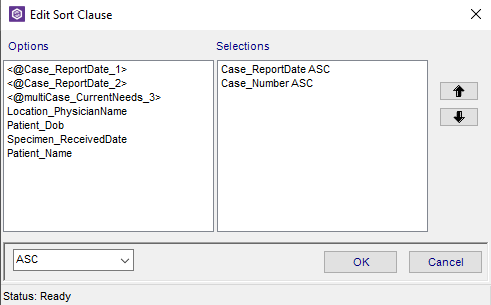
e.Query Quick Start Guide

Sorting and Grouping Data

Sorting Data

Once a report is created, you can sort the data to appear in the order you want. Sorting will simply re-order the existing data in whichever way you choose.

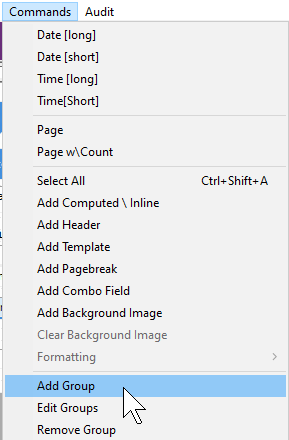
1. From the e.Query Designer, click in the empty gray space to see the e.Query Reports options panel
2. Find the Data – Post Execution section, and click in the Sort Clause field
3. Click the ellipses button to open the Edit Sort Clause window 
4. The left will display all data currently selected on your report. Double-click any data points you want to sort by. For example, if you want to sort all data alphabetically by patient name, see example A below. If you want to sort by Case Report Date, and then sort secondarily by Case Number, see example B below.

1. Use the arrow buttons to indicate the order you want the information to be sorted
2. Use the ASC or DESC dropdown to determine if it will be sorted ascending (smallest to largest or alphabetically) or descending (largest to smallest, or reverse alphabetical order).
3. Click OK

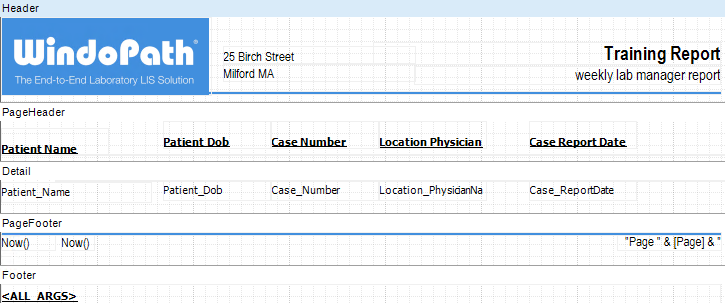
Grouping Data

Data on your report can also be grouped. Unlike sorting, which simply re-orders the data, grouping will separate data according to how a group is set up. Sorting will still apply within groups. In order words, if you group by Submitter, but sort by Report Date and Case Number, each time you have a new Submitter listed, the data will be sorted by Report Date, and then Case number. To create a group:

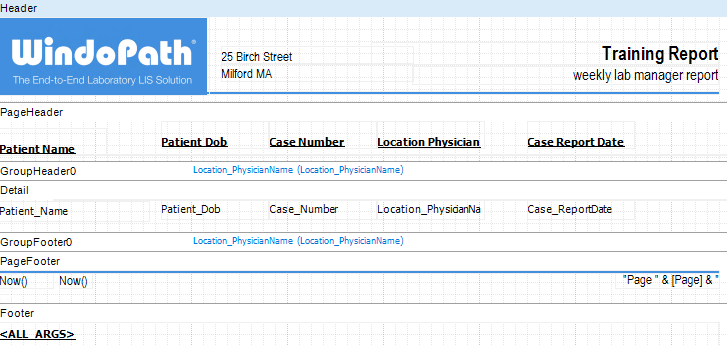
1. Go to the Commands menu, and sect Add Group 
2. A Group By window will appear. Select the data point you want to group the data by.
3. Select ASC or DESC to determine if you want the information to appear in ascending or descending order
4. Select appropriate Keep Together option as desired
5. Click OK

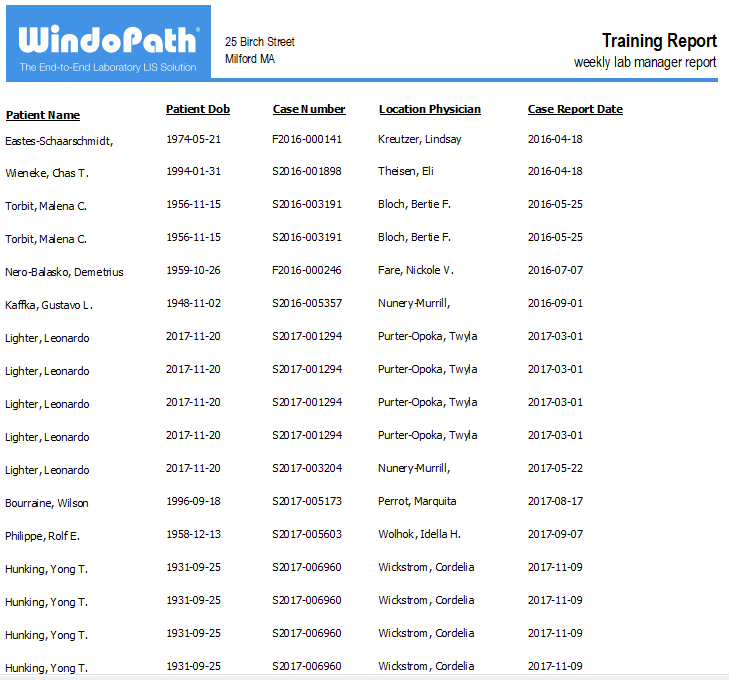
In the example below, the report was grouped by submitter (in this view, it is labeled as Location\_PhysicianName)

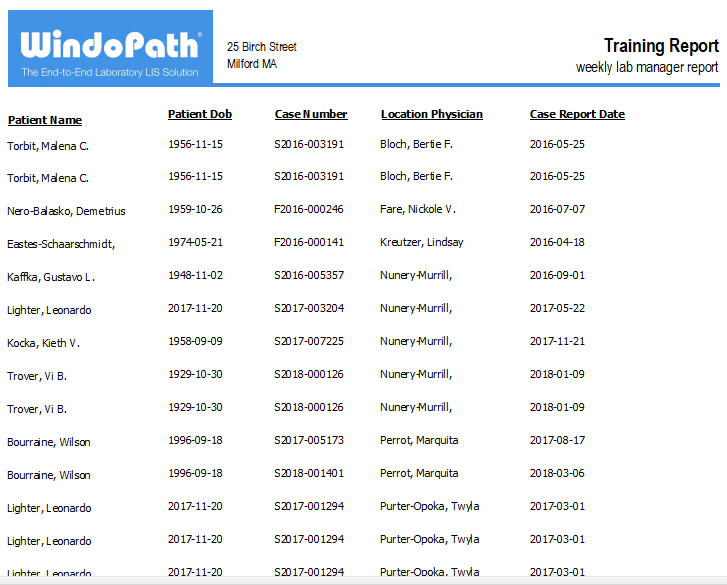
BEFORE GROUP:



AFTER GROUP:

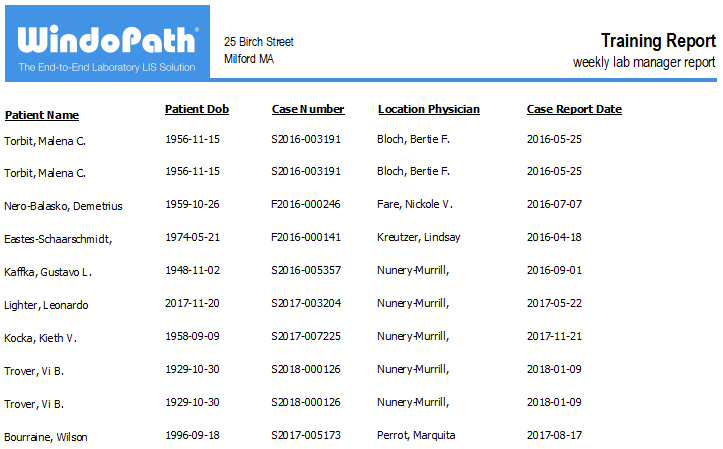






Use the Group Header and Group Footer to place data that will only appear once per group. In the example below, the submitter data field (labeled Location\_PhysicianName) was moved into the Group Header. That way, instead of appearing once per line of data, it will appear once per group of data.

BEFORE:



AFTER:

