



CalSWEC

California Social Work Education Center

Sorting Data In CSIS

Data in the Tutorial

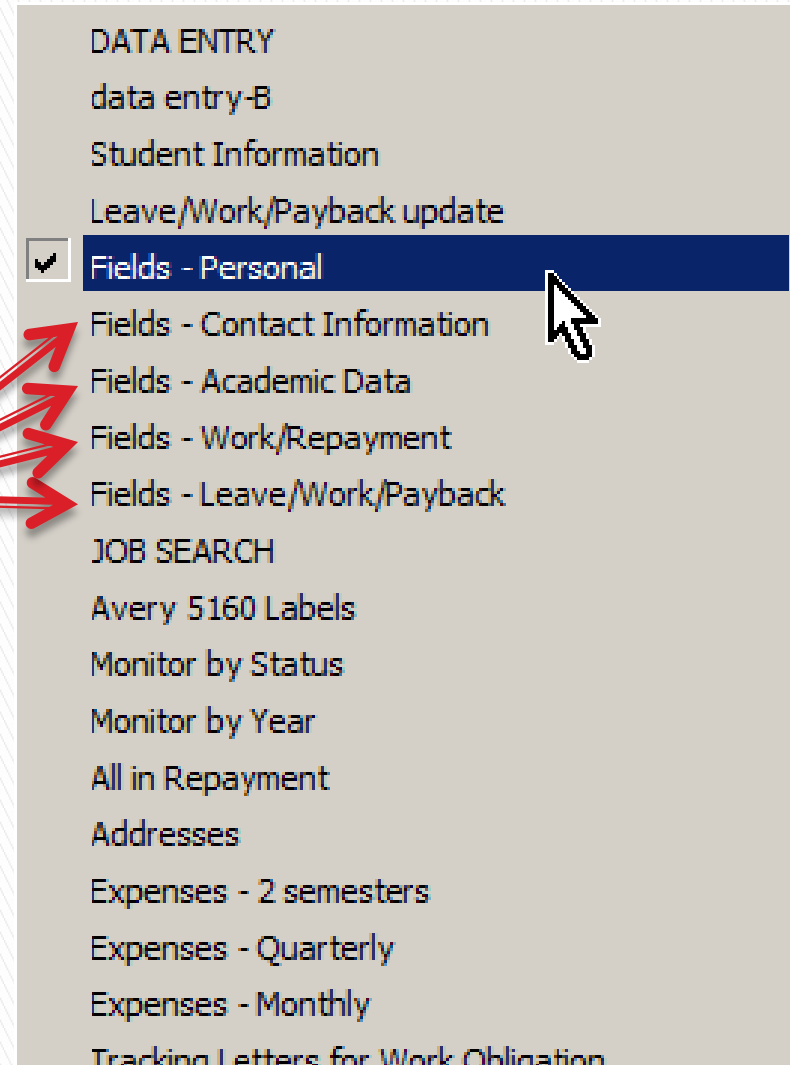
- ▶ All data are fictitious
 - Identifying information has been altered
- ▶ FileMaker is very Interactive
 - FileMaker saves continuously
 - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
 - **DO NOT DO IT!**
 - FileMaker 11 is not compatible with FileMaker 12.

Sorting data

There are multiple ways to sort data.


The easiest way to sort by one field is from the Table view.

Select any “Fields” layout



Sorting data

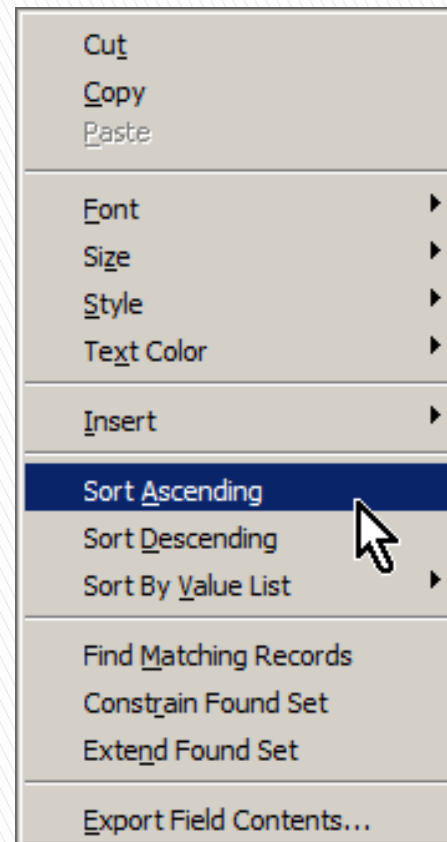
Click once on any header row to sort in ascending order. Click again to sort in descending order.



CALSWE...	DONE	FIRST_N...	MID_...	LAST_NAME	Student Status	PI_BEG...
BA001214	MONITOR-Student in	Johanna		Conwell	terminated	1993
LL000781	DONE with work	Esperanza	I.	Lacy	graduated	1993
LL000760	DONE with work	Meng	L.	Alvarado	graduated	1993
LL000763	DONE with work	Christina		Gerty	graduated	1993
LL000759	DONE with work	Elizabeth	Luanna	Hojnacki	graduated	1993
LL000776	DONE with work	Alina	Clemen	Cooley	graduated	1993
LL000760	DONE with work	Kathy	Ann	Moss	graduated	1993

Sorting data (cont'd)

- ▶ In Data Entry Layout, Right click on any field to be sorted.
- ▶ Select Sort Ascending or Sort Descending



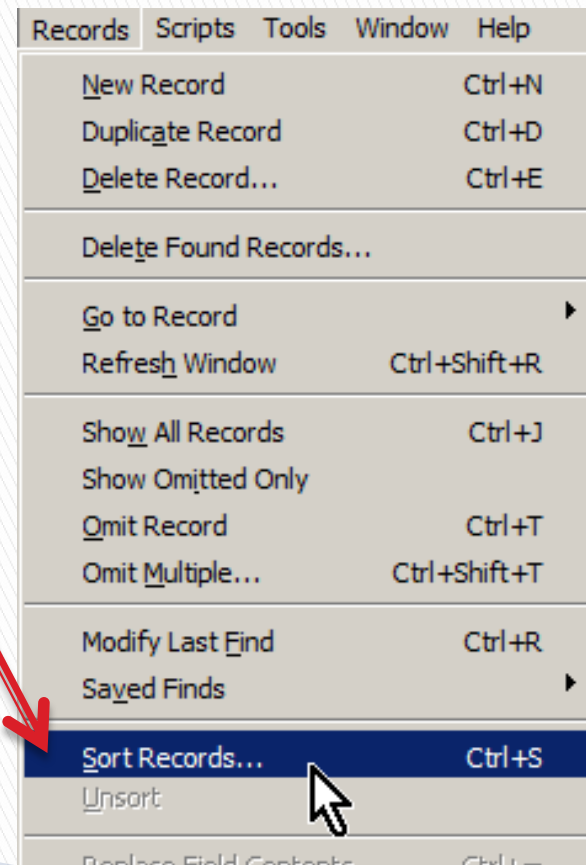
Sorting by Multiple Fields

- ▶ Click on the Sort icon



Or select Sort Records from
The “Records” menu

Or type [Ctrl S]

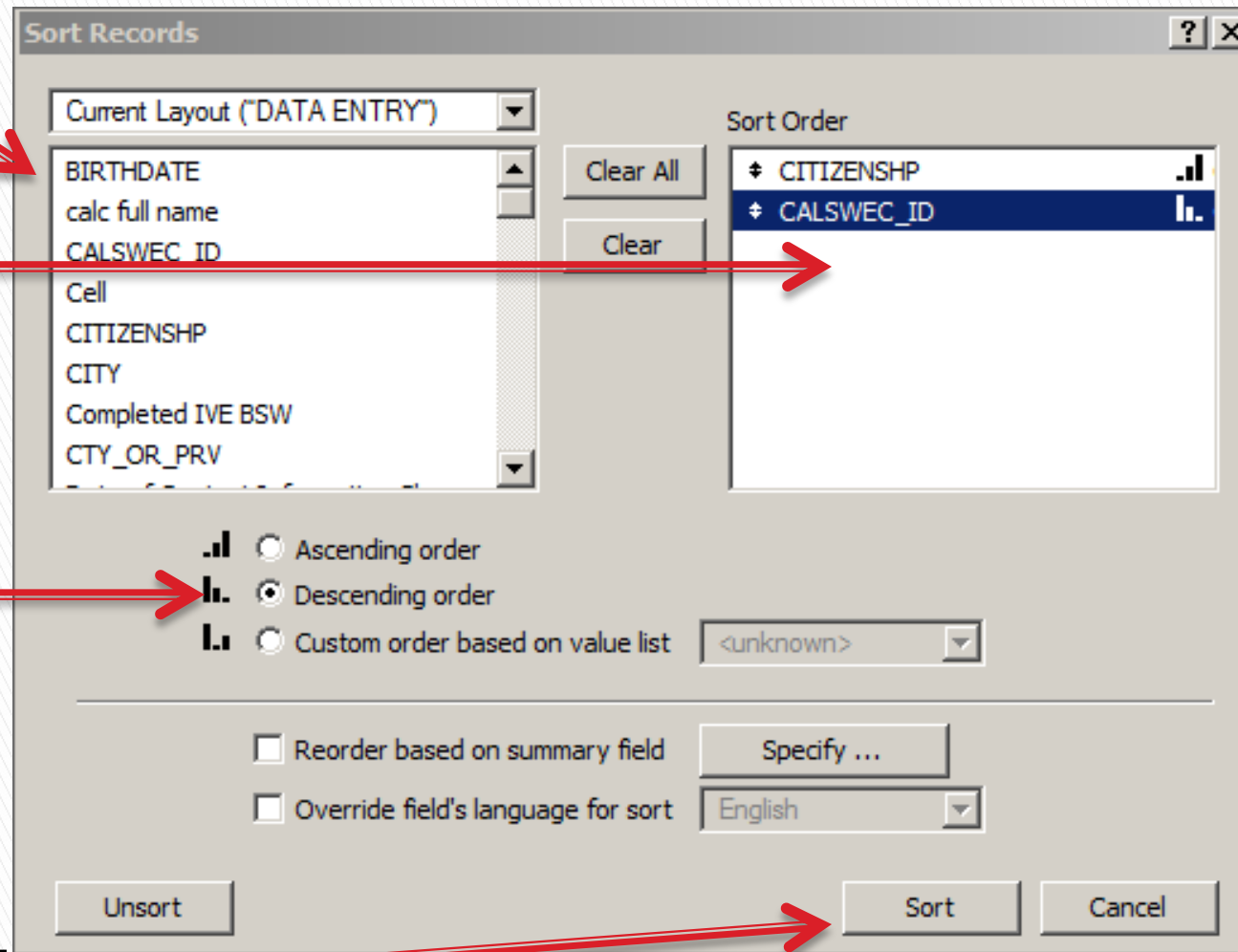


Move the Fields to sort to the “Sort Order” Window.

For each, select the sort order, Ascending or Descending

Then click “Sort”

All fields in the data will be sorted accordingly.



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