

## Additional Resources Training

### Sorting/Customizing Data

**Overview:**

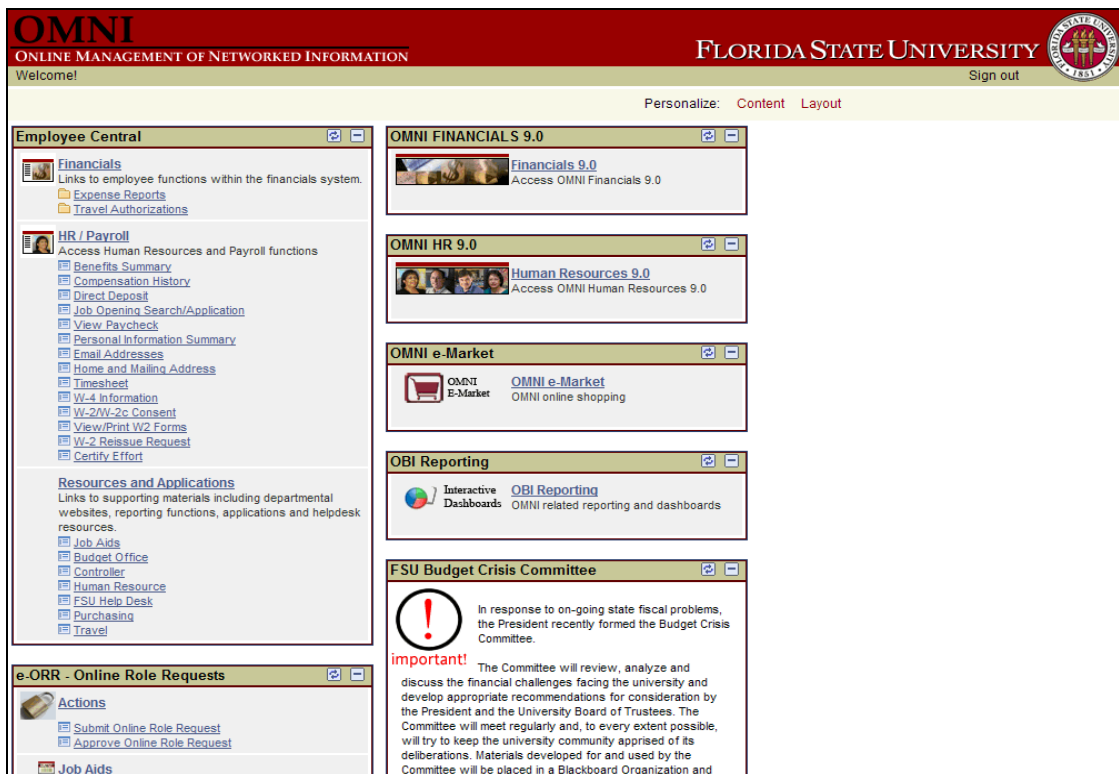
**Understanding How to Sort or Customize Data in OMNI:**

The sort function allows users to sort data in multiple ways. When viewing a list of search results, use the column headers to sort multiple pages of data by the clicking the desired column name. This function makes searching, viewing, and identifying a specific item in a large list much easier. In addition to sorting, customize search results for even greater searching efficiency.

**Procedure**


**Scenario:**



In this topic, you will learn how to sort and customize data within OMNI.



Step	Action
1.	Navigate to any age that contains a search.  For the purpose of this example, click the <b>Financials 9.0</b> link. <a href="#">Financials 9.0</a>
2.	Click the <b>eProcurement</b> link. <a href="#">eProcurement</a>

Step	Action
3.	Click the <b>Create Requisition</b> link. <a href="#">Create Requisition</a>

Step	Action
4.	Use the sort or customize features in any lookup or search.  To see an example of the purpose of these features, click the <b>Vendor Lookup</b> button. 

Step	Action
5.	Enter your desired criteria into the search parameters.  For the purpose of this example, enter "Florida" into the <b>Name</b> field.
6.	Click the <b>Find</b> button to pull results with these criteria. 
7.	Notice all vendors containing the word "Florida" in the name now appears.  To sort by the vendor name, click the <b>Name</b> column header. 



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**Vendor Search**

Vendor ID:  [Find](#)

Name:  [Reset](#)

Short Vendor

Name:

City:

Country:   State:

Postal Code:

**Requisition Summary**

There are no lines on this request.

Please add new line in order to save this requisition.

Total Lines: 0  
 Total Amount (USD): 0

Customize | Find | View 100 | First 1-10 of 472 Last

Vendor ID	Name	Location	Address	City	State
1 0000000579	ACES FLORIDA SURGICAL	MAIN	1906 HILLVIEW ST	SARASOTA	FL
2 0000012608	ACOUSTI ENGINEERING COMPANY OF FLORIDA	MAIN	2802 PLANT ST	TALLAHASSEE	FL
3 0000020710	ACTION LABOR OF FLORIDA	MAIN	1707 S GADSDEN ST	TALLAHASSEE	FL
4 0000023617	AIR CENTERS OF FLORIDA	MAIN	2730 9 CLYDO RD	JACKSONVILLE	FL
5 0000001478	ALL FLORIDA ELECTRIC OF TALLAHASSEE	MAIN	1219 BLOUNTSTOWN HWY	TALLAHASSEE	FL
6 0000001372	ALL FLORIDA FIRE SYSTEM	MAIN	PO BOX 4352	TALLAHASSEE	FL
7 0000004484	ALL FLORIDA MEDIAWORKS	MAIN	246 EAST 6TH AVE	TALLAHASSEE	FL
8 0000014084	ANATOMICAL BOARD OF THE STATE OF FLORIDA	MAIN	UNIV OF FLORIDA HEALTH SCIENCE CNTR	GAINESVILLE	FL
9 0000033162	APCO FLORIDA	MAIN	STE 217	TAMPA	FL
10 0000028558	ARIEL SEAFOODS OF FLORIDA	MAIN	PO BOX 5401	DESTIN	FL

Step	Action
8.	Notice the list is now sorted by the vendor name.
9.	By default, this list shows only 10 values at a time.  To view more values, click the <b>View 100</b> link in the search results top blue bar. <a href="#">View 100</a>
10.	Notice this list now contains more than 10 values, and all values are still sorted by vendor name.

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### Vendor Search

Vendor ID:  Find

Name:  Reset

Short Vendor

Name:

City:

Country:   State:

Postal Code:

	Vendor ID	Name	Location	Address	City	State	
1	0000000579	ACES FLORIDA SURGICAL	MAIN	1906 HILLVIEW ST	SARASOTA	FL	
2	0000012608	ACOUSTI ENGINEERING COMPANY OF FLORIDA	MAIN	2802 PLANT ST	TALLAHASSEE	FL	
3	0000020710	ACTION LABOR OF FLORIDA	MAIN	1707 S GADSDEN ST	TALLAHASSEE	FL	
4	0000023617	AIR CENTERS OF FLORIDA	MAIN	2730 9 CLYDO RD	JACKSONVILLE	FL	
5	0000001478	ALL FLORIDA ELECTRIC OF TALLAHASSEE	MAIN	1219 BLOUNTSTOWN HWY	TALLAHASSEE	FL	
6	0000001372	ALL FLORIDA FIRE SYSTEM	MAIN	PO BOX 4352	TALLAHASSEE	FL	
7	0000004484	ALL FLORIDA MEDIAWORKS	MAIN	246 EAST 6TH AVE	TALLAHASSEE	FL	
8	0000014084	ANATOMICAL BOARD OF THE STATE OF FLORIDA	MAIN	UNIV OF FLORIDA HEALTH SCIENCE CNTR	GAINESVILLE	FL	
9	0000033162	APCO FLORIDA	MAIN	STE 217	TAMPA	FL	
10	0000028558	ARIEL SEAFOODS OF FLORIDA	MAIN	PO BOX 5401	DESTIN	FL	
11	0000010690	ASSOCIATED INDUSTRIES OF FLORIDA	MAIN	PO BOX 784	TALLAHASSEE	FL	
12	0000003277	BARBIZON FLORIDA	MAIN	3309 BARTLETT BLVD	ORLANDO	FL	

#### Requisition Summary

There are no lines on this request.

Please add new line in order to save this requisition.

Total Lines: 0

Total Amount (USD): 0

Step	Action
11.	To further customize your search, click the <b>Customize</b> link. <a href="#" style="border: 1px solid black; padding: 2px;">Customize</a>



## Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.  
Frozen columns display under every tab.

Column Order	Sort Order
<div style="border: 1px solid black; padding: 5px;">           Vendor ID            Name            Location            Address            City            State            (column 12)         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Hidden  <input type="checkbox"/> Frozen         </div>	<div style="border: 1px solid black; padding: 5px; height: 80px;">           Sort Order         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Descending         </div>



[Copy Settings](#) [Share Settings](#) [Delete Settings](#)

Step	Action
12.	<p>Choose any column to order or sort by.</p> <p>Use the up and down arrows to arrange the columns to appear in a particular order on the page.</p> <p>To sort by a particular column, select a column then use the move over arrow to add it to the Sort Order box.</p> <p>For the purpose of this example, we will sort by City. Click the <b>City</b> list item.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">City</div>
13.	<p>Click the <b>Add To Sort</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">▶</div>
14.	<p>Use the yellow <b>X</b> button to remove any sorts you do not wish to keep.</p> <p>Use the <b>Delete Settings</b> link at the bottom of the page to remove any specific settings from this page. This will revert the search back to its original appearance.</p>
15.	<p>Once you have made all the necessary changes, click the <b>OK</b> button to save.</p> <p>Any changes made on this page will be reflected each time you revisit this search page. These settings do not apply to other search pages.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: yellow;">OK</div>
16.	<p><b>Congratulations!</b> You have completed this topic. <b>End of Procedure.</b></p>