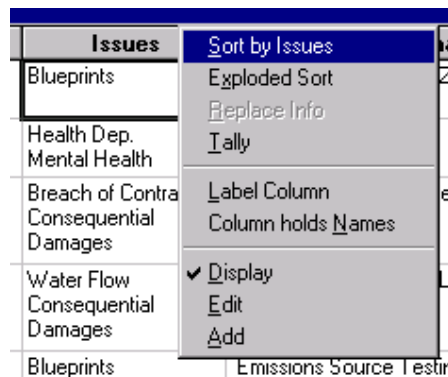


The field sort feature allows you to temporarily sort your document summaries by one field quickly and easily from the Column page without launching a search.



Sorting a Field in the Database without Launching a Search

1. To initialise a field sort, do one of the following from the Column page:
 - a. Click on the field name at the top of the column containing the values you want to sort.
 - b. Click on the field menu.
2. From the menu displayed, select Sort By. Summation Blaze automatically places the name of the active field in the menu.

Only a primary sort can be done this way. For sorts involving more than one field, use the Sort page under the Query tab. An Exploded Sort option is displayed in the pop-up menu when the field selected is a multi field.