

Quick Reference Guide – Sort Lists

1. Locate the list you wish to sort.
2. Left-click a column header to sort patients in ascending order by the column values.

Sirona All Pathways List 🔍
 Shared with 2 user(s), 2 group(s) |
 This list contains patients with similar names.

Filter List 🔍

Primary sorting: Name

8 patient(s) of 64 match this filter criteria

	Name ↑	NHS Number	P1 Current LOS	P2 Current LOS	P3 Current LOS	Current Pathway
<input type="checkbox"/>	Sorted in ascending order (A-Z)	446 243 9562 [NHS]				Pathway 1
<input type="checkbox"/>	Testpatient, The	888 888 8888 [NHS]				Pathway 3
<input type="checkbox"/>	• Xxtestpatientaidz, David					Pathway 2
<input type="checkbox"/>	• XXTESTPATIENTAIDZ, DONOTUSE					Pathway 1
<input type="checkbox"/>	ZZTEST, DICK					Pathway 3
<input type="checkbox"/>	• ZZZTEST, ARTHUR					Pathway 2
<input type="checkbox"/>	• Zzztest, Seven					Pathway 3
<input type="checkbox"/>	• ZZZTEST, STREAMLINE					Pathway 3

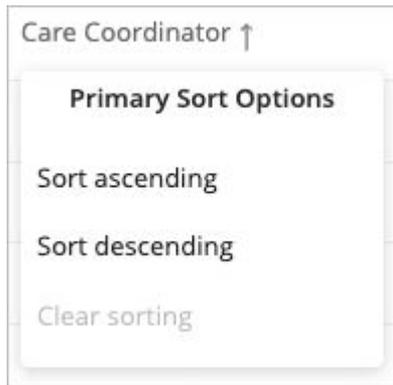
1 - 8 of 8 records

3. Left-click a column header again to sort in descending order

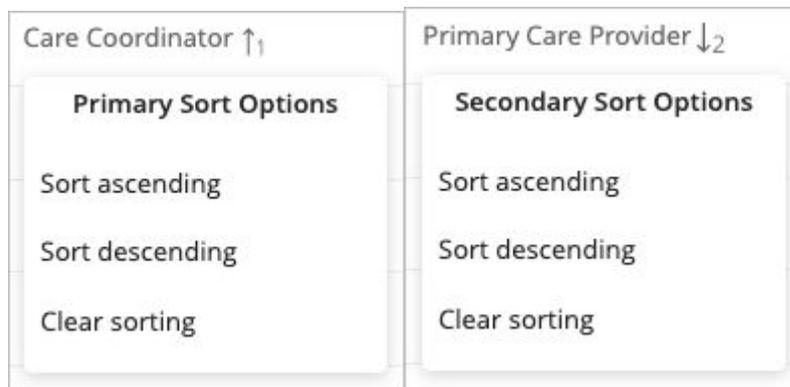
PLEASE NOTE : If you left click a sorting column header, the order will change from ascending to descending or from descending to ascending, depending on the current sorting order.

If the list is configured with default sorting columns and you left click a non-default sorting column header, the list is sorted by the non-default sorting column values, and all default sorting is removed. You need to reload the list to restore its default sorting.

4. Right-click a column header to display sort options.



5. For **primary** and **secondary** default sorting columns, three options are displayed.



If you sort by date column values, patients **without** dates or date times against them can be displayed at the top or the bottom of the list, depending on the database used.

If multiple patients have the same date (such as discharges or admissions at different times on the same day), they are sorted by date time, but the time is displayed only if the column is configured as **Date Time**.

For more information & support contact your local IT Helpdesk.