



Optimize Fleet Productivity

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## How to Use Multi-Level Sorting in ShopFloor

Multi-level sorting is available in ShopFloor's Repair History & Parts History tabs. These tabs display the repair history and parts disbursement history respectively for the equipment tied to the record you have selected in the left navigation pane or top right pane.

An example of how one might use multi-level sorting in ShopFloor is to view repair history in ascending order by System Code and within that in descending order by date. This would enable one to view all brake jobs together for a unit and within those the most recent brake job at the top. ShopFloor does not limit the number of columns that may be used in multi-level sorting.

### To Use Multi-Level Sorting in ShopFloor:

1. Select a record either in the left navigation pane or top right pane that is tied to the equipment record desired.
2. Select either the Repair History or Parts History tab as desired.
3. Set the History Sources as desired.
4. To set the column for the primary sort, click that column's header.
5. To set the secondary, tertiary, and additional sorts, press and hold the Shift Key on your keyboard, while clicking on the second, third and additional column headers.

**Note:** To the right of the column header description, a light gray arrow pointing up indicates sorting in ascending order by that column. To sort by descending order, click again and an arrow pointing down will indicate sorting in descending order by that column.