

Variable Sort Field Reports Feature

We have updated many of our "Sort" reports to have the ability to allow users to change which sort values they want to see on a report. This feature can be found on "By Sort" and "With Sort" reports.

This feature **does not** allow users to change the quantity of sorts within a report. For example, in the image below, the report has 5 sort fields. The report will always have 5 sort fields, however, the user can change which sort fields display and the order they will show in.

RUN REPORT

Report: Air Activity By Passenger With Sort1 Sort2 Sort3 Sort4 Sort5

Options Filters Email Distribution FTP Distribution Run Now Cancel

Report ID: 761

Report Type: Report

Original Report Name: Air Activity By Passenger With Sort1 Sort2 Sort3 Sort4 Sort5

Runtime Report Name: Air Activity By Passenger With Sort1 Sort2 Sort

Corporation: Choose Corporation...

Date Field: IssuedDate

Start Date: 4/1/2020

End Date: 4/30/2020

Export Type: PDF

Currency: No Currency Conversion

Language:

Report Description: Air Activity By Passenger With Sort1 Sort2 Sort3 Sort4 Sort5

Show Filter Criteria: Yes No

Sort: Sort1

Sort: Sort2

Sort: Sort3

Sort: Sort4

Sort: Sort5

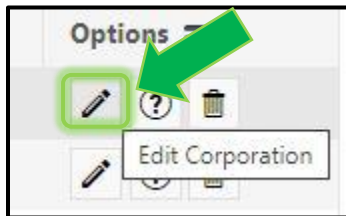
Sample

Note: Sort fields will auto fill. See page 3 for explanation of how the data filled is chosen and how to change the sort options.

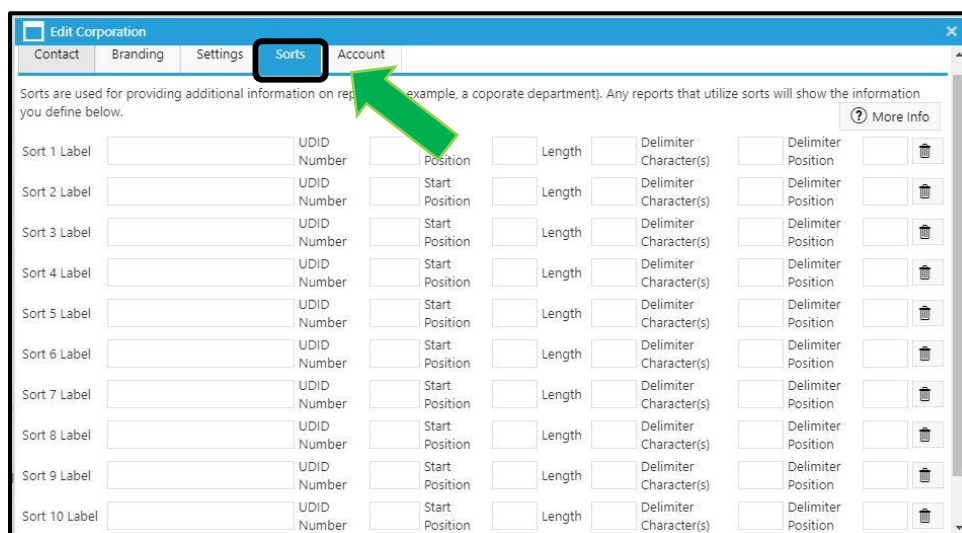




Sort options can be set up by an Agency Admin by going to Settings - Corporations and then using the Edit Corporation icon to open the Corporation profile.



You will then click on the Sorts tab to see the 10 sort options. There is a More Info button in the upper right of the window to help show how to add sort info. If you need further assistance, please email support@grasptech.com to ask for help with setting up sort fields. Once you have the sort fields updated within the Corporation profile, click Save at the bottom of the window. You then need to either email support to request an update sorts sync, or let an overnight sync happen.




When running a report, and you choose a Corporation, the sort fields will auto fill with the sort labels from the Corporation profile. If the Corporation selected does NOT have Sorts set up, or if you choose "ALL" for the Corporation, Sort1, Sort2, etc. will display.

If you need to change the sort that auto fills, you must delete the sort in the dropdown box for additional options to display. Place your cursor in the Sort dropdown box, hit "Backspace" and then you'll be able to see the other options to put in that Sort field.

RUN REPORT

Report ID: 761


Report Type:  Report


Original Report Name: Air Activity By Passenger With Sort1
Sort2 Sort3 Sort4 Sort5

Runtime Report Name:

Corporation: ▼

Date Field: ▼

Start Date: 

End Date: 

Export Type: ▼

Currency: ▼

Language: ▼

Report Description:

Show Filter Criteria: Yes No

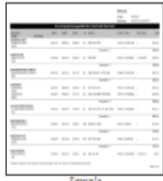
Sort: ▼

Sort: ▼

Sort: ▼

Sort: ▼

Sort: ▼



Sample



Updating the Runtime Report Name will change the Report Title on the Report Header as well as in Report History. If the Runtime Report Name is not changed, the Original Report Name will display as the Report Title.

RUN REPORT

Report: Air Activity By Passenger With Sort1 Sort2 Sort3 Sort4 Sort5

Options
Filters
Email Distribution
FTP Distribution

✓ Run Now
✕ Cancel

Report ID: 761

Report Type: Report

Original Report Name: Air Activity By Passenger With Sort1 Sort2 Sort3 Sort4 Sort5

Runtime Report Name: Air Activity By Passenger With Project #, Division

Corporation: Demo, Inc. ▼

Date Field: IssuedDate ▼

Start Date: 5/1/2020

End Date: 5/31/2020

Export Type: PDF ▼

Currency: No Currency Conversion ▼

Language: ▼

Report Description: Air Activity By Passenger With Sort1 Sort2 Sort3 Sort4 Sort5

Show Filter Criteria: Yes No

Sort: Project ▼

Sort: Division ▼

Sort: Approval ▼

Sort: Dept. Code ▼

Sample



The selected sort fields will show on your report. If you had changed the Runtime Report Name, it will be reflected on the Report Title header

Demo, Inc.

Printed: 06/16/2020

Date Range: 05/01/2020 to 05/31/2020

Air Activity with Project #, Division, Approval, Dept and Code											
Passenger Project	Division	Issued Approval	Depart	Return	AL Dept. Code	Itinerary	Department	Invoice	Ticket	Orig. Ticket	Total
AARCHWAY/LUIS AARCHWAY/LUIS 39000	BNA	05/07/20	05/25/20	05/27/20	DL A285020	BNA ATL CLT ATL BNA	HR	171533	4711819994	4	\$207.00
Transactions: 1											
ABBOTT/JESUS ABBOTT/JESUS 0750	ATL	05/14/20	05/28/20	06/03/20	DL A034731	ATL SAT HOU ATL		172276	4711966974	4	\$237.50
Transactions: 1											
ABELY/VICTOR L ABELY/VICTOR L 03190	IAH	05/26/20	05/28/20	06/04/20	CO A328260	IAH CLE IAH		173400	4712261119	4	\$974.63
ABELY/VICTOR L 03190	IAH	05/28/20	06/14/20	06/18/20	CO A328260	IAH IND IAH		173832	4712447436	4	\$369.68
Transactions: 2											
ADKINS/JAMES.P ADKINS/JAMES.P 35000	CMH	05/05/20	05/13/20	05/14/20	WN A245355	CMH BNA CMH	HR	171197	4895184927	4	\$235.50
ADKINS/JAMES.P 35000	CMH	05/18/20	05/26/20	06/02/20	CO A245355	CMH IAH SNA SAT IAH CMH	HR	172630	4712105185	4710267245	\$183.39
ADKINS/JAMES.P 35000	CMH	05/18/20	05/28/20	05/28/20	US A245355	SNA PHX SAT	HR	172631	4712105185	4	\$231.00
Transactions: 3											
AGENT/VICTOR AGENT/VICTOR 0740	SMF	05/05/20	05/28/20	06/04/20	UA A345403	SMF DEN SMF		171189	4711819975	4	\$325.21
Transactions: 1											
AGUIRRE/NORMAN L AGUIRRE/NORMAN L 08100	LEX	05/06/20	06/05/20	06/09/20	DL 038243	LEX CVG SFO ATL LEX		171367	4711819984	4	\$594.00
AGUIRRE/NORMAN L 08100	LEX	05/18/20	07/11/20	07/15/20	DL 038243	LEX CVG CHS ATL LEX		172638	4712105186	4	\$475.50
AGUIRRE/NORMAN L 08100	LEX	05/28/20	07/12/20	07/15/20	DL 038243	LEX CVG CHS ATL LEX		173934	4712447441	4712105186	\$125.00

This report includes Air, Rail and Service Fees and excludes Voids. Sort order is by Passenger then Issued Date.

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Note: We have added standard reports that show 10 sort fields in our GraspDATA reports library. These can be found by using search "sort 1-10".

