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.
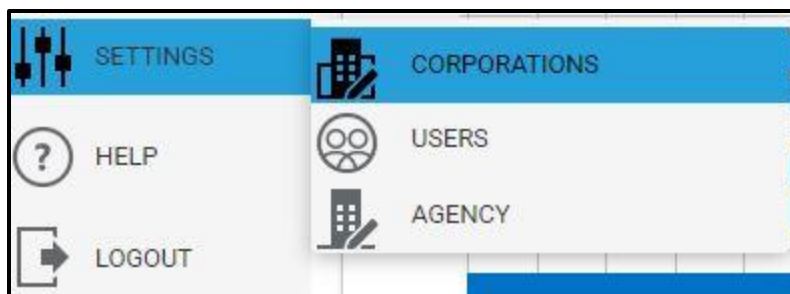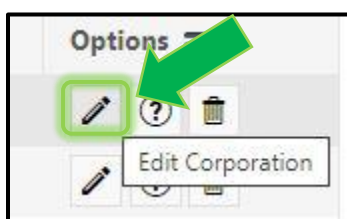

Note: Sort fields will auto fill. See page 3 for explanation of how the data filled is chosen and how to change the sort options.

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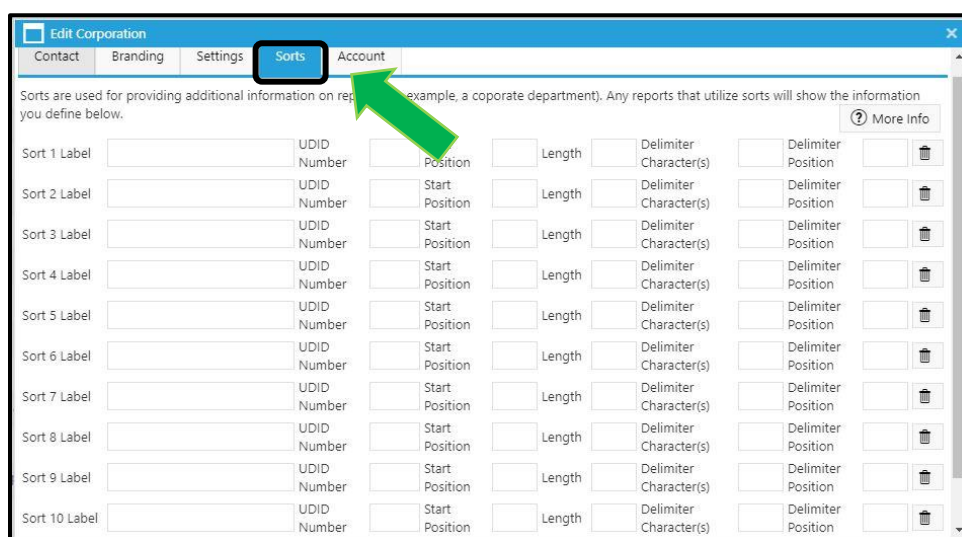
When running a report, and you choose a Corporation, the sort fields will auto fill with the sort labels from the Corporation profile. If the Corporation selected does NOT have Sorts set up, or if you choose "ALL" for the Corporation, Sort1, Sort2, etc. will display.

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:	Air Activity By Passenger With Sort1 Sort2 Sort3 !
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
Sort:	Department

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

Air Activity with Project #, Division, Approval, Dept and Code

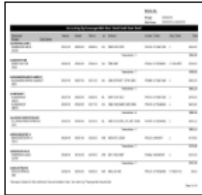| Passenger Project	Division	Issued	Depart Approval	Return	AL Dept. Code	Itinerary	Department	Invoice	Ticket	Orig. Ticket	Total
AARCHWAY/LUIS											
AARCHWAY/LUIS		05/07/20	05/25/20	05/27/20	DL	BNA ATL CLT ATL BNA		171533	4711819994	4	$207.00
39000	BNA				A285020		HR				
						Transactions: 1					$207.00
ABBOTT/JESUS											
ABBOTT/JESUS		05/14/20	05/28/20	06/03/20	DL	ATL SAT HOU ATL		172276	4711966974	4	$237.50
0750	ATL				A034731						
						Transactions: 1					$237.50
ABELY/VICTOR L											
ABELY/VICTOR L		05/26/20	05/28/20	06/04/20	CO	IAH CLE IAH		173400	4712261119	4	$974.63
03190	IAH				A328260						
ABELY/VICTOR L		05/28/20	06/14/20	06/18/20	CO	IAH IND IAH		173832	4712447436	4	$369.68
03190	IAH				A328260						
						Transactions: 2					$1,344.31
ADKINS/JAMES.P											
ADKINS/JAMES.P		05/05/20	05/13/20	05/14/20	WN	CMH BNA CMH		171197	4895184927	4	$235.50
35000	CMH				A245355		HR				
ADKINS/JAMES.P		05/18/20	05/26/20	06/02/20	CO	CMH IAH SNA SAT IAH CMH		172630	4712105185	4710267245	$183.39
35000	CMH				A245355		HR				
ADKINS/JAMES.P		05/18/20	05/28/20	05/28/20	US	SNA PHX SAT		172631	4712105185	4	$231.00
35000	CMH				A245355		HR				
						Transactions: 3					$649.89
AGENT/VICTOR											
AGENT/VICTOR		05/05/20	05/28/20	06/04/20	UA	SMF DEN SMF		171189	4711819975	4	$325.21
0740	SMF				A345403						
						Transactions: 1					$325.21
AGUIRRE/NORMAN L											
AGUIRRE/NORMAN L		05/06/20	06/05/20	06/09/20	DL	LEX CVG SFO ATL LEX		171367	4711819984	4	$594.00
08100	LEX				038243						
AGUIRRE/NORMAN L		05/18/20	07/11/20	07/15/20	DL	LEX CVG CHS ATL LEX		172638	4712105186	4	$475.50
08100	LEX				038243						
AGUIRRE/NORMAN L		05/28/20	07/12/20	07/15/20	DL	LEX CVG CHS ATL LEX		173934	4712447441	4712105186	$125.00
08100	LEX				038243						

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

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".