



MULTI-LEVEL LIST SORTING

CLICKING A COLUMN HEADER SORTS ANY LIST:

Icon	Patron # ²	Type	First Name	Last Name	Company	Addr-Line 1 ¹ ▲	Primary Phone
	1	Media/Press	At	Door		432 State St	(518) 382-3884
	62933	Staff Member	Jef	Hetrick	Proctors Theatre	432 State St	(518) 382-3884 x146
	109915	Group-Other	Schenectady	Orchestra	Schenectady Symphony	432 State St	(518) 382-0447
	135835	Corporation	Quick	Buy	Window Sales - Proctors	432 State St	(518) 382-3884
	174407	Individual	Off-Site Ticket Sales		Proctors Off Site Ticket S...	432 State St	(518) 382-3884
	221670	Staff Member	William	Blunck	Proctor's Theatre	432 State St	(518) 423-4775
	222346	Individual			Artist Company Request...	432 State St	(518) 382-3884

BUT WHAT IF YOU NEED A SECONDARY, TERTIARY, ETC. SORT? SAY HELLO TO SHIFT-CLICK

EACH CONSECUTIVE SHIFT-CLICK ON A HEADER SETS THE NEXT SORT LEVEL

Patron # ⁵	Type	First Name ²	Last Name ¹	Addr-Line 1	Primary Phone ⁴
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SHIFT-CLICK AGAIN ON THE SAME HEADER TO SWITCH ORDER (ASCENDING / DESCENDING)

First Performance ² ▲	First Performance ² ▼
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A SINGLE REGULAR CLICK ON ANY HEADER CLEARS THE ADDITIONAL SORTS

USEFUL FOR:

- FINDING DUPLICATE PATRONS
- MULTI-SEASON EVENT SEARCHES
- SORTING PATRONS IN THE SUBSCRIPTION MODULE
- SORTING ORDERS / TICKETS IN A FREQUENT BUYER'S ACCT
- ETC ...

Want to Share a TM Tip or Cool Feature? E-Mail Sophia:
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