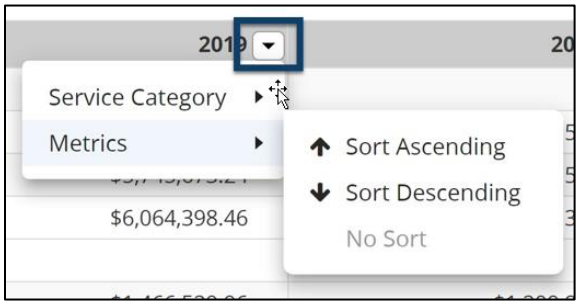
Sorting Data

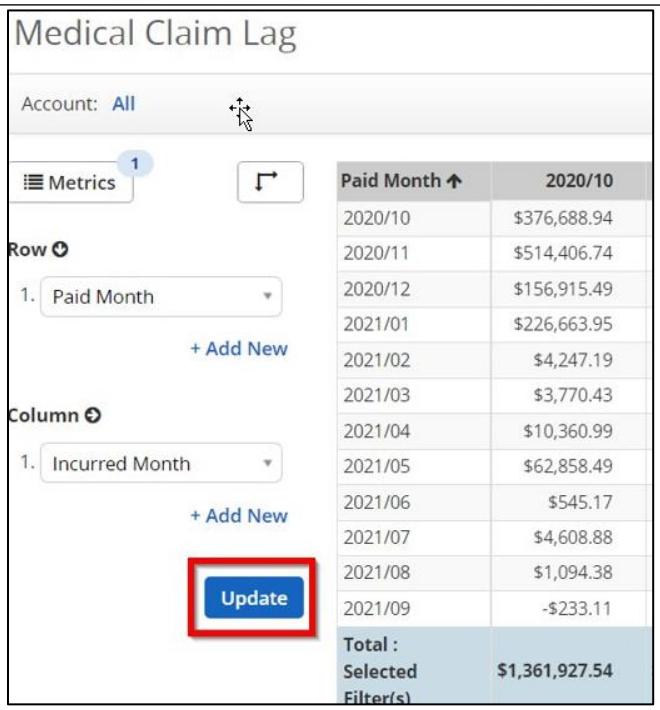
Once you have selected the filters you want and have updated your report and or dashboard, you can sort the data, where applicable. There are two different ways to sort your data in table view: **Ascending** and **Descending**. To choose your desired sorting option, click on the down arrow by the column you would like to sort.



Select the category you wish to sort, and then choose your desired sorting option.

1. **Sort Ascending**
   This will sort your data from the lowest number to the highest number.
2. **Sort Descending**
   This will sort your data from the highest number to the lowest number.

After selecting your desired sorting option, be sure to click the blue **Update** button located on the left side of your screen to refresh your table.


Medical Claim Lag
Account: All
Metrics 1
Row
1. Paid Month
+ Add New
Column
1. Incurred Month
+ Add New
Update
Paid Month
2020/10
2020/10 $376,688.94
2020/11 $514,406.74
2020/12 $156,915.49
2021/01 $226,663.95
2021/02 $4,247.19
2021/03 $3,770.43
2021/04 $10,360.99
2021/05 $62,858.49
2021/06 $545.17
2021/07 $4,608.88
2021/08 $1,094.38
2021/09 -$233.11
Total : Selected Filter(s)
$1,361,927.54