



SAINT - ST7.2.1

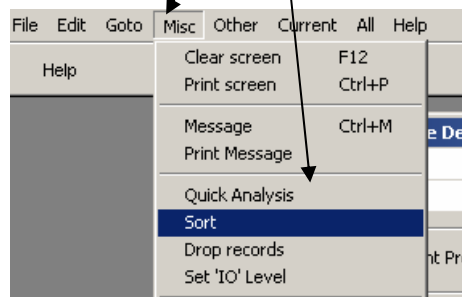
TIPS & TRICKS

Sorting Records

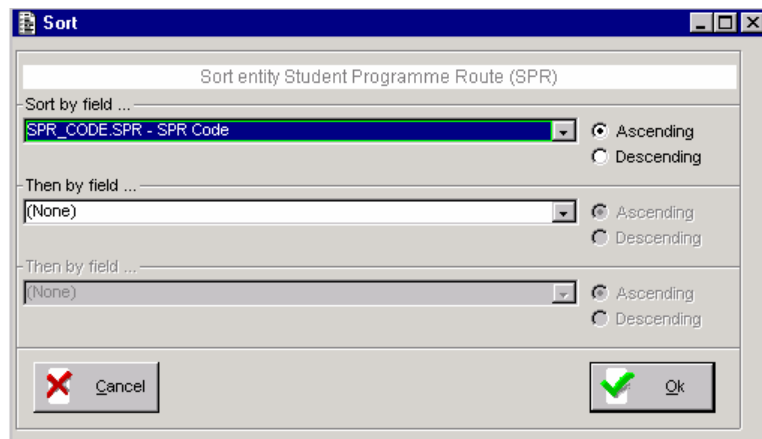
- When you have retrieved your records (F5 or File Retrieve etc) , they will normally be sorted in a 'logical' sequence for that data – for example, if you retrieve all students on a particular Study Programme in the SPR screen, they are returned in alphabetical order of Surname:

If, however, you would prefer to go through the records in UB Number (SCJ Code) sequence, you may change the sort order:

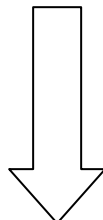
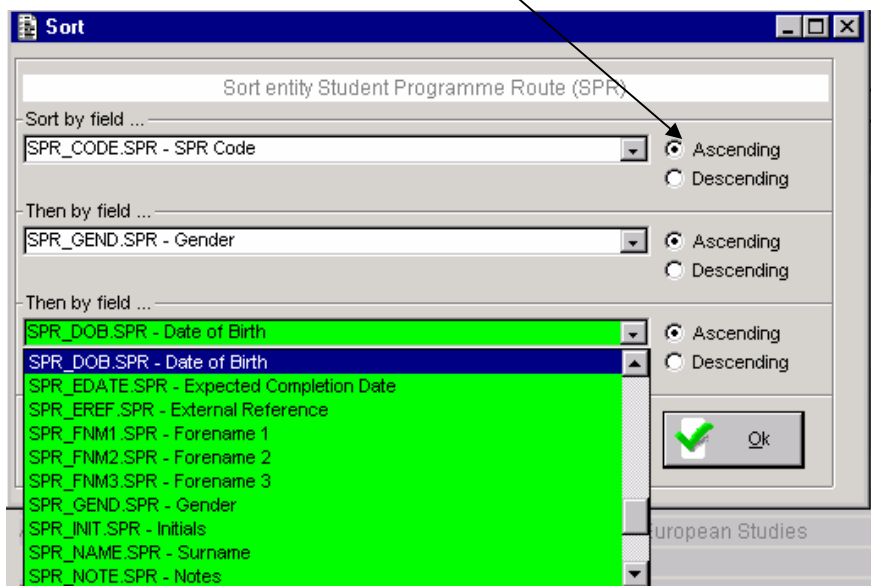
Having retrieved your records, highlight the field you want to use for your main sort key, and from the menu, select *Misc/Sort*



- You are presented with a screen which lets you specify sort sequence



- Use the drop-down boxes to select what fields you want to use (up to three). You may specify either Ascending or Descending sequence by clicking the radio buttons on the right of the screen.



Student Programme Route Details			
MDAINSWO		SAINT - Live System	
CAM01		Student Programme Route (SPR)	
8 of 8		Student Programme Route (SPR) Records	
SPR Code	03005864/1	Sort Name	WEEBB KLA
Surname	WEEBB	Batch	HONS
Forenames 1	KRISTINA	STU Code	03005864
Forenames 2	LEE	External Ref	
Forenames 3	ANNE	Date of Birth	13/Dec/1983
Known as	KRISTINA	Initials	KLA
		Gender	F
Study Details			
Status	WV WITHDRAWN	Year	2003/4
Study Level	1 MODLEV/CSESTG 1	Expected End	2005/6
Mode Attend	01 FULL-TIME	Period	SEM1
Programme	UBSCM BSc Dept of Computing and Mathematics	Date	22/Sep/2003
Route	MULCOM BSc Multimedia Computing	Expected End	16/Jun/2006
Tutor 1		Location	
Tutor 2		Exam Centre	
		PLC Cohort	
Award Details			
Year	2005/6	Intended	BSH Bachelor of Science with Honours
Period		Programme	UBSCM BSc Dept of Computing and Mathematics
Date		Route	MULCOM BSc Multimedia Computing
Notes			

Note that you are not restricted to the actual code fields, you may also use the "plain English" text next to them – place the cursor anywhere in the relevant BLUE text before selecting MISC/SORT