Improved Sorting for Reference Fields Containing Alpha and Numeric Data

Accredo sorts Reference fields (such as Order No) numerically, so it displays them as right-aligned. If you use a mix of Alpha and Numeric data in these fields, you may find the automatic sorting is not how you want it to be.

For example, in the Sales Order List below, the grid has been sorted on ORDER NO, but **George Smith** appears below **Zuma Smith** due to right alignment sorting.
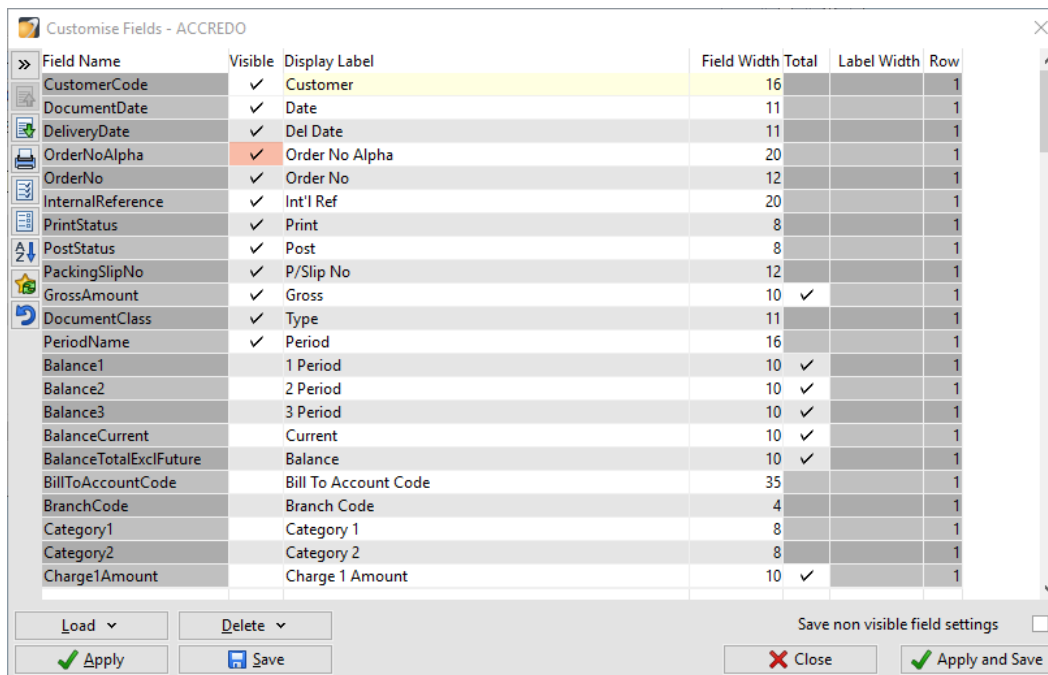

Did you know you can Customise in Alpha fields for any of the Reference fields, which will allow Alphabetical sorting?

To use this type of sorting, click the CUSTOMISE button to open the Customise Fields Window. Set the required Alpha fields to Visible. In this example we are using ORDER NO ALPHA.

You can click the ⊞ **Sort** button, then move the Alpha field up the list so it is next to the Non-Alpha field of the same name.

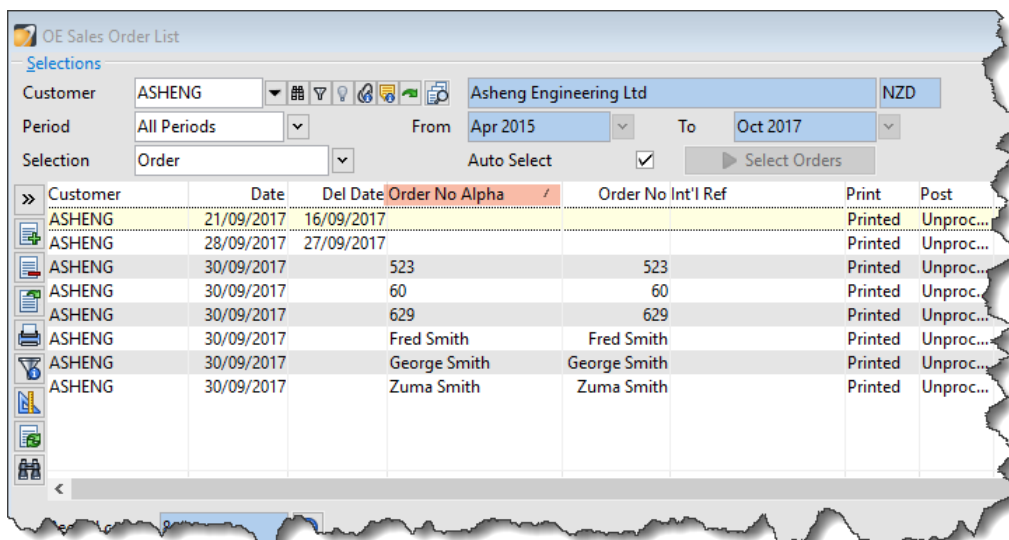Click ✅ **Apply** to apply the change to this session.

You could click ✅ **Apply and Save**, then select the User to apply the change to, or select Global to apply the change to all Users who don't have their own Customisations. The sign 📐 beside a User Code means the User has their own Customisation.

The Alpha field appears on in the Grid. Click it to see the data sorted alphabetically.