## CDOL Tip of the Week. February 27, 2012

## **CDOL Search: Sorting Search Results**

Did you know you can sort the search results from the search results screen, by clicking on one of the three sort-enabled column headings: Organization Name, Status, Type

Whichever heading you select acts as a toggle to sort ascending (A-Z) or descending (Z-A). So if you have a lot of mixed results and sorting by one of these criteria will help you find what you are looking for faster, try this tip.

