Sorting a Chart

Last Modified on 01/29/2025 4:45 pm EST

Overview

The **Sorting** function on the *Chart* screen is available for all Charts supporting sorting Column data. The Sorting function allows sorting a Chart by Chart Columns (Columns included in the Chart) and Other Columns (Columns that are not included in the Chart).

> **Note:**
>
> *Pie, Table, Extended Tables, Crosstabs, Maps, Box & Whiskers, and Word Cloud Chart types do not support the Sorting function.*

User Account Requirements

The user account you use to log into Resolver must have Administrator permission or Data Management to sort a Chart.

Related Information/Setup

To add styles to your Chart, please see the link below:
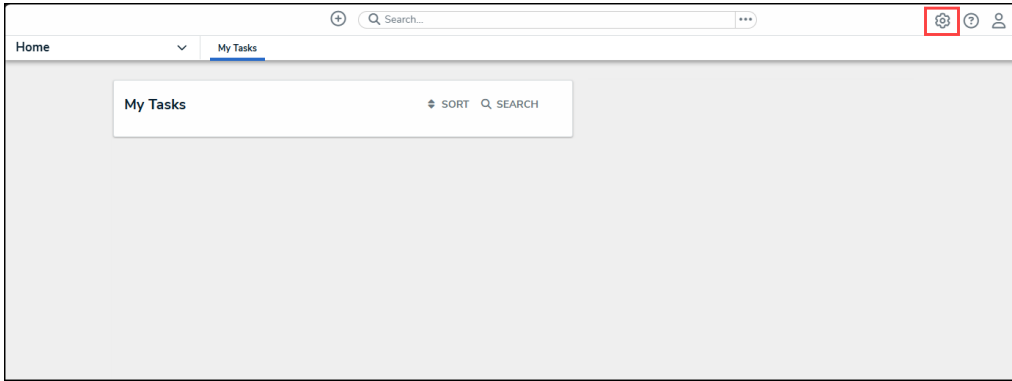
- Adding Styles to a Chart

please see the corresponding articles below for Information on Adding a Chart Type not covered by these instructions.

- Adding a Chart to a Dashboard
- Adding a Multi-Series Chart to a Dashboard
- Adding a Combo Chart to a Dashboard
- Adding a Table to a Dashboard
- Adding a Crosstab to a Dashboard
- Adding a Heatmap to a Dashboard
- Adding a Map to a Dashboard
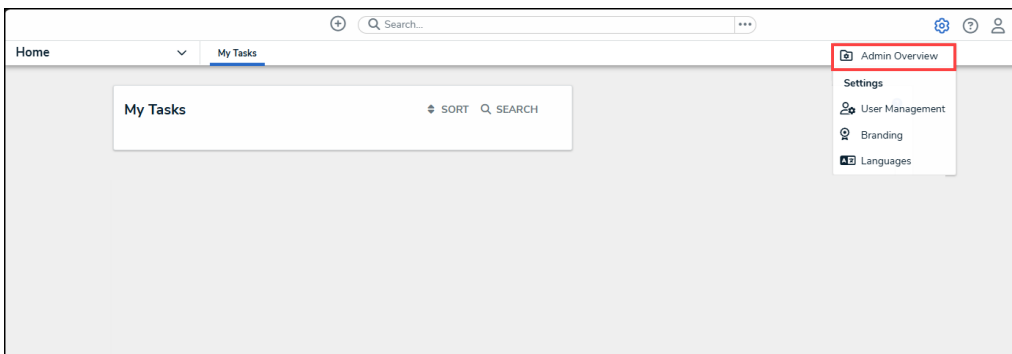- Adding a Box and Whiskers Chart to a Dashboard

Navigation

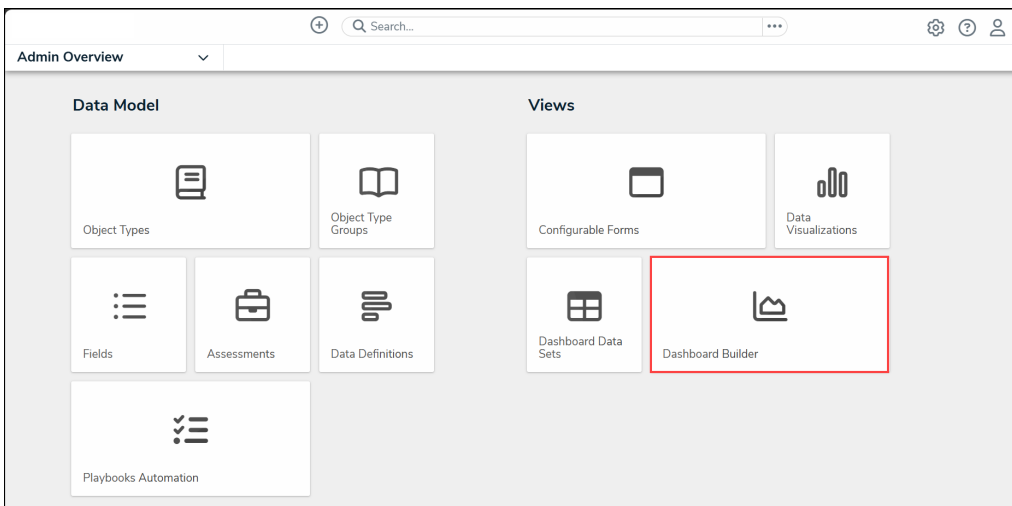1. From the *Home* screen, click the **Administration** icon.

Administration Icon

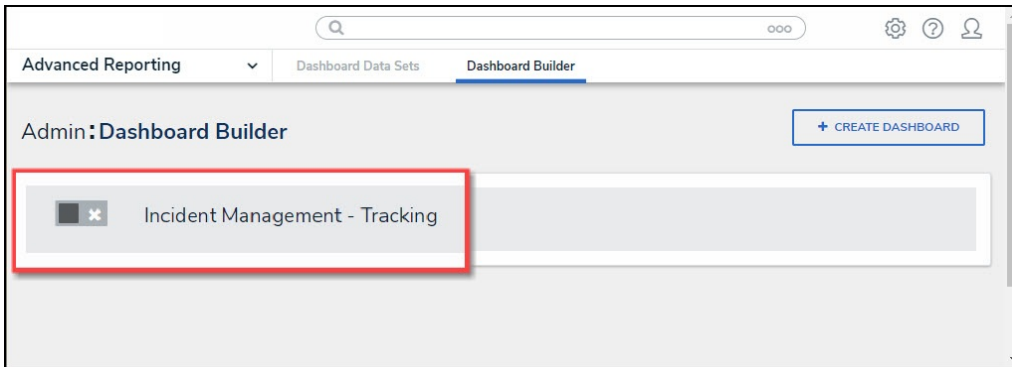2. From the **Administrator Settings** menu, click the **Admin Overview** link.

Administrator Settings Menu

3. From the ***Admin Overview*** screen, click on the **Dashboard Builder** tile under the **Views** section.
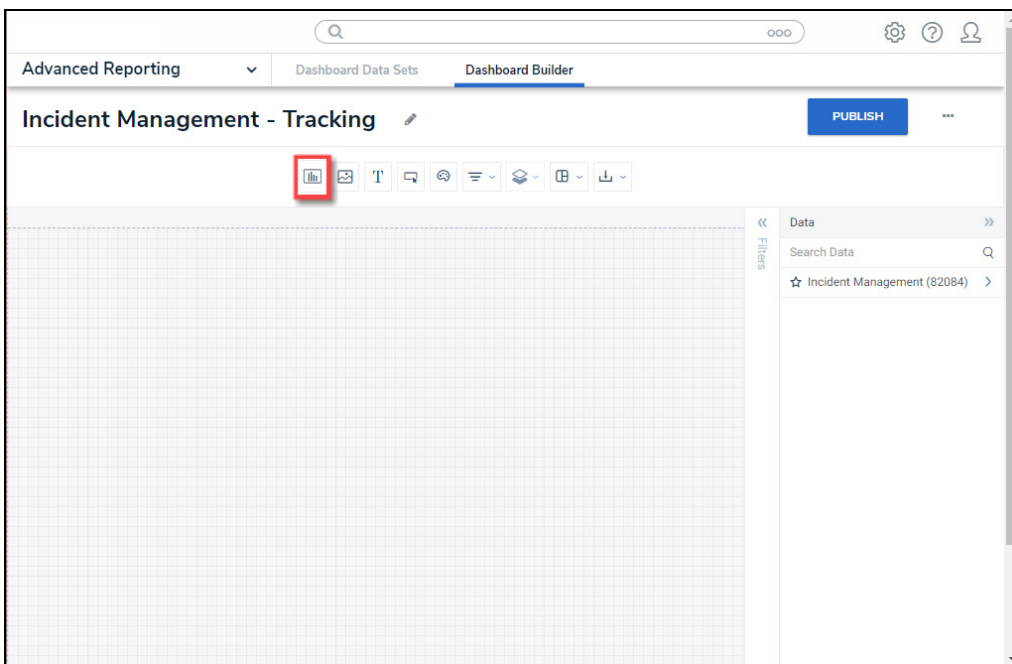

Dashboard Builder Tile

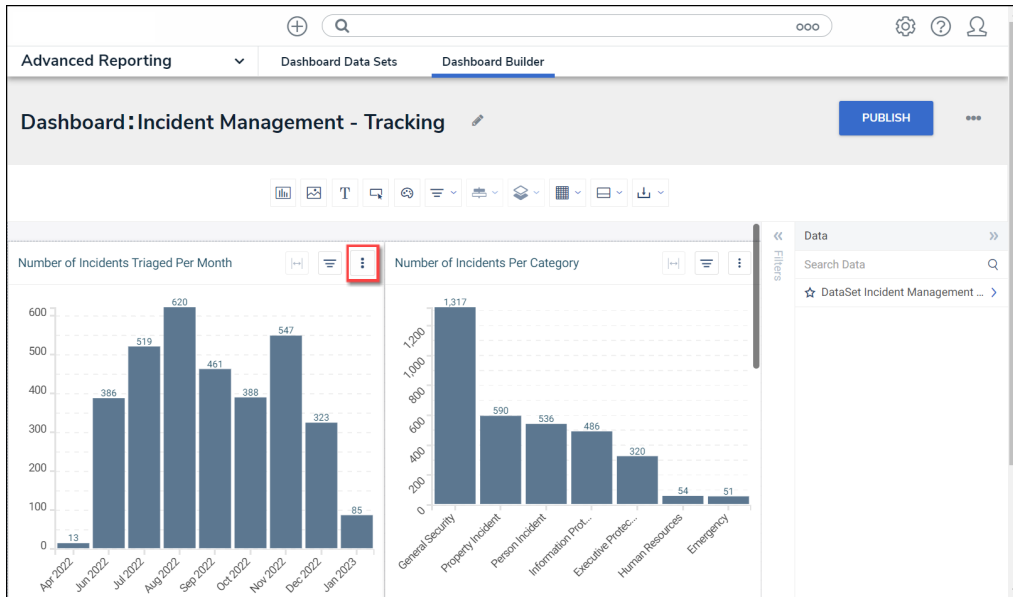4. From the ***Dashboard Builder*** screen, click on a **Dashboard Name**.

Dashboard Name

5. From the **Dashboard** screen, to access the **Chart** screen, click on the **Add Chart** button.
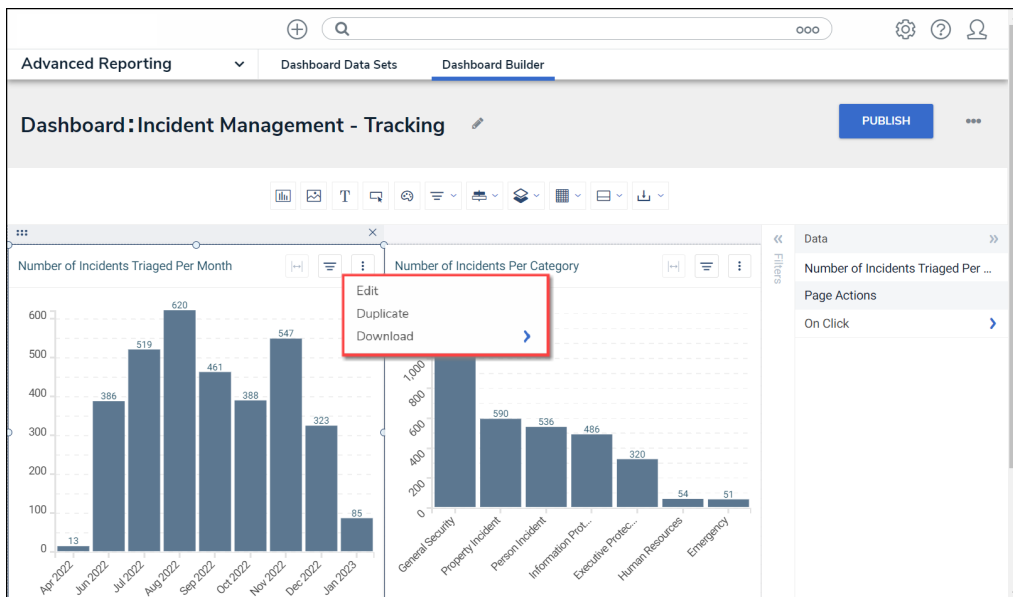

Add Chart Button

6. Or click on the **More Options** icon on an existing **Chart View**.
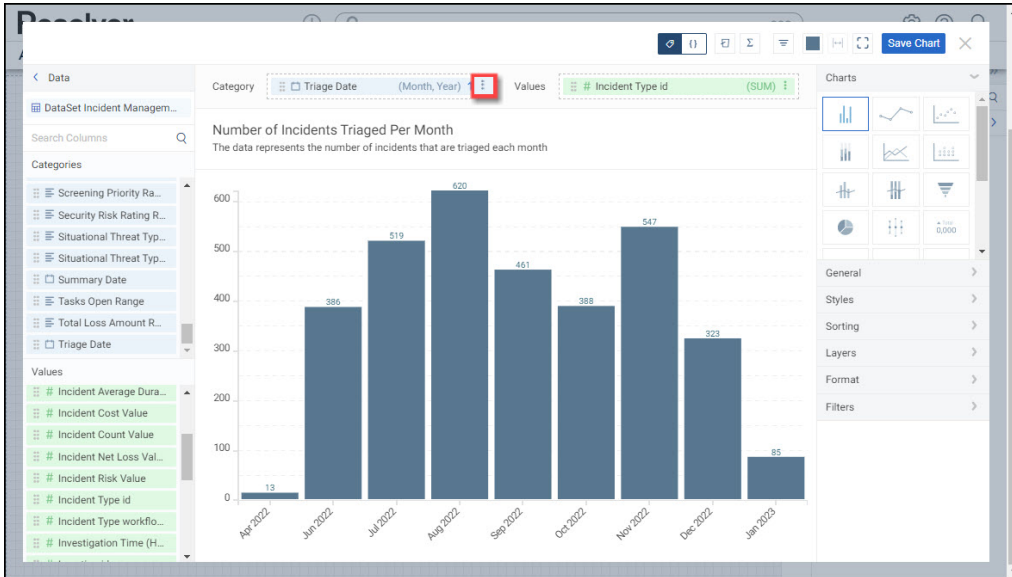
More Options Icon

7. Select the **Edit** option from the **More Options** dropdown menu.

Edit Option

Sorting a Chart Using a Category or Value

1. Click the **More Options** icon in the **Category** field at the top of the Chart.

More Options Icon

2. The **More Options** icon gives the user more control over how the **Category** and **Value** functions:

- **Category**
  - **Text, Numeric, and Date Values:**
    - **Sort Ascending:** Sort the data values in an Ascending Order (first-to-last or smallest-to-largest).
    - **Sort Descending:** Sort the data values in a Descending Order (last-to-first or largest-to-smallest).
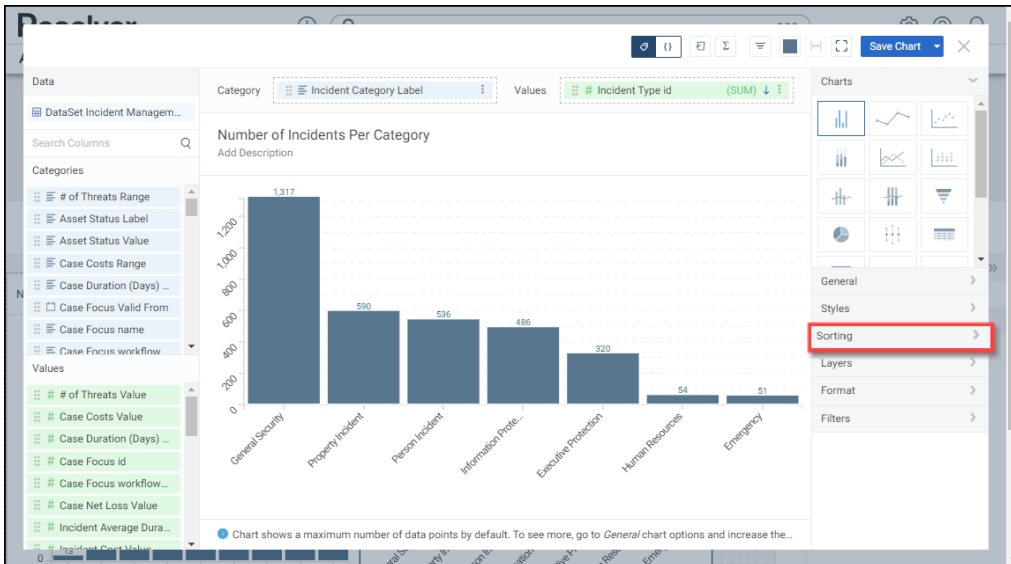- **Value**
  - **Text, Numeric, and Date Values:**
    - **Sort Ascending:** Sort the data values in an Ascending Order (first-to-last or smallest-to-largest).
    - **Sort Descending:** Sort the data values in a Descending Order (last-to-first or largest-to-smallest).

Sorting a Chart Through the Sorting Panel

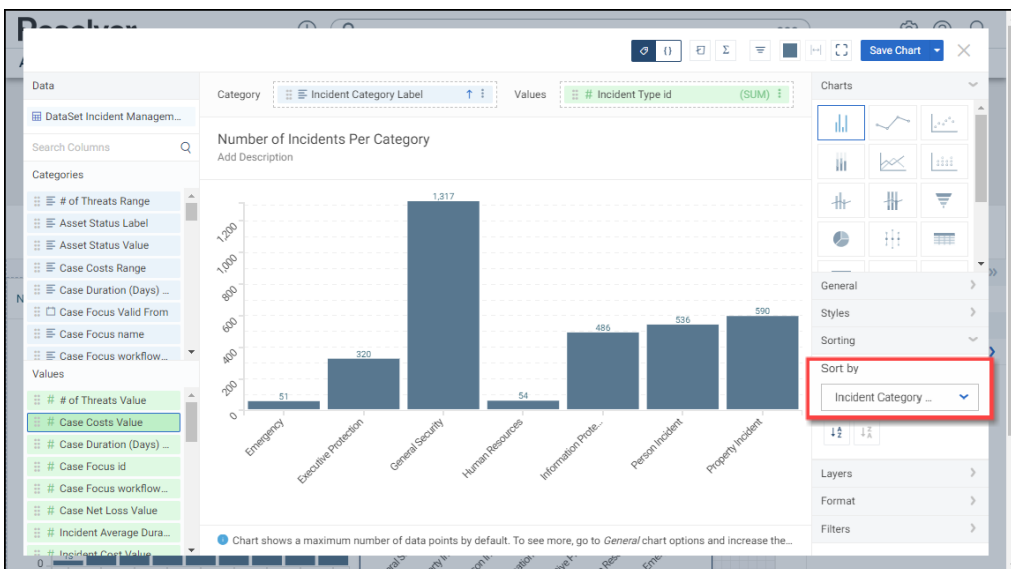Sorting a Chart through the Sorting Panel is the only location a user can sort the Chart by Other Columns.

1. From the *Chart* screen, click on the **Sorting** panel on the **Configuration** panel.

Sorting Panel

2. Select the **Sort by** dropdown menu and choose a data value **Column**.

   - **Chart Columns:** Select a data value Column that is used as a Category or Value on the Chart.
   - **Other Columns:** Select a data value Column that is not currently used as a Category or Value on the Chart.
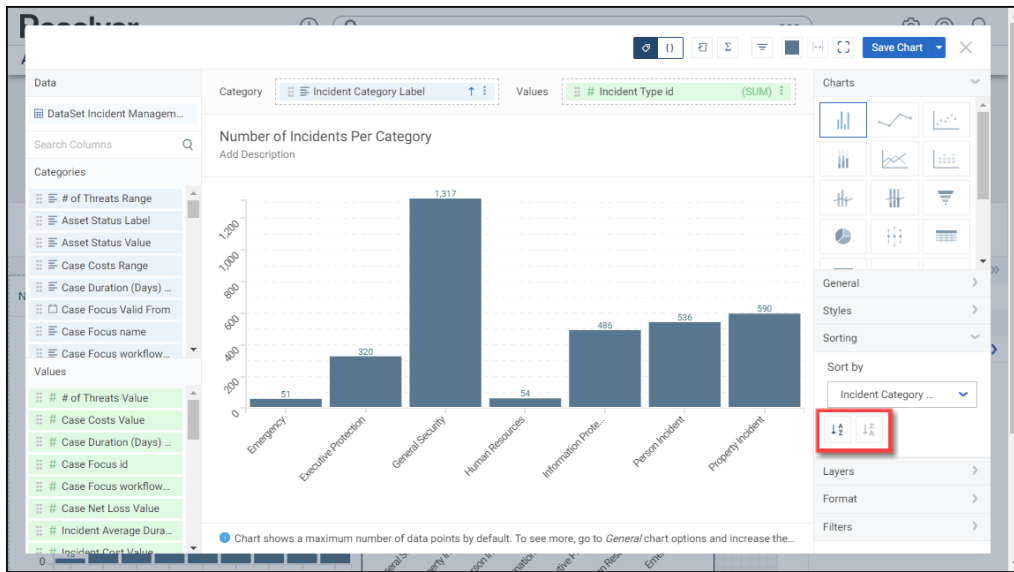

Sort By Dropdown Menu

3. After selecting a sorting **Column**, select a **Sorting Method** by clicking on one of the corresponding buttons:
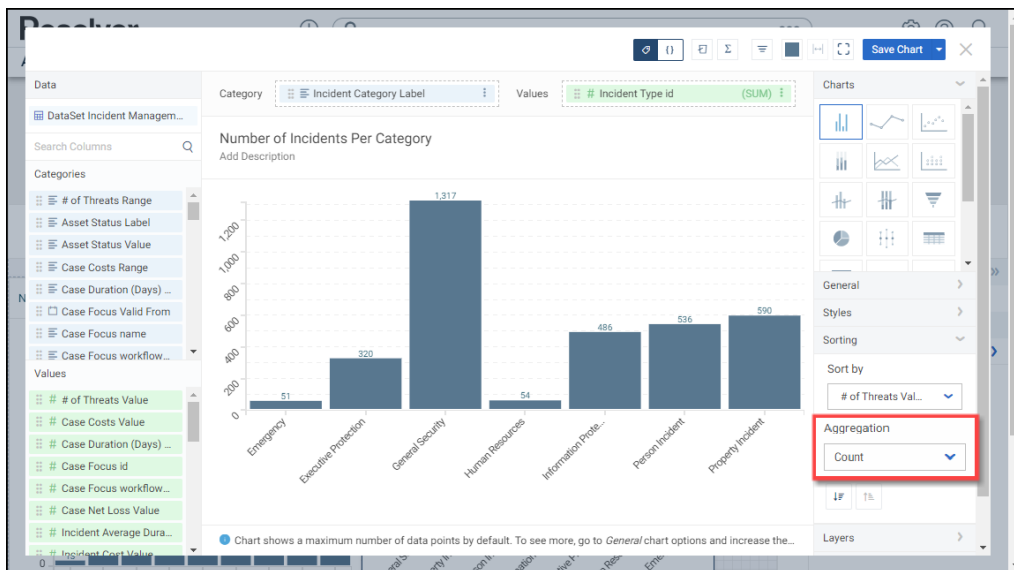
   - **A to Z:** The **A to Z** button sorts the data values on the Chart by the Column selected from the **Sort by** dropdown menu in ascending order.
   - **Z to A:** The **Z to A** button sorts the data values on the Chart by the Column selected

from the **Sort by** dropdown menu in descending order.

Sorting Method Buttons

4. If an aggregated (numerical) Column is selected from the **Sort by** dropdown menu, an **Aggregation** dropdown menu will appear under the **Sort by** dropdown menu.
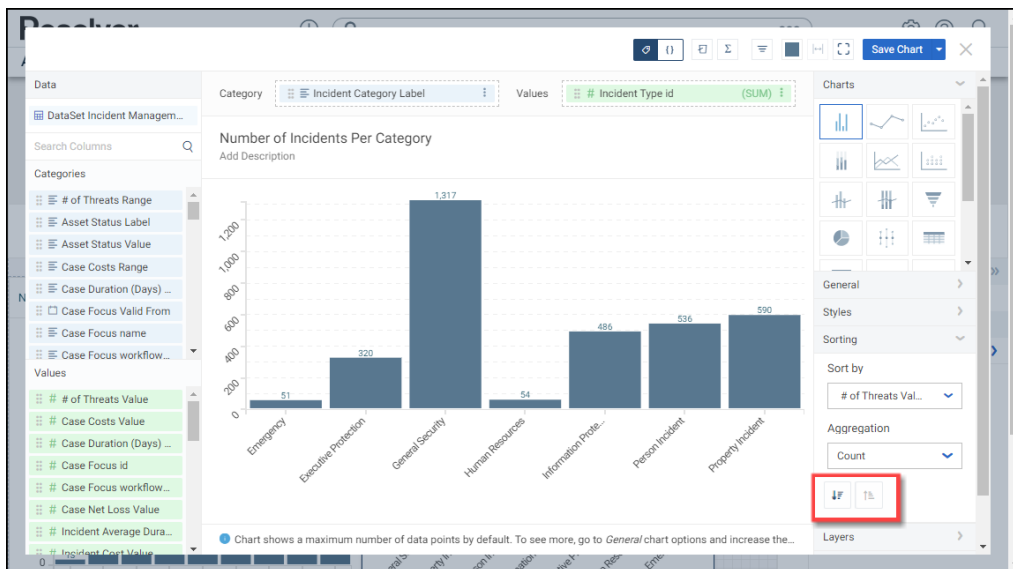

Aggregation Dropdown

5. Select an aggregation type from the **Aggregation** dropdown menu:

- **Sum:** The **Sum** type adds values together.
- **Average:** The **Average** type is a single value that represents a larger set of values, which is the sum of the numbers divided by the number of digits in the Data Set.
- **Median:** The **Median** type is the middle value of a Data Set.
- **Count:** The **Count** type finds the number of values in a finite Date Set.

- **Distinct Count:** The **Distinct Count** finds specific values within a Data Set.
- **Minimum:** The **Minimum** type determines the smallest number in the Data Set.
- **Maximum:** The **Maximum** type determines the largest number in the Data Set.

6. After selecting a sorting **Column**, select a **Sorting Method** by clicking on one of the corresponding buttons:

- **Descending:** The **Descending** button sorts the data values on the Chart by the Column selected from the **Sort by** dropdown menu in descending (largest to smallest) order.
- **Ascending:** The **Ascending** button sorts the data values on the Chart by the Column selected from the **Sort by** dropdown menu in ascending (smallest to largest) order.

Sorting Method Buttons