How to Sort Report Dates from Oldest to Newest in Kahootz

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How to Sort Report Dates from Oldest to Newest in Kahootz

Overview

When generating reports in Kahootz, the default sorting may not always display records in chronological order. This guide explains how to configure the **data ordering** settings so that the oldest dates appear first, ensuring a clear and logical view of your data.

Step-by-Step Instructions

1. **Open the Desired Report**
    - Navigate to the report you wish to modify (e.g., a report covering the last 7 days).
2. **Access the Sort Options**
    - At the top of the report interface, locate the **"Sort"** tab and click on it.
3. **Configure the Primary Sort Field**
    - In the **Sort By 1** dropdown, select the date field you want to order (e.g., *Created Date*, *Modified Date*, *Activity Date*).
4. **Set the Sort Direction**
    - Choose **"Ascending"** to display the oldest records first. If you need the newest first, select **"Descending"**.
5. **Apply Additional Sort Levels (Optional)**
    - If you need secondary sorting (e.g., by user or item type), use **Sort By 2**, **Sort By 3**, etc., and set their directions accordingly.
6. **Run the Report**
    - Click **"Run the Report"** (or the equivalent button) to generate the output with the new ordering.

Common Issues & Troubleshooting

- **Mixed Dates Still Appear**
    - Verify that the correct date field is selected in **Sort By 1**. Some reports contain multiple date columns; picking the wrong one can lead to unexpected ordering.
    - Ensure the sort direction is set to **Ascending**. A lingering **Descending** setting will keep the newest dates at the top.
- **Changes Not Reflected**
    - After adjusting the sort options, always re-run the report. Some users mistakenly expect the view to update automatically without re-execution.
    - Clear any cached view or browser cache if the report continues to show previous ordering.

Tips for Consistent Reporting

- **Save Custom Sort Settings**
    - If you frequently need the oldest-first view, consider saving the report configuration as a template for future use.
- **Use Date Ranges Wisely**
    - When pulling data for a specific period (e.g., the last 7 days), combine the date range filter with the ascending sort to avoid mixed results.
- **Document Your Settings**
    - Keep a short note of the sort fields and directions used for each report, especially when sharing reports with team members.

Need Further Assistance?

If the steps above do not resolve the issue, please contact Kahootz Support. Provide the report name, the date field you are sorting by, and a screenshot of the current sort configuration so the support team can investigate further.

This article is intended for all Kahootz users who need to adjust report date ordering. Following these steps will help ensure your reports are organized from the oldest to the newest records.