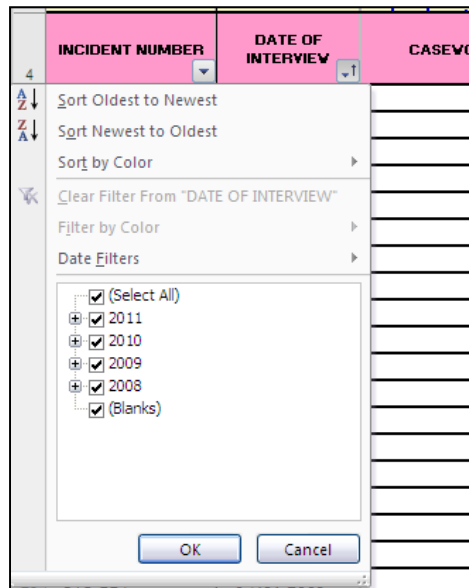


How to Order Data in Columns on the GBVIMS

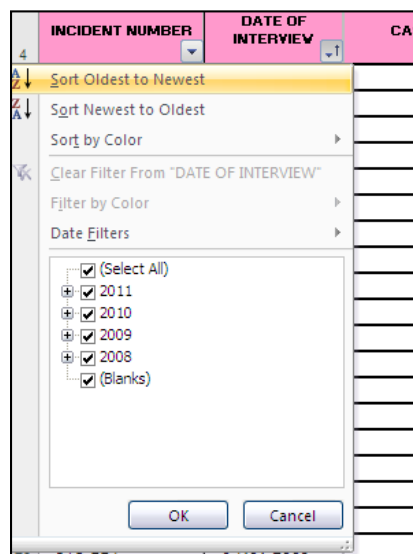
1. Open the incident recorder
2. Locate the column you would like to organize the data by (EXAMPLE: Date of Interview)
3. Look for the small gray box in the bottom left-hand corner of the cell and push this button

INCIDENT NUMBER	DATE OF INTERVIEW	CASEWORK
107	18-Jun-2008	Z1
104	19-Aug-2008	L2
108	22-Sep-2008	Z2

4. After pressing the gray button, a list of options will appear



5. Select what order to sort the data (EXAMPLE: Oldest to Newest)
6. After selecting how you want to sort the data, push OK



7. Your data will now be sorted according to the order you selected.