

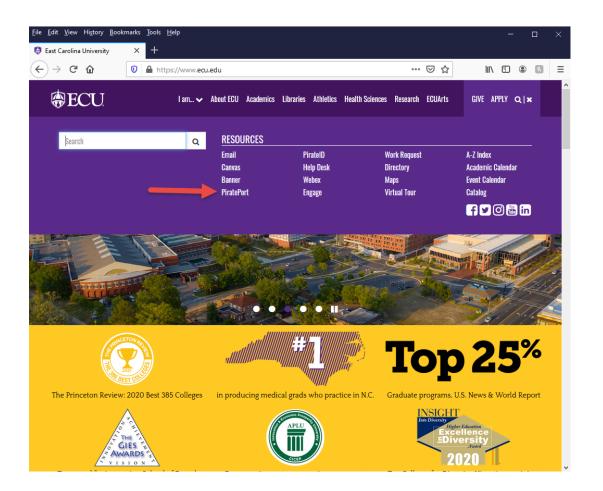
How To Access and Use POSMAN

(formerly POS-TRACK)

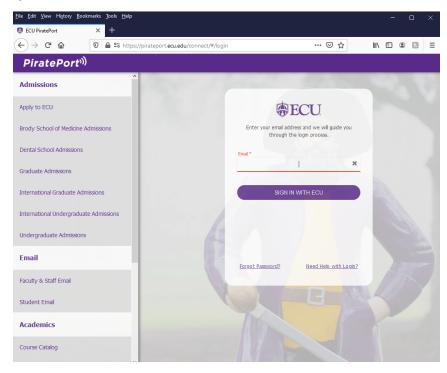
Functional Area: Position Management Module: HR

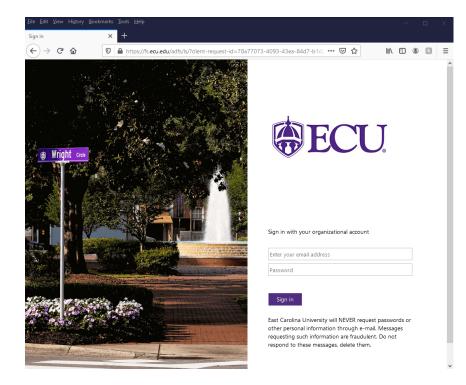
A shortcut to the POSMAN application is located on Pirate Port.

To access Pirate Port start at the ECU Home page and click the Pirate Port icon.

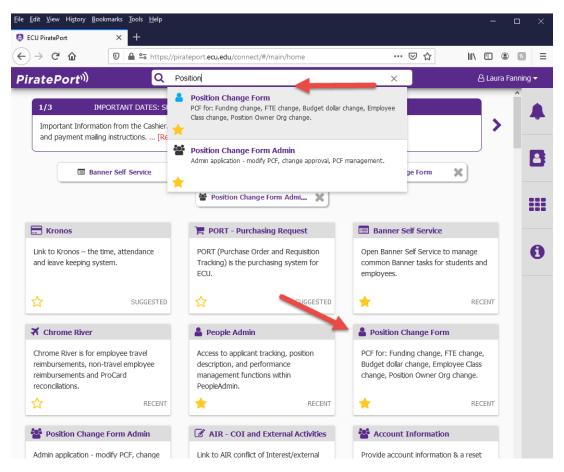


When prompted enter your ECU Email, then click on "Sign In With ECU". Then you will be prompted to a second log in with your email and password.





Once on Pirate Port click on the "Position Chang Form" link or search in the top search bar.



Access to the Position Change Form and POSMAN will be based on those users who have security access--update or inquiry--to the forms NBAPOSN or NBAPBUD.

To access POSMAN, click on the "ecuBIC Report Manager" link. You may want to save Posman to your desktop.

PiratePort ⁾⁾	Q What do you want to do today?	🛆 Laura Fanning 🗸
Position Change Fo	rm	🔶 ? X 🔍
change, enter the	on change request, enter the position number, select the fiscal year then click the search button. To view or modify an e: reference number and click the associated search button.	xisting
options search position	Position Search Position Number: Fiscal Year: 2021 Search	
	Search Position Change Reference	
	Reference Number: Search → If these fields are disabled, you are not allowed to access position data from this application. → To access EPOST reports, go to the <u>ecuBIC Report Manager</u>	
	To access Er Oor reports, go to the <u>ecuble report manager</u> .	6

This will bring up the ecuBIC Position Management page.

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Position Management	ent			
FOLDERS (1)				
Basic_Employee_Query	 Basic_Employee_Query_Na me_Search	Current Employee Jobs by	 Empl_Position_History	EPOST History EOY 08 and 09
EPOST History Multiple Positions EOM Oct 2009 to current	 EPOST History Single EOM Oct 2009 to current	EPOST Snapshots Prior to November 2009	HRMS_Position_History(pre -Banner)	 Multiple Positions By ECU Id
★ … Multiple Positions Listing	Multiple Positions via Single Position View	★ ··· PCF FOAP History	* ···	★ ··· PCF Reference History
★ ··· PCF_Actions_that_Need_Ap proval	Position Abolishment PA vs Banner	Position Details - Filled or Vacant	Position Details - Filled or Vacant Monthly Snapshot	 Position Empl History
★ ··· Position History	* ··· Position_Budget_Data_Valid ation	 Position_Definition_Histor,	Position_Inactive_Fund_Revi ew	 Position_Labor_Dist_Histo
 Position_Salary_Budget_Hist ory	Positions with Budget and Zero FTE or FTE and Zero Budget	★ ··· Single Position Listing	Single Position Listing for Pooled Positions	

We have several reports available for your use:

Click on the report name to access a report. This will bring up the report criteria page.

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Home	> Position Management > Multiple	Positions	Listing										
Fiscal Year:	<select a="" value=""> 🗸</select>	Budget Code:	06065,06067,06069,16065,16066	~	Available Amt:	'= 0','> 0','< 0'	~						View Report
Owner Org L1:	10 - CH Chancellor,20 - AF Admir 🗸 🗸	Owner Org L2:	101 - CH Chancellor Office,102 -	~	Owner Org L3:	1011 - CH Chancellor Office,1012	\sim	Owner Org L4:	101101 - 0	HH Chanc	ellor Office,	1 ~	
Position:	%	Fund:	96		Organization:	96		Account Pool:	%				
Owner's Org:	%	Position Class	%										
Funding Org L1	10 - CH Chancellor,20 - AF Admir 🗸 🗸	Funding Org L2	101 - CH Chancellor Office,102 -	~	Funding Org L4	101101 - CHH Chancellor Office,1	~						

Multiple Positions Listing Criteria Page

Fiscal Year is REQUIRED.

It is **RECOMMENDED** that another criteria be selected to shorten the time for the report to be displayed.

Do NOT remove the percent sign— "%"—from the other criteria fields.

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Home	> Position Management > Multip	e Positions Listing				
Fiscal Year:	2021	Budget Code: 06065,06067,06069,16065,16066 V Available Amt: '= 0','> 0','< 0'	· ·			View Report
Owner Org L1:	10 - CH Chancellor,20 - AF Admir 🗸	Owner Org L2: Owner Org L3:	ncellor Office,1012 V Owner Org L4:	101101 - CHH Chan	cellor Office,1	/
Position:	%	Fund: 310670 Organization: %	Account Pool:	%		
Owner's Org:	%	Position % Class				
Funding Org L1	10 - CH Chancellor,20 - AF Admir 🗸 🗸	Funding Org L2 Funding Org L101 - CH Chancellor Office, 102 - L4	Chancellor Office,1 🗸			
		Example: To retrieve information for all of Fund 31067 Fiscal Year 2007, use the following criteria: Fiscal Year: 2021 Fund: 310670 All other criteria "%"	'0 for			
		Click on VIEW REPORT.				

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Fiscal Year:	2021		~			Budge Code:	t Of	5065,06	067,06	069,16065,1	5066	✓ Avi Am	ailable nt:	'= 0','>	0','< 0'		~							View Re	port
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Position:	%					Fund:	3	0670				Or	ganization	%				Accou Pool:	unt %						
Owner's Org:	%					Positio Class	%																		
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000033	66	HS BSOM Brody School Of Medicine	6819	HS ECU Physician s Administra tion	681901	080.67	310870	210101	60.202	0	250	o	0	C	250	0.00	0.00	0.00	250.00	o c	Active	3500	04 0.0	000 0.00	0
001291	24	AF Financial Services	24022	AF Dis bursem ents	240208	08067	310870	210101	60200	0	250	o	0	C	250	0.00	0.00	0.00	250.00	о с	Active	1075	52 0.0	0.00 0.00	0
001428	27	AF Information Technolog y Comp Serv	270701	AFH IT Client Engamnt and Supp	270701	06067	310670	210101	60.200	0	250	0	0 0	a	250	0.00	0.00	0.00	250.00	o c	Active	1224	47 0.0	0.00 0.00	0
<u>001739</u>	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310870	210101	60.200	0	250	0	0	a	250	0.00	0.00	0.00	250.00	o c	Active	1420	01 0.0	00.00	0

Example of Report

East Carolina University's Business Intelligence Center ្ល៊ែវ Fanning, Laura Beth ⊻ 🛧 Favorites 🛛 🗌 Browse Comments Position Management > Multiple Positions Listing Home > Available Fiscal Budget 2021 \sim 06065,06067,06069,16065,16066 '= 0','> 0','< 0' View Report \sim \sim Year: Code: Amt: Owner Owner Owner Org Owner 10 - CH Chancellor,20 - AF Admir 101 - CH Chancellor Office, 102 -1011 - CH Chancellor Office,1012 101101 - CHH Chancellor Office,1 \sim \sim ~ Org L2: L3: Org L4: Org L1: Account 96 310670 Organization: % % Position: Fund: Pool: Position Owner's % % Class Org: Funding Funding Fund 101101 - CHH Chancellor Office,1 🗸 10 - CH Chancellor, 20 - AF Admir 101 - CH Chancellor Office, 102 -~ Org L1 Org L2 14 2

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000033	66	HS BSOM Brody School Of Medicine	6619	HS ECU Physician S Administra tion	661901	08067	310870	210101	60202	0	250	0	0	c	250	0.00	0.00	0.00	250.00	0	Active	35004	0.000	0.000	
0012	24	AF Financial Services	24022	AF Dis burs em ents	240208	08067	310870	210101	60200	0	250	0	0	C	250	0.00	0.00	0.00	250.00	0	Active	10752	0.000	0.000	
001428	27	AF Information Technolog y Comp Serv	270701	AFH IT Client Engamnt and Supp	270701	08067	310870	210101	60200	0	250	0	0	c	250	0.00	0.00	0.00	250.00	0	Active	12247	0.000	0.000	
001739	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310870	210101	60200	0	250	0	0	C	250	0.00	0.00	0.00	250.00	0	Active	14201	0.000	0.000	~

Features:

- 1. Collapse Criteria Selection Section Arrow
- 2. Find / Next Function
- 3. Ascending / Descending Sort Arrows
- 4. Position Drill Down—the "underline"

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000033	66	HS BSOM Brody School Of Medicine	6619	HS ECU Physician s Administra tion	661901	06067	310670	210101	60202	0	250	0	0	0 0	250	0.00	0.00	0.00	250.00	0	Active	35004	0.000	0.000	0.000
<u>001291</u>	24	AF Financial Services	24022	AF Disbursem ents	240208	06067	310670	210101	60200	0	250	0	0	0 0	250	0.00	0.00	0.00	250.00	0	Active	10752	0.000	0.000	0.000
001426	27	AF Information Technolog y Comp Serv	270701	AFH IT Client Engamnt and Supp	270701	06067	310670	210101	60200	0	250	0	0	0 0	250	0.00	0.00	0.00	250.00	0	Active	12247	0.000	0.000	0.000
<u>001739</u>	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310670	210101	60200	0	250	0	0	0 0	250	0.00	0.00	0.00	250.00	0	Active	14201	0.000	0.000	0.000
002025	66	HS BSOM Brody School Of Medicine	6621	HS Pharmacy	662101	06067	310670	210101	60100	0	250	0	0	0 0	250	0.00	0.00	0.00	250.00	0	Active	N0066	0.000	0.000	0.000
002084	66	HS BSOM Brody School Of Medicine	6646	HS Pediatrics	664701	06067	310670	210101	60200	0	250	0	0	0 0	250	0.00	0.00	0.00	250.00	0	Active	14701	0.000	0.000	0.000

1. Collapse Criteria Selection Section Arrow

The arrow indicates whether the criteria selection section has been collapsed. If the arrow points up, the criteria selection section is showing. Click the UP arrow to collapse. If the arrow points down, the criteria selection section is collapsed. Click the DOWN arrow to retrieve.

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Positio \$ n	Owner Org L2	Owner Org L2 Desc	Owner Org L4	Owner Org L4 Desc	Owner ‡ Org	≎ Budg Cd	Fun ¢ d	Org ‡	Acct ‡ Pool	Net Amt ‡	Tmp ‡ Amt	Curr Yr 💲 Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt \$	Paid 🗘 Amt	Redist \$ Amt	Proj Amt 🗘	Avail 🗘 Amt	Filled Amt	Position Status	Position Class	Net ‡ FTE	Temp \$ FTE	Future \$ FTE
000033	66	HS BSOM Brody School Of Medicine	6619	HS ECU Physician s Administra tion	661901	06067	310670	210101	60202	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	35004	0.000	0.000	0.000
<u>001291</u>	24	AF Financial Services	24022	AF Disbursem ents	240208	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10752	0.000	0.000	0.000
<u>001426</u>	27	AF Information Technolog y Comp Serv	270701	AFH IT Client Engamnt and Supp	270701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	12247	0.000	0.000	0.000
<u>001739</u>	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	14201	0.000	0.000	0.000
002025	66	HS BSOM Brody School Of Medicine	6621	HS Pharmacy	662101	06067	310670	210101	60100	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	N0066	0.000	0.000	0.000
<u>002084</u>	66	HS BSOM Brody School Of Medicine	6646	HS Pediatrics	664701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	14701	0.000	0.000	0.000

2. Find / Next Function

The Find function will locate any data on the report. For example, enter the position number in the cell then click on "Find". If the position number is found, it will be highlighted when displayed.

Click on "Next" to find the next location of the criteria.

East	Carolina	University	/ˈs	Business	Intellic	ience	Center



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Home > Position Management > Multiple Positions Listing

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<u>901519</u>	22	AF Human Resources	220140	AFH Classificat ion and Compensa tion	220140	06067	310670	240101	60200	0	0	0	0	0	0	2,604.55	-2,604.55	0.00	0.00	0	Active	11805	0.000	0.000	0.000
901902	²³	AF Mat Mngmt and Real Estate	230603	AFH Medical Stores	230603	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	11900	0.000	0.000	0.000
902688	25	AF Campus Operations	25901	AFH Campus Operation s HR Only	25963C	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	16785	0.000	0.000	0.000
<u>922073</u>	47	SA Stdnt Involvemen t and Leadership	470102	SAH Student Center Operation s	470102	06067	310670	210101	60100	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	N0172	0.000	0.000	0.000
<u>931220</u>	509	AA Vice Provost for Academic Succes	51031	AA Continuing Studies	530107	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10422	0.000	0.000	0.000

2. This example shows the result of a search for position 902688. The position is highlighted in the report when it is found.

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Home > Position Management > Multiple Positions Listing

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000033	66	HS BSOM Brody School Of Medicine	6619	HS ECU Physician s Administra tion	661901	06067	310670	210101	60202	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	35004	0.000	0.000	0.000
<u>001291</u>	24	AF Financial Services	24022	AF Disbursem ents	240208	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10752	0.000	0.000	0.000
001426	27	AF Information Technolog y Comp Serv	270701	AFH IT Client Engamnt and Supp	270701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	12247	0.000	0.000	0.000
<u>001739</u>	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	14201	0.000	0.000	0.000
002025	66	HS BSOM Brody School Of Medicine	6621	HS Pharmacy	662101	06067	310670	210101	60100	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	N0066	0.000	0.000	0.000

- 3. Ascending / Descending Sort Arrows
 - Click on the up arrow to sort in ascending order.
 - Click on the down arrow to sort in descending order.

This example shows the data in ascending order.

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Home > Position Management > Multiple Positions Listing

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<u>981350</u>	81	AT Athletics Administra tion	8101	AT Athletics Administra tion	810111	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	13601	0.000	0.000	0.000
<u>975912</u>	66	HS BSOM Brody School Of Medicine	6692	HS Public Health	669201	06067	310670	210101	60150	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	F0002	0.000	0.000	0.000
<u>975075</u>	64	HS College of Allied Health	6445	HS AI Hlth Phys Assist Studies	644501	06067	310670	210101	60150	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	F0002	0.000	0.000	0.000
<u>957255</u>	66	HS BSOM Brody School Of Medicine	6602	HS Academic Affairs	660205	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10422	0.000	0.000	0.000
<u>952883</u>	66	HS BSOM Brody School Of Medicine	6600	HS Deans Dept	660001	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10900	0.000	0.000	0.000
<u>946533</u>	71	RG Research Econ Dev Engageme	710101	RGH Rsrch Econ Dev Engageme nt Adm	710101	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10900	0.000	0.000	0.000

3. This example is shown in descending order.

ଛ ⊥ ? Fanning, Laura Beth

Comments

East Carolina University's Business Intelligence Center

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Home > Position Management > Multiple Positions Listing

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981350	⁸¹	AT Athletics Administra tion	8101	AT Athletics Administra tion	810111	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	13601	0.000	0.000	0.000
975912	66	HS BSOM Brody School Of Medicine	6692	HS Public Health	669201	06067	310670	210101	60150	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	F0002	0.000	0.000	0.000
<u>975075</u>	64	HS College of Allied Health	6445	HS Al Hith Phys Assist Studies	644501	06067	310670	210101	60150	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	F0002	0.000	0.000	0.000
<u>957255</u>	66	HS BSOM Brody School Of Medicine	6602	HS Academic Affairs	660205	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10422	0.000	0.000	0.000
<u>952883</u>	66	HS BSOM Brody School Of Medicine	6600	HS Deans Dept	660001	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10900	0.000	0.000	0.000
<u>946533</u>	71	RG Research Econ Dev Engageme nt	710101	RGH Rsrch Econ Dev Engageme nt Adm	710101	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10900	0.000	0.000	0.000

4. Position Drill Down-the "underline"

The "underline" indicates that the drill down feature is available. To retrieve a detailed report on a position, click on the "<u>position number</u>". ? Fanning, Laura Beth

Tanning, Laura Dec

Comments

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				60150	0000	5,858	0	0	0	0	5,858	0.00	1,366.99		3,270.46	0	0.050	0.000		0.050	0.000	0.050
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4. This is an example of the report that is available using the Position Drill Down feature.

NOTE: To return to the prior report click on the back button.

East Carc	olina University's Bu	usiness Intelligence	ŝ	Ŧ	?	Fanning, Laura Beth
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Position and Fiscal Year are REQUIRED.

East Carc	olina Unive	rsity's Bu	usiness Int	elligence	ŝ	$\overline{\mathbf{A}}$?	Fanning, Laura Beth
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Example:	
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Fiscal Year:	2015
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These reports are EXAMPLES ONLY. The information provided within these EXAMPLES may not be completely accurate as it is based on Banner TEST information.

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The "Export" feature allows the user to export the report to a spreadsheet or other file format for user manipulation.

Click on the drop down arrow to "Select a Format" from the list provide.

Excel will be used for the following example.

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ECU Position Management Position Budget by Position and Fiscal Year	

Example: Excel has been selected as the desired format for the export.

Click on EXPORT.

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The result of clicking on EXPORT is the display of a file download box.

Click on "Ok".

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929600	16065	111101	51	60150	-9,426	0	P	8/16/2015	6860	09
929600	16065	111101	51	60150	7.669		P	7/2/2015	6755	54
929600	16065	111101	51	60150	-4,000	0	P	8/19/2015	6856	53
929600	16065	111101	51	60150	97		P	7/1/2015	6745	59
929600	16065	111101	51	60150	-4,000	0	P	8/19/2015	6855	The result of clicking OPE
929600	16065	111101	51	60150	-6,000	0	P	8/19/2015	6857	70
929600	16065	111101	51	60150	19,313	0	P	7/2/2015	6756	the "Download File" box is
929600	16065	111101	51	60150	-4,000	0	P	8/19/2015	6856	
929600	16065	111101	51	60150	3,000	0	P	7/2/2015	6755	the report being exported to
929600	16065	111101	51	60150	0	-0.14	P	12/16/2015	7316	$\frac{32}{2}$ the selected file format.
929600	16065	111101	51	60150	743	0	P	7/2/2015	6757	Tille selected file format.
929600	16065	111101	51	60150	75,000	0	Р	7/1/2015	6643	39
929600	16065	111101	51	60150	3,000	0	P	7/2/2015	6757	
929600	16065	111101	51	60150	2,000	0	Р	7/2/2015	6757	75
929600	16065	111101	51	60150	3,000	0	Р	7/2/2015	6755	59
929600	16065	111101	51	60150	83,147	0	P	7/2/2015	6757	This example shows the
929600	16065	111101	51	60150	29,625	0	Р	8/18/2015	7438	-
929600	16065	111101	51	60150	-6,000	0	P	8/19/2015	6857	² / ₇₂ information in an Excel
929600	16065	111101	51	60150	-2,000	0	P	7/1/2015	6701	
929600	16065	111101	51	60150	-4,000	Ó	P	8/19/2015	6854	spreadsheet.
929600	16065	111101	51	60150	-6,000	6	P	8/19/2015	6856	

Tips:

1. These reports provide detailed position information. Please pay attention to the AVAILABLE balance column. If this column shows a negative amount it indicates that there is insufficient BUDGET in the POSITION to cover the fiscal year expenses associated with that position.

Depending on the FUNDING source this may need to be CORRECTED.

- 2. The position drill down feature remains available after the **Multiple Positions Listing** report has been exported to Excel.
- 3. In the **Multiple Positions Listing** report, each field has an interactive sort feature. This means any of the fields can be sorted by clicking the up-down arrows in the column header.