I want my report order to be by class and then
given name in my overdue class list

Answer

1. Go to Main > Reports > RepCirculation.
2. Highlight the Overdue Class List report.
3. Click F9 Order.
4. Ensure the Order By column is set to Bor Class and then Bor Given.
5. If not, arrow these Fields from the first column to the Order By Column.

Additional information

• If unwanted fields are in the Order By Column, then simply highlight the field and arrow it back to the first column

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