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

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Applies to

- Amlib Reports

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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