

There are several ways to customize the look and behavior of reports in the Reports (New) section of Barnestorm software. These customizations will be applied to the grid at the bottom of the screen before running a report. Here we will go over a few of these customizations that you can apply.

## 1. Sorting

Drag a column here to group. Click a column to sort. Check allow filtering to filter.				
Team	Progra	Payer	Description	
▶ 01	01	000	NONE	

Sorting is a way of organizing the results of your data based on the results of a particular column. Sorting can be ascending or descending. The example here shows a numeric column, Total Referred, sorted descending. If the results were sorted ascending, then the results would have started with a 1, then the 9 and so on. To sort a column, simply click the column header or the box at the top that says "Total Referred" and you will see a sort indicator appear. Click the header again to change the direction of the sort.

## 2. Grouping

Drag a column here to group. Click a column to sort. Check allow filtering to filter.						
Team	Progra	Payer	Description		HCP	Mod
▶ 01	01	000	NONE		G0151	

## Customizing Reports

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5. Resizing columns - Occasionally the information in a column will be too wide to fit within the bounds of the column. To resize a column, position your mouse cursor at the border of two column headers. The mouse cursor will change to the resizing icon and you can left click and hold and move the column to the left or the right, depending on which column you would like to resize.

After you have applied some custom properties to your report, you can save the new layout as a new report. To do so, click **Save New Layout**.



The image shows a dialog box titled "Save New Report layout". It contains three input fields: "Report Category" with the value "485", "Report Name" with the value "My Awesome 485 report", and "Report Description" with the value "This is my description of my awesome 485 report, because it is so awesome.". At the bottom, there are two buttons: "Save report" with a green checkmark icon and "Cancel Save" with a red X icon.

Report Category	485
Report Name	My Awesome 485 report
Report Description	This is my description of my awesome 485 report, because it is so awesome.

 **Save report**  **Cancel Save**

Here you can give the report a category, which will be where the report appears in the menu on the left. You can apply a custom name to the report and description. Click **Save Report** to save the report or click **Cancel Save** to return to the main screen. After you save a report, the report is automatically loaded up for you to run.