

## Sorting and Filtering (Finding) Data Tip Sheet

This tipsheet was created for users of the CALP database.

Use this tipsheet to learn about:

- [Automatic sort](#)
- [Turning off the sorting function](#)
- [Sorting data](#)
- [Filtering \(Finding\) Data](#)

All pages in the CALP database can be filtered and sorted to help you find the data you're looking for more efficiently.

### Automatic sort

Data is automatically sorted in different ways depending on what page of the database you are on. Sorting happens in order, starting at #1.

### Learning Opportunities

▼ 1	^ 2		^ 3
Cycle	Learning Opportunity Name	Facility	Location

### Learners

^ 2		^ 1
First Name	Middle Name	Last Name

### Registrations

▼ 1
Registration Date

### Instructors

^ 2	^ 1
First Name	Last Name

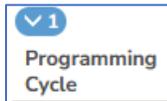
### Timesheet

No auto-sort

### Programs of Interest

▼ 1
Date Requested

## Learner Support Services



## Facilities

No auto-sort

## Community Partners

No auto-sort

## Referring Organizations

No auto-sort

## Referrals Out

No auto-sort

## In-kind Contributions



## Turning off the sort function

To turn off the sort function on any page:

Hover over the sorted column. The sort tools will appear.



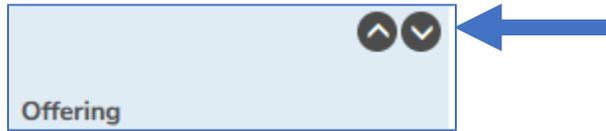
Click the **x** to turn off that sort. The number will disappear from above the column header. The database will no longer auto-sort by that column of data.



## Sorting data

Data on any page can be sorted by any column header. To sort by a specific column:

Hover over the column heading. The sort tools will appear.



Click the up arrow to sort in **ascending** alphabetical order (A-Z). Dates will display oldest to most recent.



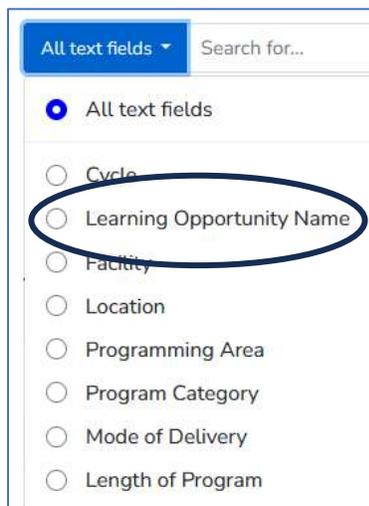
Click the down arrow to sort in **descending** alphabetical order (Z-A). Dates will display most recent to oldest.



## Filtering Data

Occasionally, you may want to filter (find) specific data. The database allows you to search by different criteria based on what page you are on. This example is based on the Learning Opportunities page. To search for specific data on the page:

Click the All text fields box and select the filter you would like to use (i.e. Learning Opportunity Name)



Type all or part of the learning opportunity name in the search box

Learning Opportunity Name ▾ making sense

Click Search

Search

The database will show all learning opportunities that contain “making sense” in the learning opportunity name

Graphic	Cycle	Learning Opportunity Name	Facility	Location	Programming Area
	2025-2026	Making Sense of a Budget	Anytown Arts & Recreation Centre (ARC)	Anytown	LFL (Literacy and Foundational Learning)
	2025-2026	Making Sense of a Budget	ABC Learning Centre	Anywhere	LFL (Literacy and Foundational Learning)

You can narrow down the search by adding another filter:

Click the Add filter box

Add filter

Click the All text fields box and select a new search option (i.e. Location)

All text fields ▾ Search for...

- All text fields
- Cycle
- Learning Opportunity Name
- Facility
- Location
- Programming Area
- Program Category
- Mode of Delivery
- Length of Program

Type the location in the search box

Location ▾ Anytown

Click Search

🔍 Search

The database will refine the search and filter out any learning opportunity with “making sense” in the name that ran in Anytown

Learning Opportunity Name	Facility	Location	Programming Area
Making Sense of a Budget	Anytown Arts & Recreation Centre (AARC)	Anytown	LFL (Literacy and Foundational Learning)

You can continue to add filters to narrow down the search as much as you like.