

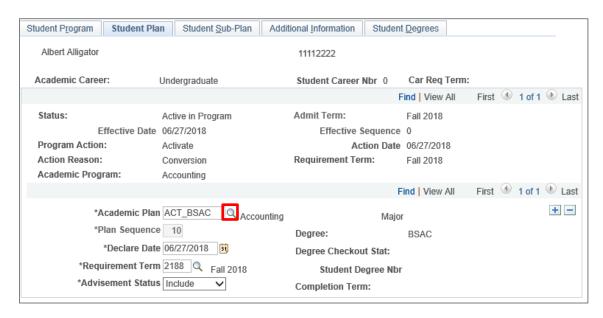


SORT LOOK UP RESULTS

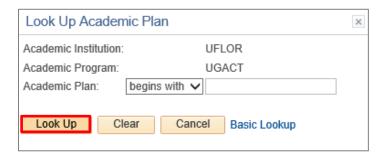
This instruction guide will step you through the process of sorting look up results in myUFL so you can quickly locate the desired result.

NAVIGATION

- 1. Navigate to the appropriate page in myUFL.
- 2. Select the magnifying glass.



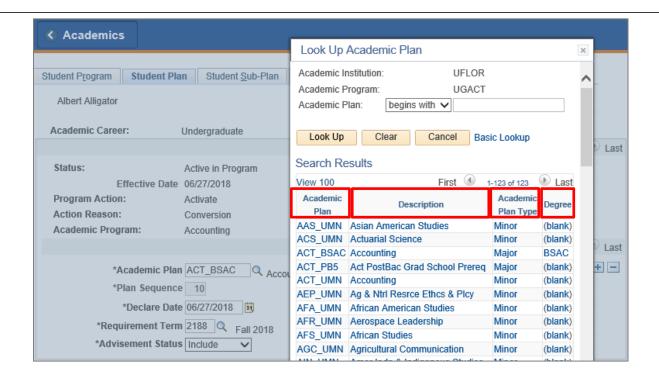
3. Select Look Up.



SORT RESULTS

1. Click the appropriate column header to sort the search results in ascending order. Click the column header twice to sort the search results in descending order.





FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu