

Beauty Base Video Tutorials



Grouping & Sorting

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We are going to go over grouping and sorting options. First we're going to start with the Database View. If you would like to group your results by a specific field, we're going to click "Group" and then you're going to decide which field you're going to group these by. I just chose the rating whether it's going to clog your pores and there are a few in here that I was not able to find the rating for.

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So what that's going to do as you can see here, you have groups now of your ingredients by a specific field that you chose. So another one, if you just want to separate your butters and your oils, you can do that as well. So you have your butters here at the top and your oils at the bottom. You can also sort your fields by any field you would like.

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So let's go ahead and let's sort them by cost. So now you still have your butters together. But within that grouping you have your low cost butters first, your medium and then your high. And the same with your oils now, your low cost oils first, medium and then high. So as you can see you can group and sort and get as specific as you could possibly need to with this database.

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Now when you're looking at the Snapshot View, you don't actually have the grouping option, but you do have the sorting option. So if you want to sort these by stability, you are going to have all your stable oils first, and then as you scroll through to the bottom, you have your unstable oils. So that is just a quick overview of grouping and sorting.