# How to Sort NNPs

**All NNPs must be sorted by size.**

**LIST MUST BE GROUPED BY SIZE FROM SMALLEST TO LARGEST**

**For production purposes, NNPs should also be sorted by number, especially when there are more than 10 units.**

1. Highlight the contents you want to sort. ** **DO NOT highlight column A.** **



Excel screenshot of the NAME-NUMBER-POSITION LIST (NNP) spreadsheet:

**THIS DOCUMENT MUST BE SENT TO BOATHOUSE VIA EMAIL**

NAME-NUMBER-POSITION LIST ( NNP )

To be completed by Customer
To be completed by Boathouse

Account Name
Quote Number
Style Name
Style Number
NNP Filename

THE FOLLOWING INFORMATION WILL BE APPLIED TO YOUR GARMENTS EXACTLY AS IT APPEARS BELOW. LIST MUST BE GROUPED BY SIZE FROM SMALLEST TO LARGEST.

% denotes line breaks for production purposes

| | Adult Sizes | | Youth Sizes | |
|---|---|---|---|---|
| | XS | 3 | YS | |
| | S | 3 | YM | |
| | M | 3 | YL | |
| | L | 3 | YXL | |
| | XL | 3 | YXS/YS | |
| | 2X | 3 | YM/YL | |
| | 3X | 3 | YG | |
| | 4X | 3 | Total | 0 |
| | 5X | 3 | | |
| | S/M | | | |
| | L/XL | | | |
| | 2X/3X | | | |
| | G | | | |
| | OS | | | |
| | Total | 27 | | |

| | Size | Name | Number | Position |
|---|---|---|---|---|
| Ex. | 2X | John | 23 | D |
| 1 | XS | | 24 | |
| 2 | S | | 3 | |
| 3 | M | | 21 | |
| 4 | L | | 18 | |
| 5 | XL | | 1 | |
| 6 | 2X | | 13 | |
| 7 | 3X | | 10 | |
| 8 | 4X | | 22 | |
| 9 | 5X | | 16 | |
| 10 | XS | | 20 | |
| 11 | S | | 17 | |
| 12 | M | | 11 | |
| 13 | L | | 6 | |
| 14 | XL | | 4 | |
| 15 | 2X | | 25 | |
| 16 | 3X | | 14 | |
| 17 | 4X | | 5 | |
| 18 | 5X | | 9 | |
| 19 | XS | | 2 | |

**Names**
Font Type
Color
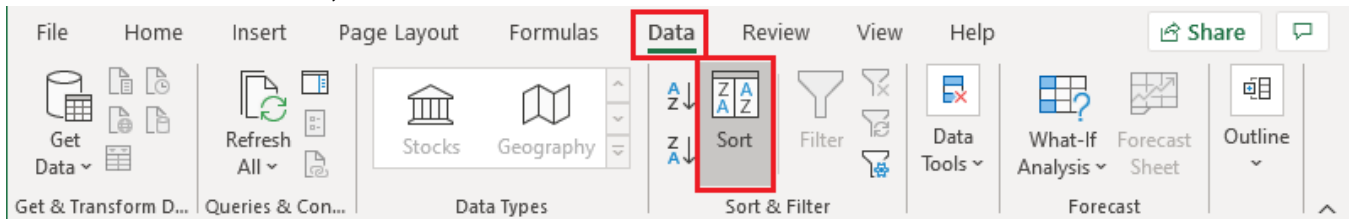Location
Notes

**Numbers**
Font Type
Fill Color
O/L Color
Location
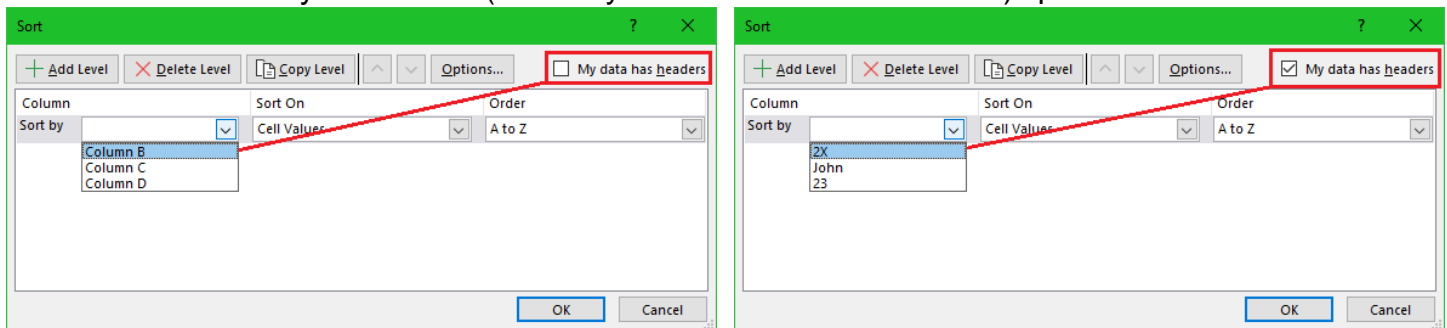Size
Notes

Sheet tabs: NNP List | Font Examples
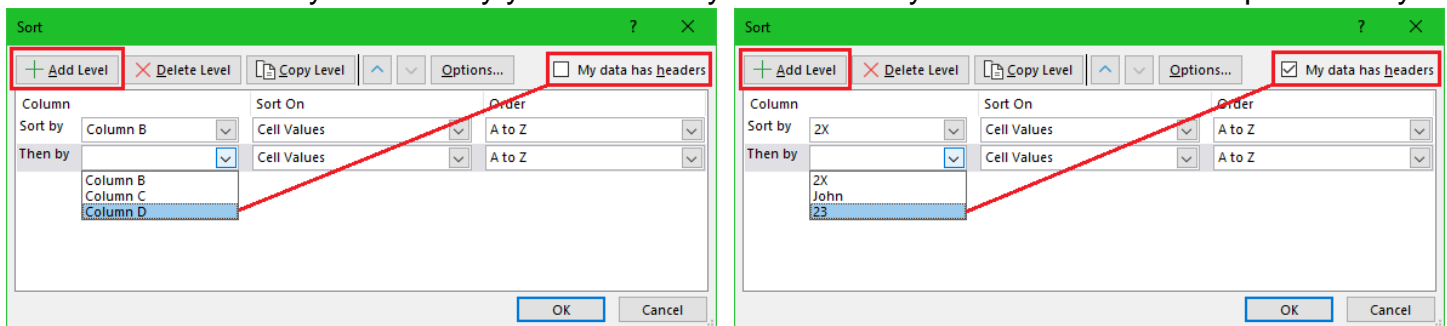
Average: 14   Count: 54   Sum: 378   85%

2. From the DATA tab, select "Sort."



3. Select "Sort By" Column B (or 2X if you have headers turned on). ‡



4. Select "Add Level" and select "Then By" Column D (or 23 if you have headers turned on).
   ¬ Alternatively/Additionally you can sort by Column C if you would like to sort Alphabetically.

5. Your NNP is now sorted by size and then by number.

| File | Home | Insert | Page Layout | Formulas | **Data** | Review | View | Help | | | Share |
|------|------|--------|-------------|----------|----------|--------|------|------|--|--|-------|

Get Data | Refresh All | Stocks | Geography | Data Types | Sort | Filter | Data Tools | What-If Analysis | Forecast Sheet | Outline

Get & Transform D... | Queries & Con... | Data Types | Sort & Filter | Forecast

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| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 18 | | **LIST MUST BE GROUPED BY SIZE FROM SMALLEST TO LARGEST.** | | | | | G | | | |
| 19 | | % denotes line breaks for production purposes | | | | | OS | | | |
| 20 | | | | | | | **Total** | 27 | | |
| 21 | | **Size** | **Name** | **Number** | **Position** | | | | | |
| 22 | *Ex.* | *2X* | *John* | *23* | *D* | | | | | |
| 23 | 1 | 2X | | 13 | | | | | | |
| 24 | 2 | 2X | | 15 | | | | | | |
| 25 | 3 | 2X | | 25 | | | | | | |
| 26 | 4 | 3X | | 10 | | | | | | |
| 27 | 5 | 3X | | 14 | | | | | | |
| 28 | 6 | 3X | | 26 | | | | | | |
| 29 | 7 | 4X | | 5 | | | | | | |
| 30 | 8 | 4X | | 7 | | | | | | |
| 31 | 9 | 4X | | 22 | | | | | | |
| 32 | 10 | 5X | | 9 | | | | | | |
| 33 | 11 | 5X | | 16 | | | | | | |
| 34 | 12 | 5X | | 23 | | | | | | |
| 35 | 13 | L | | 6 | | | | | | |
| 36 | 14 | L | | 18 | | | | | | |
| 37 | 15 | L | | 19 | | | | | | |
| 38 | 16 | M | | 11 | | | | | | |
| 39 | 17 | M | | 21 | | | | | | |
| 40 | 18 | M | | 27 | | | | | | |
| 41 | 19 | S | | 3 | | | | | | |
| 42 | 20 | S | | 8 | | | | | | |
| 43 | 21 | S | | 17 | | | | | | |
| 44 | 22 | XL | | 1 | | | | | | |
| 45 | 23 | XL | | 4 | | | | | | |
| 46 | 24 | XL | | 12 | | | | | | |
| 47 | 25 | XS | | 2 | | | | | | |
| 48 | 26 | XS | | 20 | | | | | | |
| 49 | 27 | XS | | 24 | | | | | | |
| 50 | 28 | | | | | | | | | |
| 51 | 29 | | | | | | | | | |
| 52 | 30 | | | | | | | | | |
| 53 | 31 | | | | | | | | | |
| 54 | 32 | | | | | | | | | |
| 55 | 33 | | | | | | | | | |
| 56 | 34 | | | | | | | | | |
| 57 | 35 | | | | | | | | | |

Names
Font Type
Color
Location
Notes

Numbers
Font Type
Fill Color
O/L Color
Location
Size
Notes

Positions
Font Type
Fill Color
O/L Color
Location
Size
Notes

NNP List | Font Examples

85%

‡    To sort in actual size order, you will need to add a Custom List…

**Sort**

| Column | | Sort On | | Order | |
|---|---|---|---|---|---|
| Sort by | 2X ⌄ | Cell Values ⌄ | | A to Z ⌄ | |
| Then by | 23 ⌄ | Cell Values ⌄ | | A to Z | |
| | | | | Z to A | |
| | | | | Custom List... | |

+ Add Level    ✕ Delete Level    📋 Copy Level    ⌃ ⌄    Options...    ☑ My data has headers

OK    Cancel

**Custom Lists**

Custom Lists

Custom lists:

NEW LIST
Sun, Mon, Tue, Wed, Thu, Fri,
Sunday, Monday, Tuesday, We
Jan, Feb, Mar, Apr, May, Jun, Ju
January, February, March, Apri
YXS, YS, YM, YL, YXL, YXS/YS, YM/

List entries:

YXS
YS
YM
YL
YXL
YXS/YS
YM/YL
XS
S
M
L
XL

Add

Delete

OK    Cancel

## Size List
YXS
YS
YM
YL
YXL
YXS/YS
YM/YL
YG
XS
S
M
L
XL
2X
3X
4X
5X
S/M
L/XL
2X/3X
G
OS

Your NNP is now sorted in size order and then by number.

Get Data | Refresh All | Stocks | Geography | Sort | Filter | Data Tools | What-If Analysis | Forecast Sheet | Outline

Get & Transform D... | Queries & Con... | Data Types | Sort & Filter | Forecast

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| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 15 | | | | | | | S/M | | | |
| 16 | | | THE FOLLOWING INFORMATION WILL BE APPLIED TO YOUR | | | | L/XL | | | |
| 17 | | | GARMENTS EXACTLY AS IT APPEARS BELOW. | | | | 2X/3X | | | |
| 18 | | | LIST MUST BE GROUPED BY SIZE FROM SMALLEST TO LARGEST. | | | | G | | | |
| 19 | | | % denotes line breaks for production purposes | | | | OS | | | |
| 20 | | | | | | | Total | 27 | | |
| 21 | | Size | Name | Number | Position | | | | | |
| 22 | Ex. | 2X | John | 23 | D | | | | | |
| 23 | 1 | XS | | 2 | | | | | | |
| 24 | 2 | XS | | 20 | | | | Names | | |
| 25 | 3 | XS | | 24 | | | Font Type | | | |
| 26 | 4 | S | | 3 | | | Color | | | |
| 27 | 5 | S | | 8 | | | Location | | | |
| 28 | 6 | S | | 17 | | | Notes | | | |
| 29 | 7 | M | | 11 | | | | | | |
| 30 | 8 | M | | 21 | | | | | | |
| 31 | 9 | M | | 27 | | | | Numbers | | |
| 32 | 10 | L | | 6 | | | | | | |
| 33 | 11 | L | | 18 | | | Font Type | | | |
| 34 | 12 | L | | 19 | | | Fill Color | | | |
| 35 | 13 | XL | | 1 | | | O/L Color | | | |
| 36 | 14 | XL | | 4 | | | Location | | | |
| 37 | 15 | XL | | 12 | | | Size | | | |
| 38 | 16 | 2X | | 13 | | | Notes | | | |
| 39 | 17 | 2X | | 15 | | | | | | |
| 40 | 18 | 2X | | 25 | | | | | | |
| 41 | 19 | 3X | | 10 | | | | Positions | | |
| 42 | 20 | 3X | | 14 | | | | | | |
| 43 | 21 | 3X | | 26 | | | Font Type | | | |
| 44 | 22 | 4X | | 5 | | | Fill Color | | | |
| 45 | 23 | 4X | | 7 | | | O/L Color | | | |
| 46 | 24 | 4X | | 22 | | | Location | | | |
| 47 | 25 | 5X | | 9 | | | Size | | | |
| 48 | 26 | 5X | | 16 | | | Notes | | | |
| 49 | 27 | 5X | | 23 | | | | | | |
| 50 | 28 | | | | | | | | | |
| 51 | 29 | | | | | | | | | |
| 52 | 30 | | | | | | | | | |
| 53 | 31 | | | | | | | | | |
| 54 | 32 | | | | | | | | | |

NNP List | Font Examples

85%