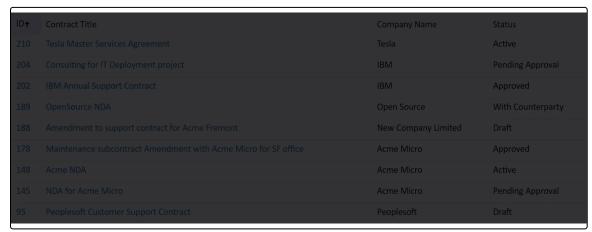
Sorting Records in Table Views

By default, the rows in a table are sorted by the Record ID number in descending order. You can sort by any field in ascending order by clicking on the field name in the column heading, and you can click again to sort by that field in descending order.

The current field sorting the records is marked with a down arrow or up arrow next to the field name for descending or ascending order, respectively. Clicking the field name or the arrow icons reverses the sort order.

To sort by multiple fields, hold down the Shift key and click on another column heading.



Animated image showing multi-sorting