

# 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.

<input type="checkbox"/>	ID ↓	Full Name	Primary Team	Email
<input type="checkbox"/>	477			<a href="mailto:douglas.adams@example.com">douglas.adams@example.com</a>
<input type="checkbox"/>	476		erator Team	<a href="mailto:example132@example.com">example132@example.com</a>

Click the Full Name column heading to sort by the Full Name field.

The current field sorting the records is marked with ↓ or ↑ next to the field name for descending or ascending order, respectively. Clicking the field name or the ↓ / ↑ icons reverses the sort order.

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

<input type="checkbox"/>	ID ↓ <sub>2</sub>	Full Name ↑ <sub>1</sub>	Primary Team	Email
<input type="checkbox"/>	394	Admin System	Admin Team	<a href="mailto:example33@example.com">example33@example.com</a>
<input type="checkbox"/>	213	Agiloft Admin	Admin Team	<a href="mailto:example23@example.com">example23@example.com</a>