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.

ID↑	Contract Title	Company Name	Status
210	Tesla Master Services Agreement	Tesla	Active
204	Consulting for IT Deployment project	IBM	Pending Approval
202	IBM Annual Support Contract	IBM	Approved
189	OpenSource NDA	Open Source	With Counterparty
188	Amendment to support contract for Acme Fremont	New Company Limited	Draft
178	Maintenance subcontract Amendment with Acme Micro for SF office	Acme Micro	Approved
148	Acme NDA	Acme Micro	Active
145	NDA for Acme Micro	Acme Micro	Pending Approval
95	Peoplesoft Customer Support Contract	Peoplesoft	Draft

Animated image showing multi-sorting