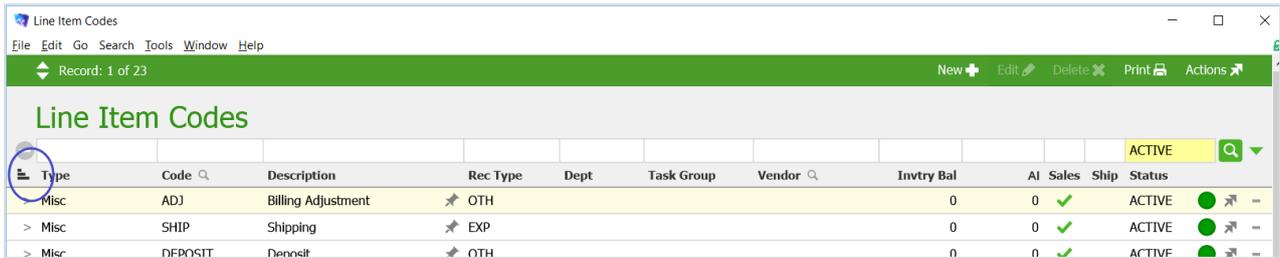


# Sorting Records in List View

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To help review lists of records, you can sort them easily. Click any of column heading once to sort in ascending order; click that column heading again to sort in descending order.

Additional options for sorting lists are available by clicking the **Sort** button:



The Sort menu options vary based on the module you are working with. When you select an option from the Sort drop down list, the list view screen adds appropriate subheadings to the list. For example, sorting a Contacts list by Department adds the various department titles to divide the list:

