

How to Sort records on grid

The records in the grid area can be sorted in ascending or descending order. Here is how to do it:



Changes on the sorting or setting of the grid area can be saved using the View button.

1. Open the [Search](#) screen.
2. Left or right click the column header that you want to sort. The **Grid Column Options** will be displayed.
3. Click either **Sort Ascending** or **Sort Descending** button as needed.

