

Can I sort the grid in the filtering screen?

Last Modified on 30/05/2017 2:05 pm BST

By default, the grid of contracts is sorted by company name and then by contract name. The field on which the grid is currently sorted is highlighted in a darker blue.

You can sort the grid on a different column simply by clicking on the column header. Clicking on the same column header again then re-sorts the grid in the opposite order.

Alternatively, you can click the right mouse button over the field header, and choose either **Sort ascending** or **Sort descending** from the pop-up menu.
