Sort by List

You can define a sort sequence for the generated query results.

1. In the Column List, click on the sort-by icon [icon] for each column you want to sort by
2. In the Sort By list, review what you have selected. They all default to ascending. If you want one or more to be descending, simply click on it.
3. Click the Save button as shown

SORT BY LIST		
Save ▢ Saved		
↱	⩲ ⩲	Column
▢ ↱	1 🗑 ⩲	Customer
▢ ↱	2 🗑 ⩲	SO #
▢ ↱	3 🗑 ⩲	OurItemCode