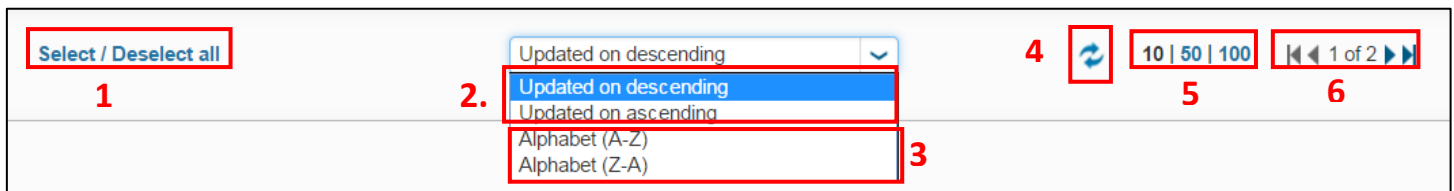


Sorting the List view

Purpose: Understanding the sorting functions in the List view.

Audience: All Roles

- 1 – **Select/Deselect all:** Allows you to Select/Deselect all the items in the current list view.
- 2 – **Updated on ascending/descending:** Indicates the last time a change was made to a status or value.
- 3 – **Alphabet:** View items alphabetically (ascending or descending).
- 4 – **Refresh:** Click to apply the sorting options to the list view.
- 5 – View **10 | 50 | 100** Number of items in the list view
- 6 – Navigate through the pages of the list view.



The screenshot shows a list view control bar with six numbered callouts:

- 1:** A button labeled "Select / Deselect all".
- 2:** A dropdown menu currently showing "Updated on descending". The dropdown is open, showing options: "Updated on descending" (highlighted), "Updated on ascending", "Alphabet (A-Z)", and "Alphabet (Z-A)".
- 3:** A refresh icon (circular arrow).
- 4:** A pagination control showing "10 | 50 | 100".
- 5:** A page navigation control showing "1 of 2" with left and right arrows.