



### 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.

