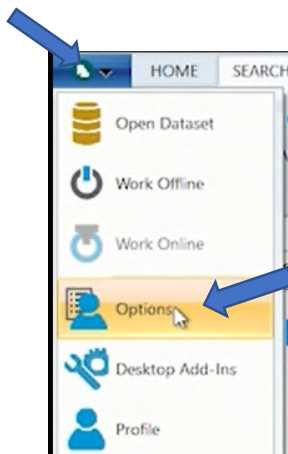


How To Sort

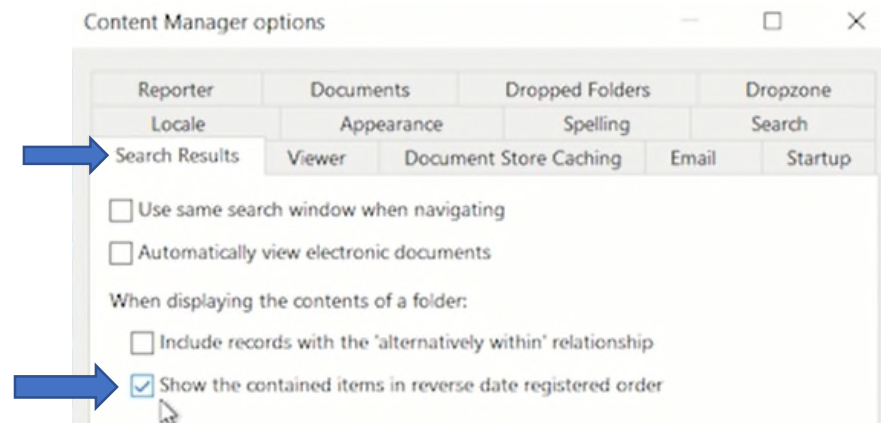
To sort your items in alphanumeric order, go up to a column heading and **click once**. For example, clicking on the top of the **Title** column will sort all items by their title in alphabetical order starting with A, or numerical order starting with the lowest/earliest. If you wish to sort starting with Z or starting with the latest, **click once again** on the column. 

Record Number	Title ^	Date Created
COMV/19/10	Building	10/29/2019 at
COMV/19/4	City Recorder	07/17/2019 at
COMV/19/5	Contracts	07/17/2019 at
COMV/19/7	Human Resources	07/17/2019 at
COMV/20/6	McMinnville Parks and Recreation Accounting	06/09/2020 at

OPTIONAL: you can change the default sort setting. By default, items on top are the ones most recently registered into Content Manager. You could leave it this way or choose to set the default to sort items in alphanumeric order starting with A and/or the lowest/earliest number. To do this, **click** the Content Manager logo in the upper left corner, and click on **Options**.



Next, **click** on the **Search Results** column and uncheck the bottom box "Show the contained items in reverse date registered order."





Sorting in Content Manager 9.3

Now, with your setting changed, when you run a search or open a folder, your items will be sorted in alphanumeric order by the title, starting with the earliest.

Record Number	Title	Date Created
COMC/20/110	2017 Ordinances	12/31/2017
COMC/20/111	2018 Ordinances	12/31/2018
COMC/20/112	2019 Ordinances	12/31/2019
COMC/20/113	2020 Ordinances	12/31/2020
COMC/21/10	2021 Ordinances	03/30/2021
COMC/19/5	Ordinances	07/17/2019 at 9:52

You can still click on individual title columns to sort them, as discussed earlier. You can also change your default setting back to sorting items in reverse date registered order, so that the most recently added documents appear first.