In Query Manager, users can specify the sort order of the rows in the output table. For example, users can sort by name, employee id, department name, or paycheck dates.

**Procedure for Sorting**

1. Click **Create New Query**

2. **Search** for the name of the table (record) you want to add

3. Click the **Add Record** hyperlink next to the correct table

4. Select the desired output columns (fields) in the **Query** tab

5. Go to the **Fields** tab

6. Click the **Reorder / Sort** button

7. On the **Edit Field Ordering** page
   - Enter the sort order into the **New Order By** column
   - Enter 1 for the first column you want to sort by, 2 for the next, etc.
   - Check the **Descending** checkbox if you want to order from largest to smallest
   - **Tip**: If you sort by name, also add a secondary sort for ID number because multiple people can have the same name

8. Click **OK**
The new sort order will appear in the **Ord** column on the **Fields** tab. The letter D indicates descending order.