CARDPRESSO
more than an application
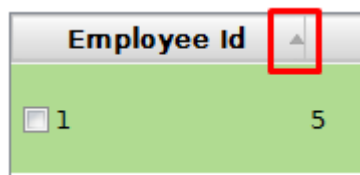
TECHNOTE
[51/2014]

DATE: December, 2014
AUTHOR: cardPresso TECHNICAL SUPPORT
PRODUCT/AREA: Database
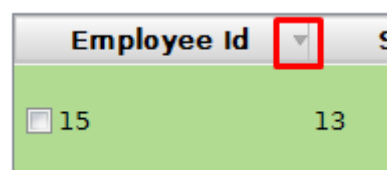
Subject: How to order database records

It is possible to determine the order by which your database records are presented through:

- DATABASE VIEW

Clicking the column name of the column by which you intend to order by (Employee Id in this example), will change the presentation order from ascending to descending or vice-versa.

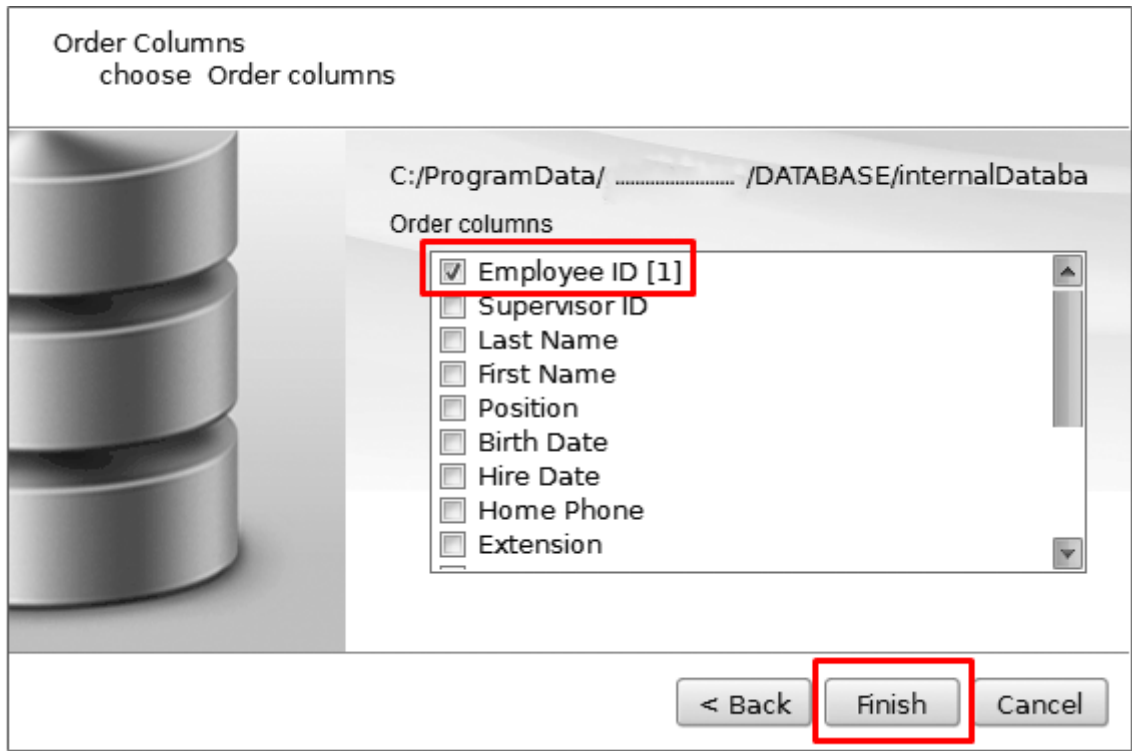### - DATABASE CONNECTION WIZARD

The **Order Columns** window allows you to choose which column of your database cardPresso should use

to order the records by when you browse them in cardPresso.

Select the column you want to use to order the items in cardPresso and click Finish and your database

items will be displayed on cardpresso's **Database** tab or **Database View**:

The organization rules used by cardPresso for the selected columns are:

Empty fields first, then the Numeric fields from the smallest value (0) to the biggest value (±9), followed

by the fields in Alphabetic order.