

# Mariner Software

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## Sorting by more than one column in Paperless 3

Jim Henson - 2018-12-17 - Viewing/ Editing Library Items

In Paperless, grid views can be sorted by a column, by clicking the column header. By sorting a grid view, all library items in the grid view will display in order of the values that appear in the column sorted by.

It should be possible to sort grid views in Paperless by more than one column. Paperless remembers the previous sort configuration and uses it when displaying a new sort configuration.

**Please note:** *This does not apply to the grid view in Paperless reports.*

To sort a grid view in Paperless by two columns, follow these steps:

1. Make sure the two columns you would like to sort by are enabled in View Options.  
  
View options can be displayed within the library window by selecting Show View Options
2. Sort the grid view first by the secondary sort column. This is the column that the grid view will be sorted by for library items that display the same value in the column sorted by primarily.
3. After the grid has been sorted by the secondary column, sort by the primary sort column.

For a more concrete example, suppose you would like to sort first by Category, then by Subcategory.

1. Using View Options, make sure that both Category and Subcategory are visible in the current grid view.
2. Sort the grid view first by Subcategory column.
3. After the grid has sorted by Subcategory, sort the grid by the Category column.

After following these steps, Paperless will sort the grid view first by Category, then by Subcategory.

Frequently Asked Questions

### What is a grid view?

For the purposes of this tutorial, a grid view is the grid layout that appears in either of the following two view modes:

- List view mode
- CoverFlow view mode

Report view mode in Paperless also displays a grid view. This tutorial, however, does not apply to Paperless reports.