


## Filters and Ordering Dialog

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To access this dialog, do one of the following in the [Table Editor](#):

- Press **Ctrl+F12**.
  - Click  **Filters and Ordering** on the toolbar.
  - Select **Filters and Ordering** from the context menu.
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In this dialog you can:

- Specify which table columns should be shown or hidden.
- Define the order in which the records should be shown.
- Restrict the table records to be displayed by specifying conditions.

Item	Description
Include / Exclude	<p>Select the check boxes to have the corresponding fields shown. Clear the check boxes for the fields that should be hidden.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"><p>Alternatively, you can right-click the header row in the Table Editor and select which columns should be shown and which shouldn't.</p></div>
Name	This column shows the field names (read-only).
Order	Select the desired sorting order ( <b>Ascending</b> or <b>Descending</b> ) and priority.
Filter	Specify filtering conditions for the corresponding fields.