

List Sort Order & Search Fields

For each type of record (Contact, Account, Mentor Profile, and so on), you can set **how its list is ordered by default** and **what its search box looks at**. These are simple administrator settings — no coding involved, and they never change any of your data.

What you can set

- **Order By** — the field the list is sorted by when you open it.
- **Sort Direction** — *Ascending* (A→Z, oldest first) or *Descending* (Z→A, newest first).
- **Text Filter Fields** — the fields the quick-search box searches when someone types in it.
- **Full-Text Search** — the deeper "search everything" mode, on or off.
- **Full-Text Search Min Length** — (*optional*) how many letters someone must type before full-text search starts.

How to change them

1. Sign in to EspoCRM as an **administrator**.
2. Open the **Administration** menu (top-right).
3. Click **Entity Manager**.
4. Click the record type you want to change (for example, *Contact*).
5. Click **Edit**.
6. Set the boxes you want:
 - **Order By** — choose the field to sort by.
 - **Sort Direction** — *Ascending* or *Descending*.
 - **Text Filter Fields** — choose the fields the search box should search.
 - **Full-Text Search** — tick to turn it on.
 - **Full-Text Search Min Length** — leave blank, or enter a number.
7. Click **Save**.
8. If you are prompted, go to **Administration** → **Rebuild** to finish applying the change.

How to check it worked

Open that record type's list from the navigation menu. It should now be sorted the way you chose, and typing in the search box should look at the fields you picked.

Good to know

- These settings only affect **ordering and searching** — no records are changed.
- If you are not sure, leave a box at its default.
- If your CRM is maintained through the **CRM Builder** tool, these same five settings can be set there and published to EspoCRM automatically — check with whoever maintains the CRM.

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