

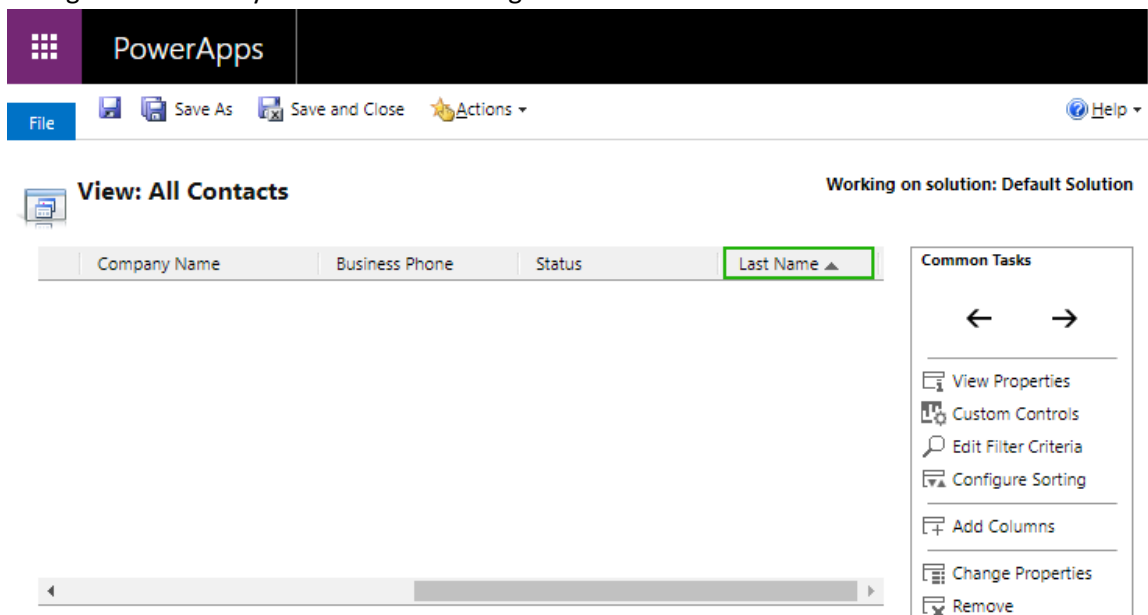


## Dynamics 365: How to Sort a View by a Hidden Column

While the out-of-the-box D365 view designer does provide many options for configuring views, it currently only allows you to sort by visible columns. This creates limitations if, for example, you want to set the default All Contacts view to sort by the contact's last name without having to add the Last Name field as a visible column.

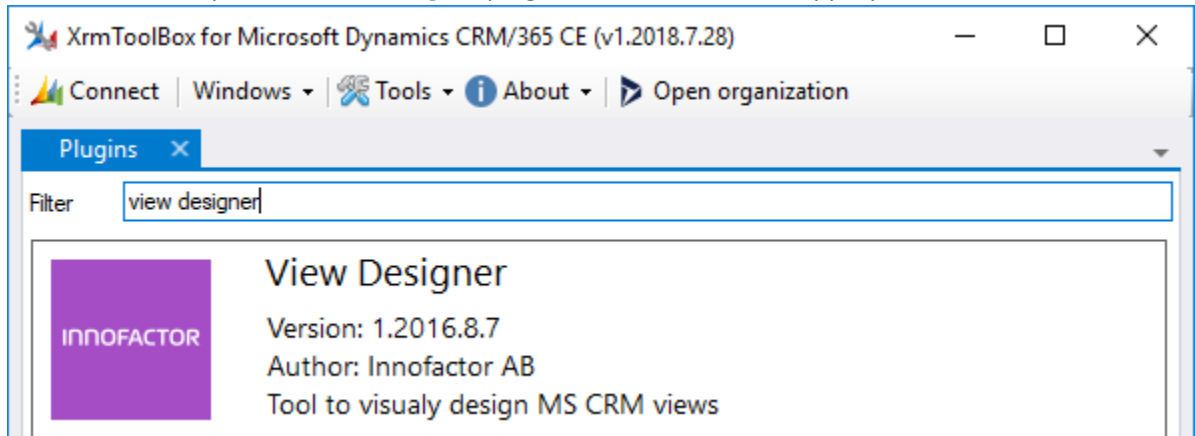
Fortunately, [XrmToolBox](#) provides a plugin that allows you to better customize your views. Below are instructions on how to configure a hidden sort column:

1. First, you will need to add the desired sort field to the view and configure the view to sort by this column. In our example we will add the Last Name field to the All Contacts view and configure it to sort by Last Name ascending.

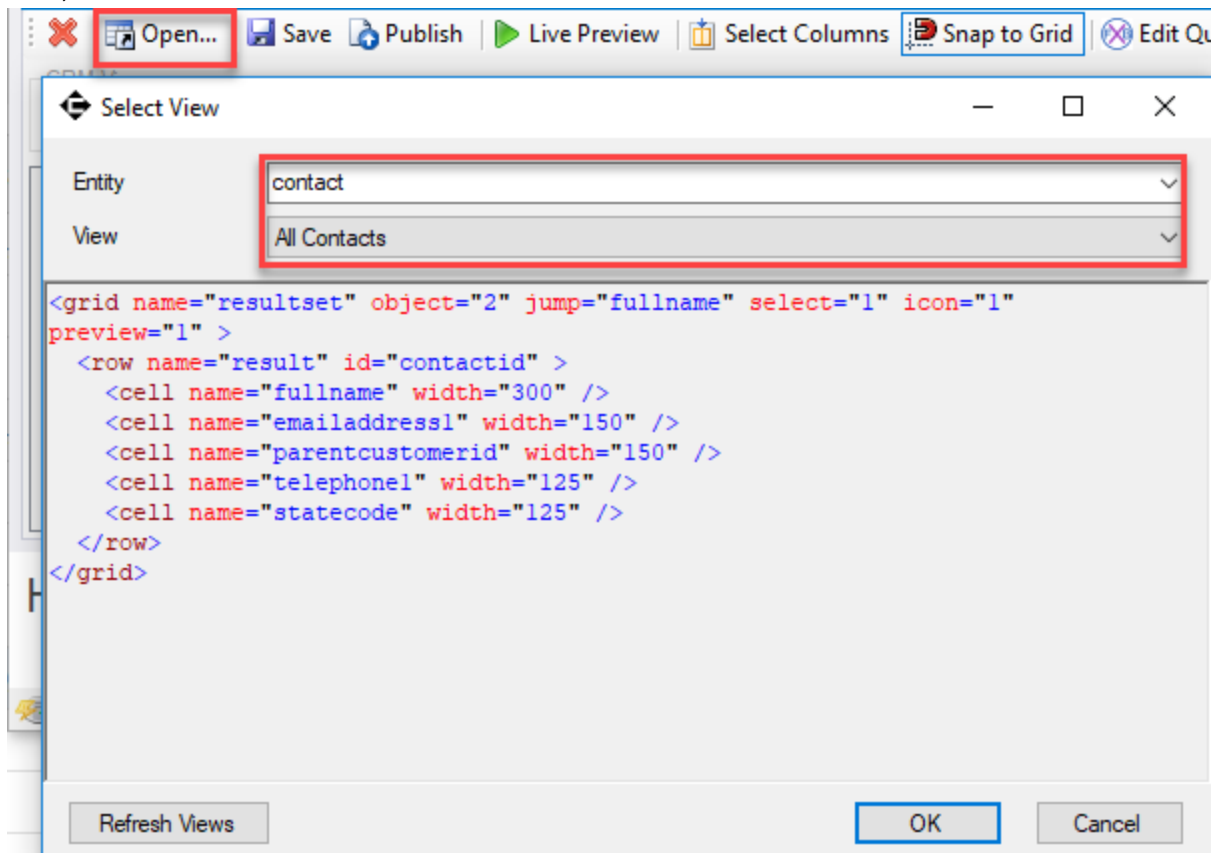


2. Save the view and publish the entity.

3. In XrmToolBox, open the [View Designer](#) plugin and connect to the appropriate D365 instance.

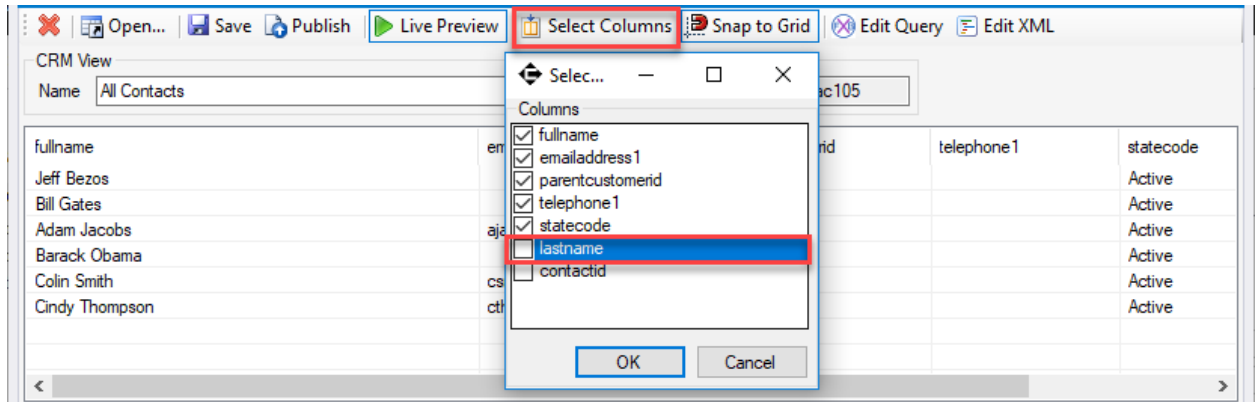


4. Click "Open" to select the Entity and View to configure. If the entities and views do not load you can click the "Refresh Views" button at the bottom of the window. Once you have selected your view, click OK to load the view.



5. In the next window, click the "Select Columns" button and then uncheck the column that you would like to hide. In the example below, I unchecked the lastname column so that it is hidden

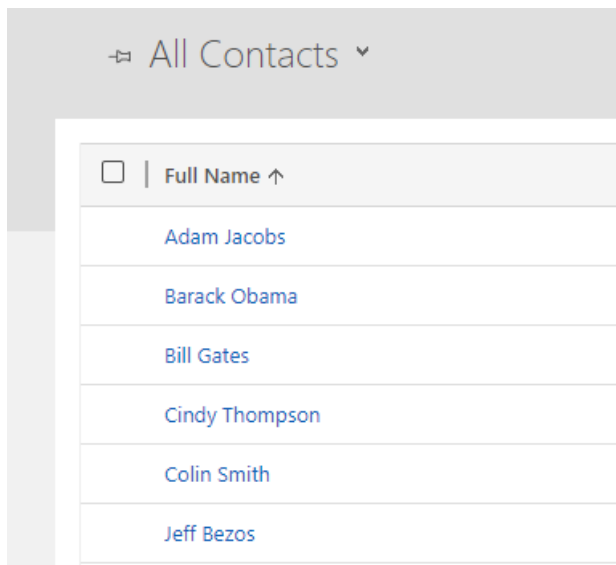
in the view.



6. Lastly, click Save and Publish in the top ribbon.

Now you can go back to your contact list in D365 and see the view sorted by the contact's last name rather than full name.

BEFORE (Sorted by Full Name):



AFTER (Sorted by hidden Last Name column):

☰ All Contacts ▾

| Full Name

Jeff Bezos

Bill Gates

Adam Jacobs

Barack Obama

Colin Smith

Cindy Thompson