

Sort Transaction Docs by Document Label

SUMMARY

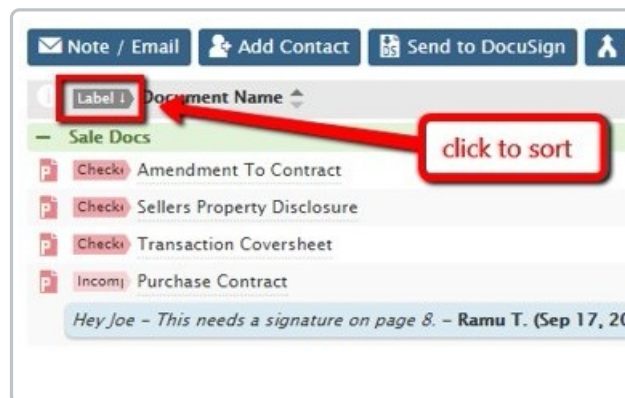
Learn how to sort a transaction's docs by their label.

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Sort by Document Label

To sort transaction documents by their labels:

- 1 **Open the transaction.** Then scroll down to the document list.
- 2 **Click on the [Label]** to sort the documents by their label. Click the icon again to sort in the reverse order.



To learn more about document labels, see [Managing and Using Doc Labels](#) →



⚠ Documents without a label will not be included in the sort and will remain at the bottom of the list of docs.