

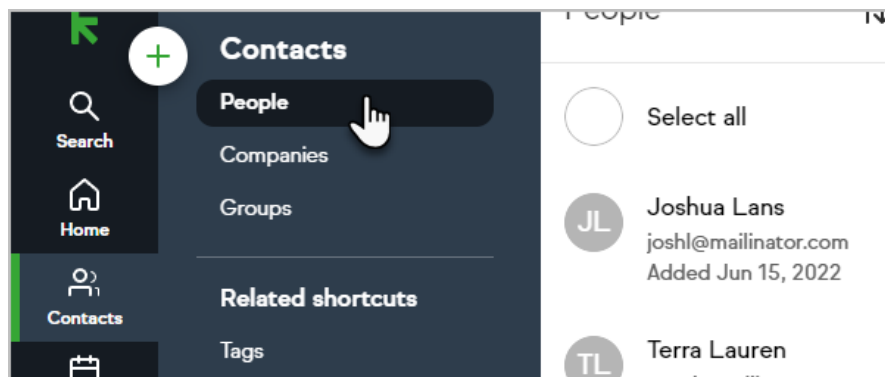
# Sorting contacts by last updated

This article applies to:

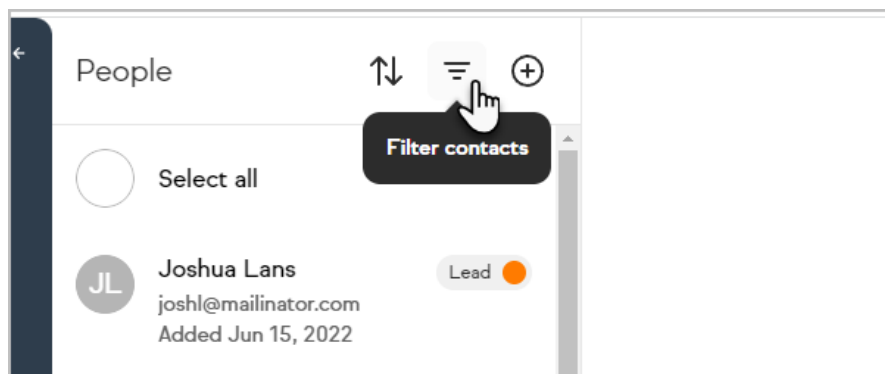
To help you work more efficiently, you can sort your contacts and companies by "Last updated." You can find this option when viewing a list of contacts, or when viewing contacts within your companies. In either case, the contacts will be sorted with the contacts at the top who have most recently been updated.

## Sorting Contacts by "Last updated"

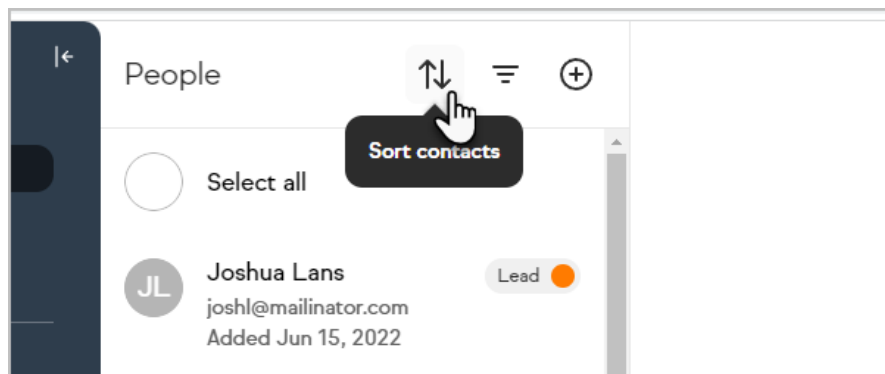
1. Go to **Contacts > People**



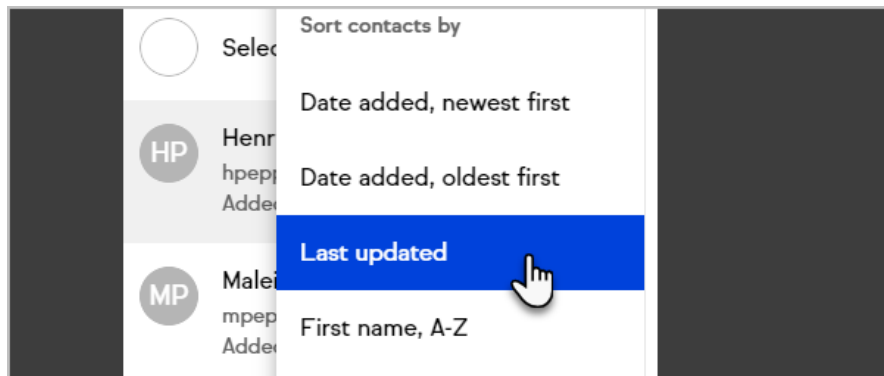
2. (Optional) Filter the contacts by whatever criteria you need by clicking on the **Filter contacts** icon



3. Once you have the contacts you would like to view, click on the **Sort contacts** icon



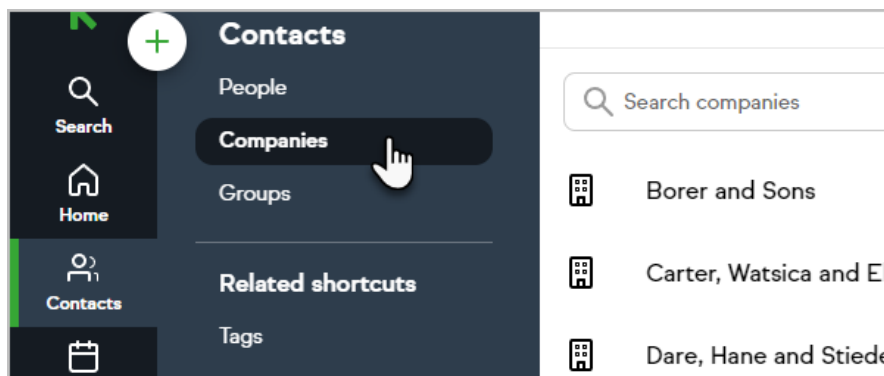
4. Now, select the **Last updated** option in the drop-down menu



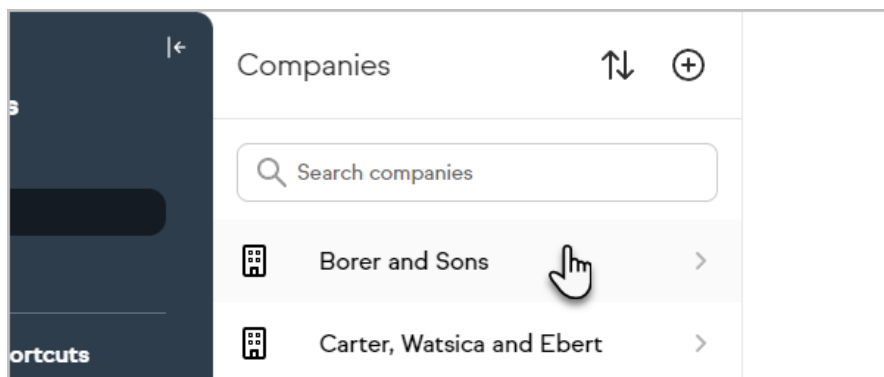
## Sorting Contacts within Companies by "Last updated"

You can also sort your list of companies by "Last updated"

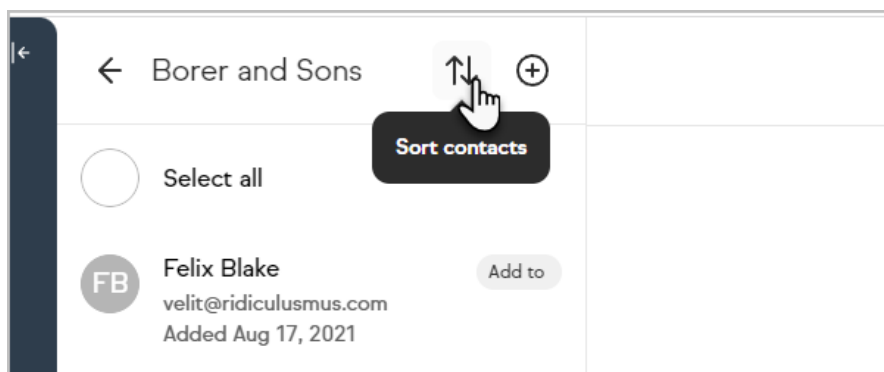
1. Click on **Contacts > Companies**



2. Select a company



3. Click the **Sort contacts** icon



4. Choose the **Last updated** option

## FAQ

### **What qualifies a contact as being updated?**

A contact will be marked as updated when one of 3 things happens:

- When contact information is updated on the contact (example: first name, Job title, phone number, custom field, etc)
  - When contact information is updated through an internal form (example: first name, Job title, phone number, custom field, etc)
  - When a payment is made and recorded on the contact (with OR without sending a receipt)
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