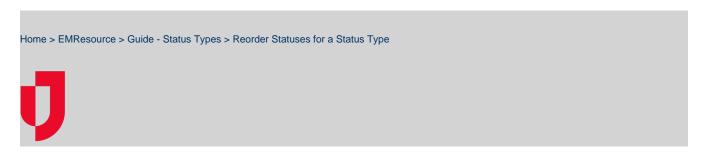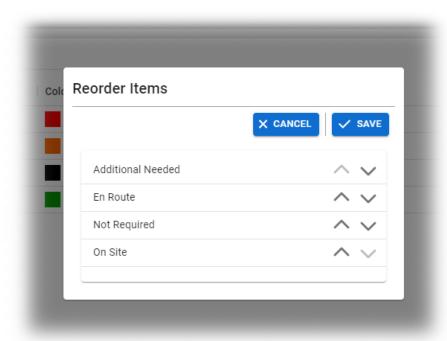# Reorder Statuses for a Status Type

For a status type with multiple status options, you can quickly and easily set the order in which statuses appear to the user in the *Update Status* page, status definitions, notification preference pages, and more.

To reorder statuses for a status type

1. In the main menu, click **Setup** and then click **Status Types**. The *Status Types* page opens.
2. Locate the status type and, on that row, click **statuses**. The *Statuses for (status type)* page opens.
3. Click **Reorder**. The *Reorder Items* page opens.
4. Click statuses to change their order.
5. Click **Save**.