

Set the Status Order for Views

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If you are authorized to [configure views](#), you can specify that resources within a resource type are to be sorted by status. For a status type with multiple options, the default order will be alphabetical. However, from status administration, you can specify a different order for the statuses in the view. For example, your **Emergency Dept.** status type contains three statuses: Closed, Open, Resource Limitations.

Springfield, USA (DEMO)

Setup

Views

Heat Advisory

Edit View : Springfield USA

General

Regions

Resources

Status Types

Sort Status Types

Advanced

Users

Adjust sort order for selected status types.

	Status Type	Sub-Resource Type	Region
⬇	18 and Older		Springfield, USA (DEMO)
⬇	24-Hour Contact Phone		Springfield, USA (DEMO)
⬇	Admit to ICU		Springfield, USA (DEMO)
⬇	Available		Springfield, USA (DEMO)
⬇	Expired in ED		Springfield, USA (DEMO)
⬇	Healthcare Coalition		Springfield, USA (DEMO)
⬇	Intoxication - Other		Springfield, USA (DEMO)
⬇	Intoxication - Prescription Opioid		Springfield, USA (DEMO)
⬇	NEDOCs		Springfield, USA (DEMO)

You can specify an order so that, when that status is used for sorting resources in a view, resources reporting the Closed status appear first, those with Resource Limitations appear second, and those with the status Open appear last.

	City Metro	Emergency Dept.
	Columbia Hospital	Closed
	Memorial Hospital	Resource Limitations
	St. Luke's Hospital	Open
	St. Luke's South Shore	Open

To set sort order in a view

1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.
2. Locate the view and, on that row, click **Edit**. The *Edit View* page opens.
3. Select the **Sort Status Types** tab.
4. In the *Sort Status Types* tab, specify the order in which the status types should be displayed in the view.
Tip: You can also specify alphabetic order by clicking the Sort alphabetically option at the bottom of the tab.
5. Click **Save**.