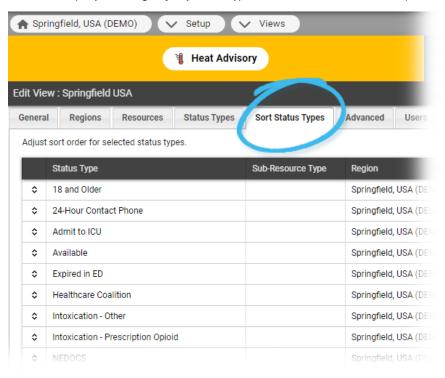
Set the Status Order for Views



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.



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.



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.