

Change the Order of Views

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The order in which views appear in the *Region Views List* dictates the order in which they appear to users (who have access to them) in the **View** menu. Authorized administrators can change this order.

To change the order of views

1. In the main menu, click **Setup** and then click **Views**. The *Region Views List* opens.
2. Click **Re-order Views**. Red dotted lines appear around each view.
3. Click and drag views to change their order.
4. When you are finished, click **Done Re-ordering**.
5. Click **Save**.