

Changing the list order of Work Order Priorities.

Should you wish to change the order your Work Order priorities appear in the drop down menu for users when they submit a job request, you will need to do the following steps.

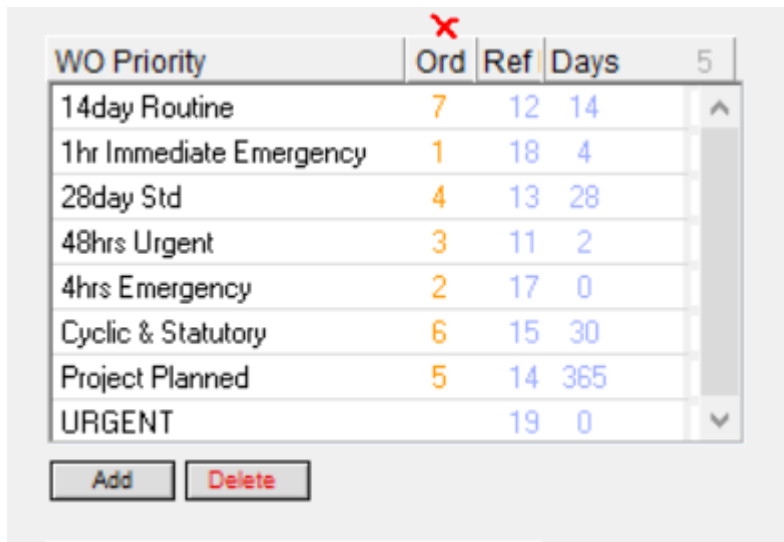
From the **HOME SCREEN** go to **ADMIN > GLOSSARY**.

Using the drop down menu please select **WORKS ORDERS**.

Four tables will then appear on the screen, The one we need is **WO PRIORITY**.

Here you can add, or remove priorities as well as organise them by list of appearance.

The column marked with the red X is where you can customise the list order.



WO Priority	Ord	Ref	Days	5
14day Routine	7	12	14	^
1hr Immediate Emergency	1	18	4	
28day Std	4	13	28	
48hrs Urgent	3	11	2	
4hrs Emergency	2	17	0	
Cyclic & Statutory	6	15	30	
Project Planned	5	14	365	
URGENT		19	0	▼

For any of these to appear **FIRST** they must be set as **0**. This number will disappear when saving but it does lock that selection as the first or default selection for users. Simply renumber the other entries as desired in numerical order to set up the list you require.

Once all is confirmed, simply **SAVE** to confirm the changes.