

Reordering a Workflow State

Last Modified on 11/22/2023 9:24 am EST

Overview

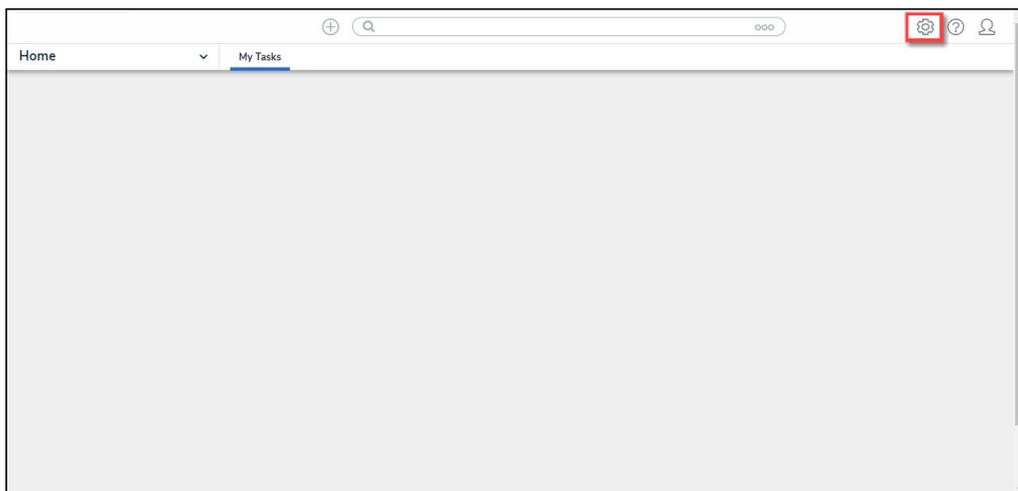
Administrator users can reorder a Workflow's States by clicking the **Reorder** button on the **Admin: Object Types** screen. The Administrator can click a state on the **Reorder** pop-up screen and drag and drop it in a new position within the Workflow.

User Account Requirements

The user account you use to log into Resolver must have Administrator permission to access the Object Types Tile.

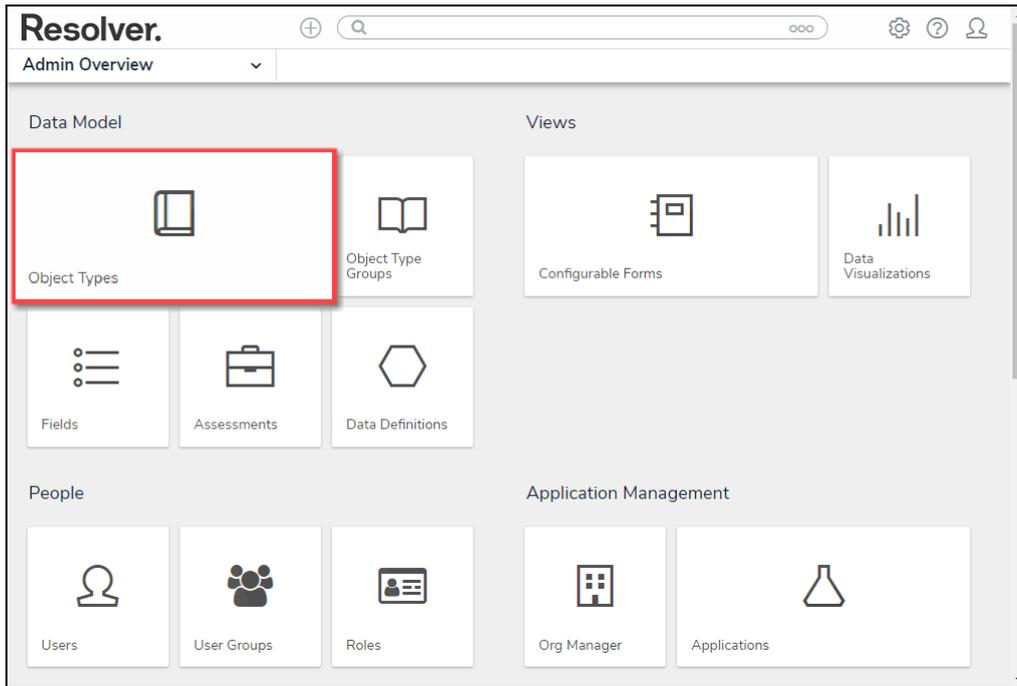
Navigation

1. From the **Home** screen, click on the **System** icon.



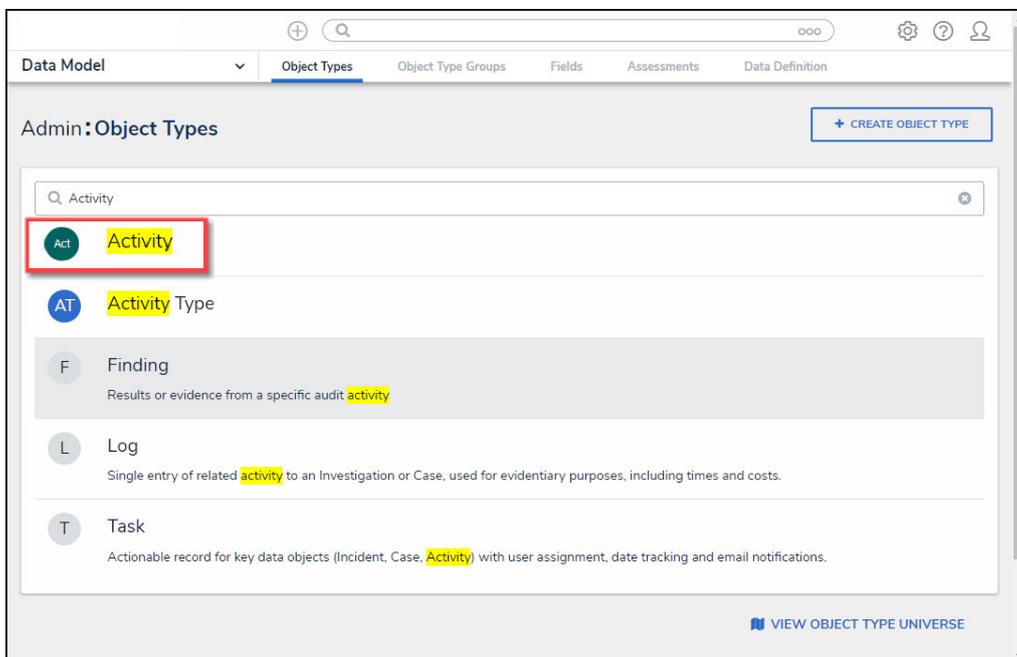
System Icon

2. From the **Admin Overview** screen, click on the **Object Types** tile under the **Data Model** section.



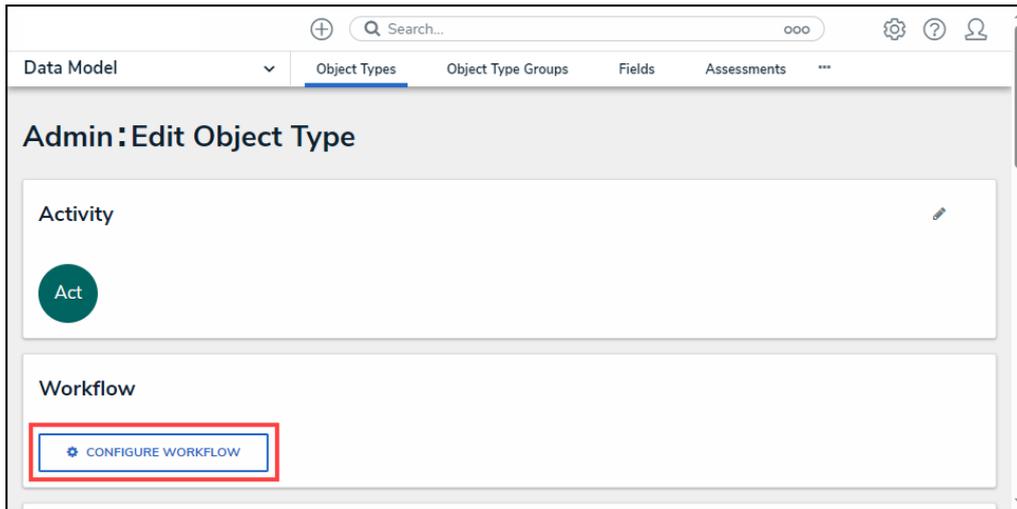
Object Types Tile

3. From the **Object Types** screen, enter an **Object Type Name** in the **Search** field to narrow down the Object Types list.
4. Click the **Object Type's Name** you want to edit.



Click the Object Type's Name

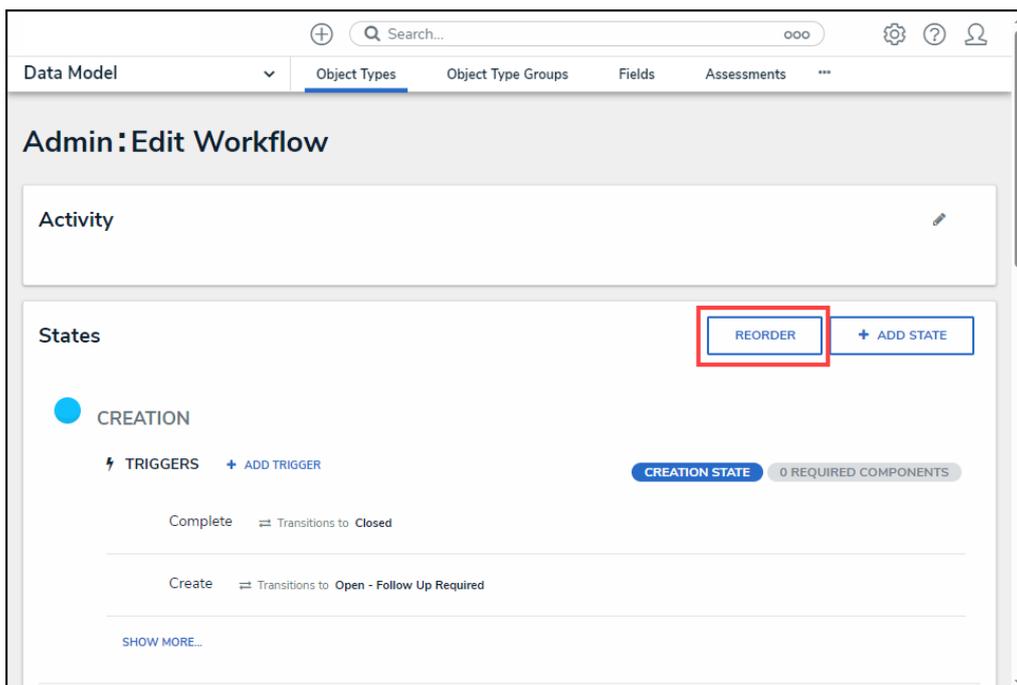
5. From the **Admin: Edit Object Type** screen, click the **Configure Workflow** button.



Configure Workflow Button

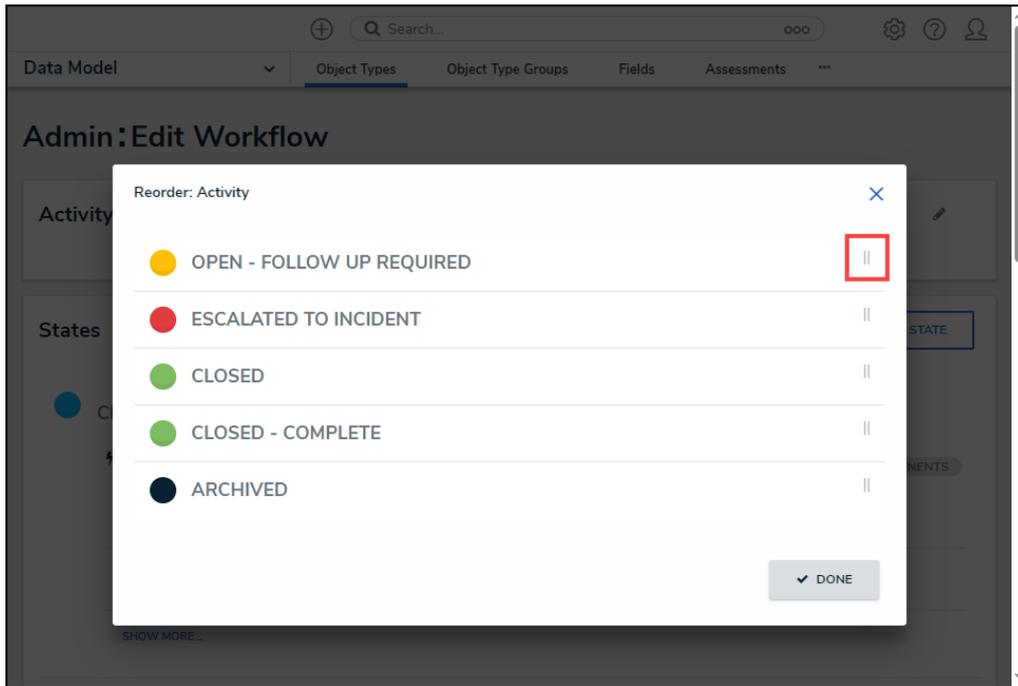
Reordering a Workflow State

1. From the **Admin: Edit Workflow** screen, click the **Reorder** button.



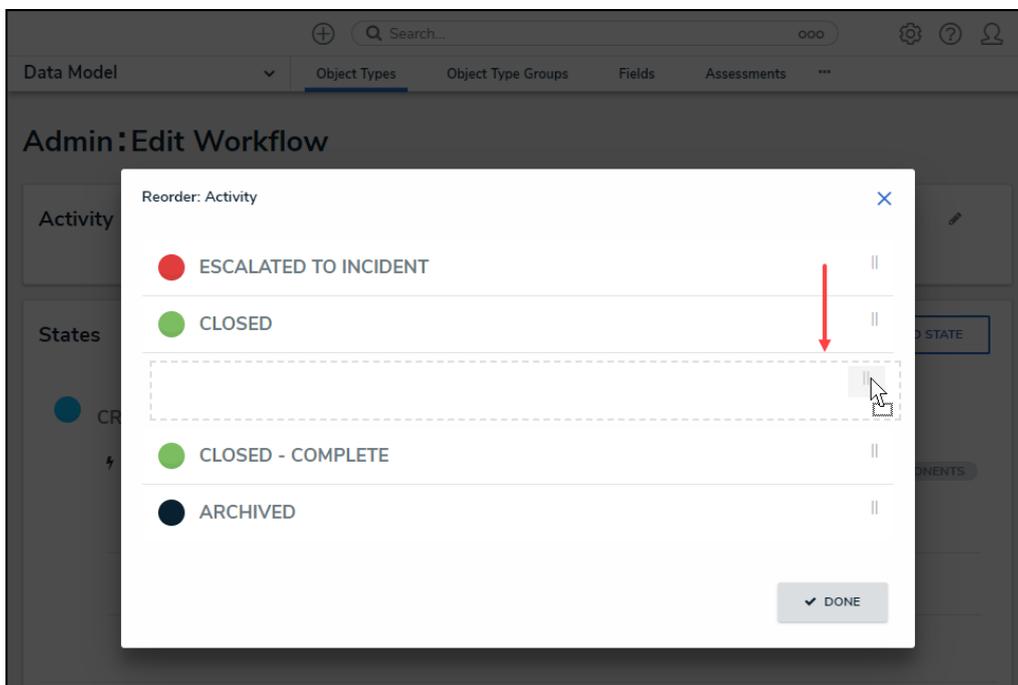
Reorder Button

2. From the **Reorder** pop-up screen, click the **Move** icon.

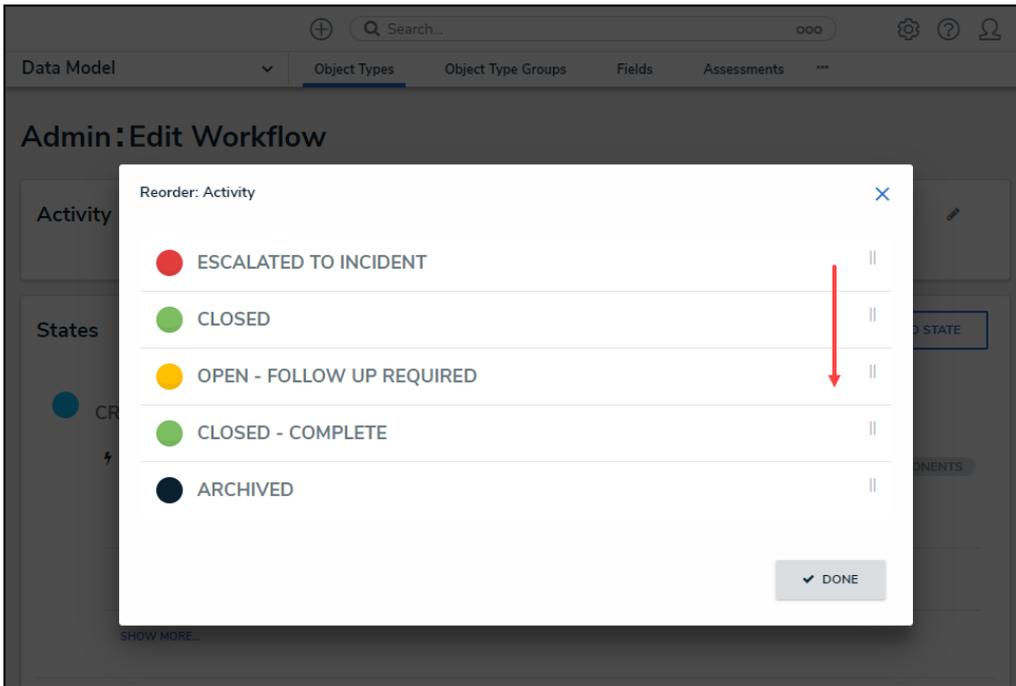


Move Icon

3. While holding the left mouse button, drag and drop a State into a new position and release the left mouse button when the state is in the desired position.

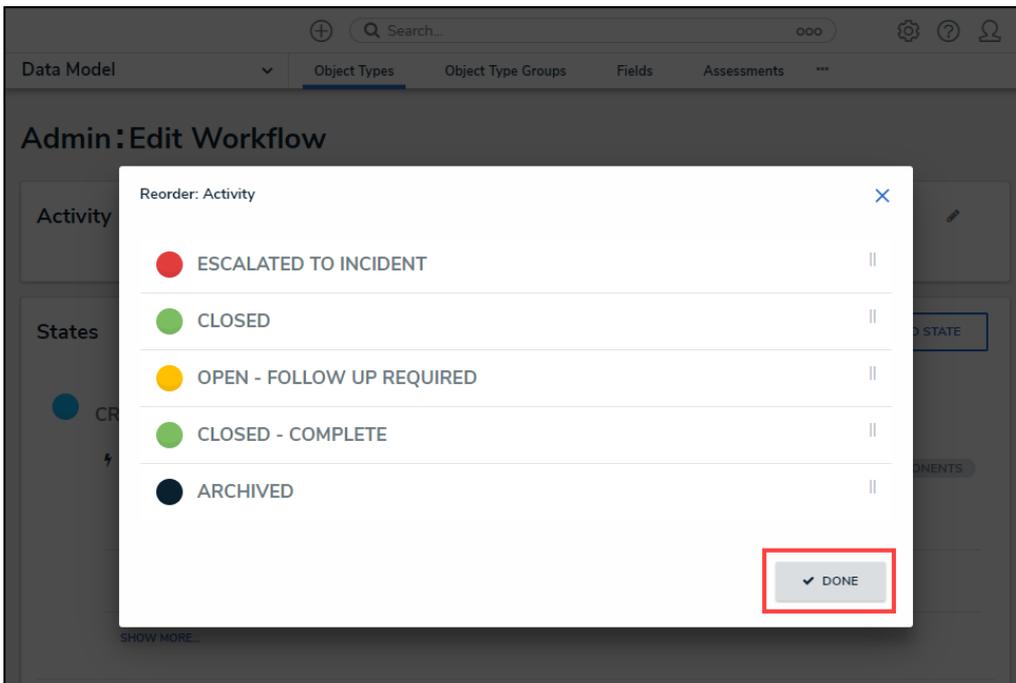


Drag and Drop State



New State Position

4. Click the **Done** button to return to the **Admin: Edit Workflow** screen



Done

5. The moved state will appear in its new position within the Workflow.