


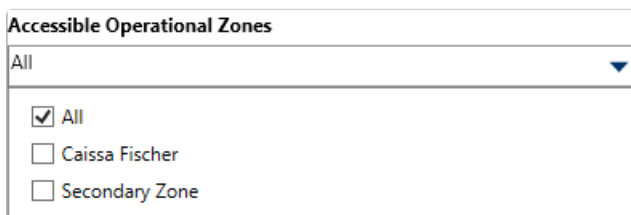


# Create a New Priority

Last Modified on 10/01/2019 3:00 pm EDT

## To create a priority:

1. Click **Settings** >  **Priority**.
2. Click the  **Create** icon in the pane to the left.
3. Enter the name of the priority in the **Priority Name** field.
4. **Optional:** Type or use the  arrows beside **Order** to adjust the order of the priority. This will determine where the priority will appear in the **Priority** dropdown menu for new dispatches.
5. **Optional:** To limit which users can access the priority based on the [operational zone](#), click the **Accessible Operational Zones** dropdown menu, then select the checkboxes beside the appropriate zones.




Accessible Operational Zones	
All	<input checked="" type="checkbox"/>
Caissa Fischer	<input type="checkbox"/>
Secondary Zone	<input type="checkbox"/>

*The Accessible Operational Zones dropdown menu.*

6. **Optional:** If you want to create a visual alert for a priority:
  - a. Select **Default**, **Classic**, **High Contrast**, or **Resolver Theme** from the **Theme** dropdown menu.



Ensure the new priority theme matches the theme selected in **User Settings**, otherwise you won't be able to see your changes.

- b. Select a color from the **Color** dropdown menu. If you don't want to display a color, select  **Transparent** from the color picker.
- c. Select the **Bold**, **Italic**, **Underline**, and/or **Strikethrough** checkboxes if you want to add more font styles.