

# Reordering a Workflow State

Last Modified on 06/13/2024 11:12 am EDT

## Overview

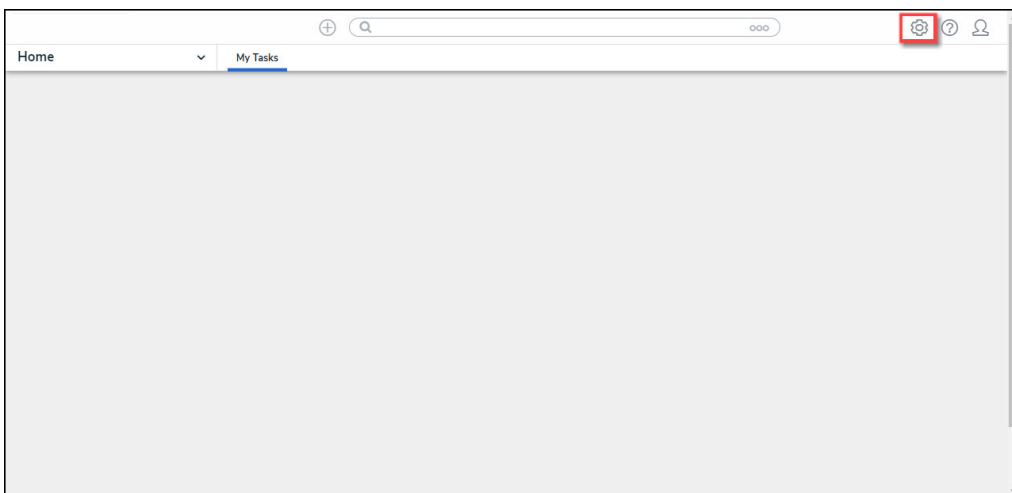
Administrator users can reorder a Workflow's States by clicking the **Reorder** button on the **Admin: Object Types** screen. The Administrator can click a state on the **Reorder** pop-up screen and drag and drop it in a new position within the Workflow.

## User Account Requirements

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

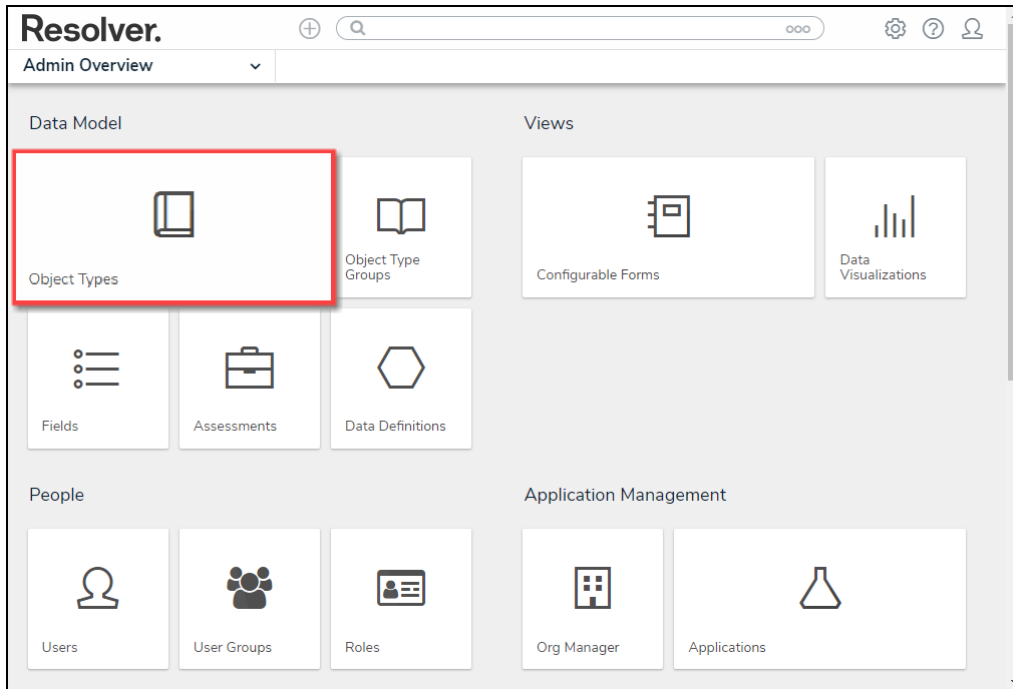
## Navigation

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



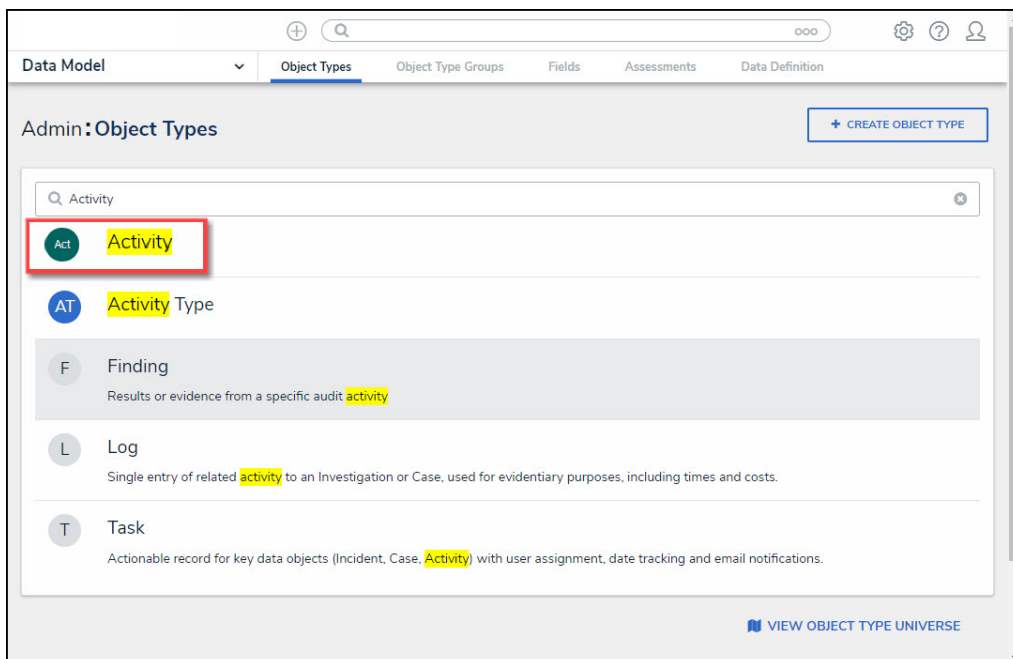
*Administration Icon*

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



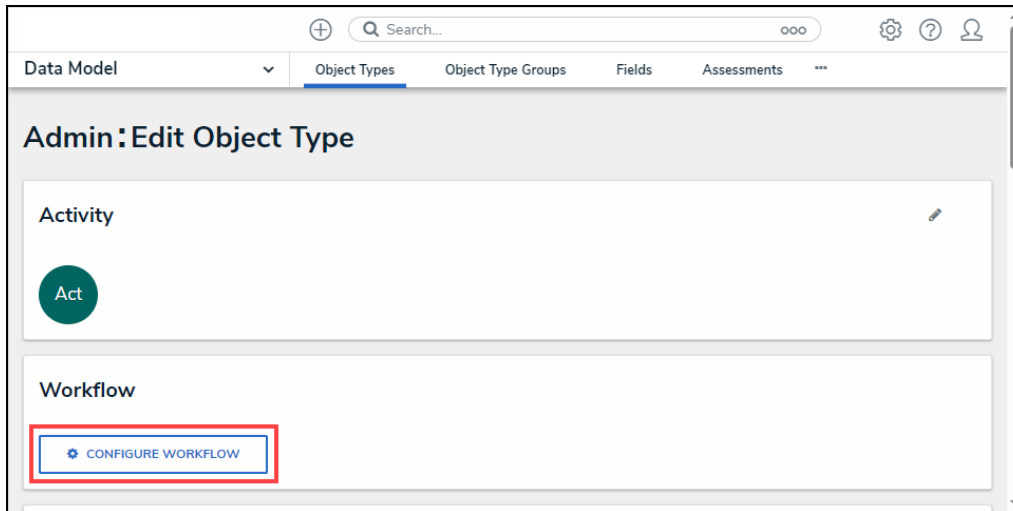
Object Types Tile

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*

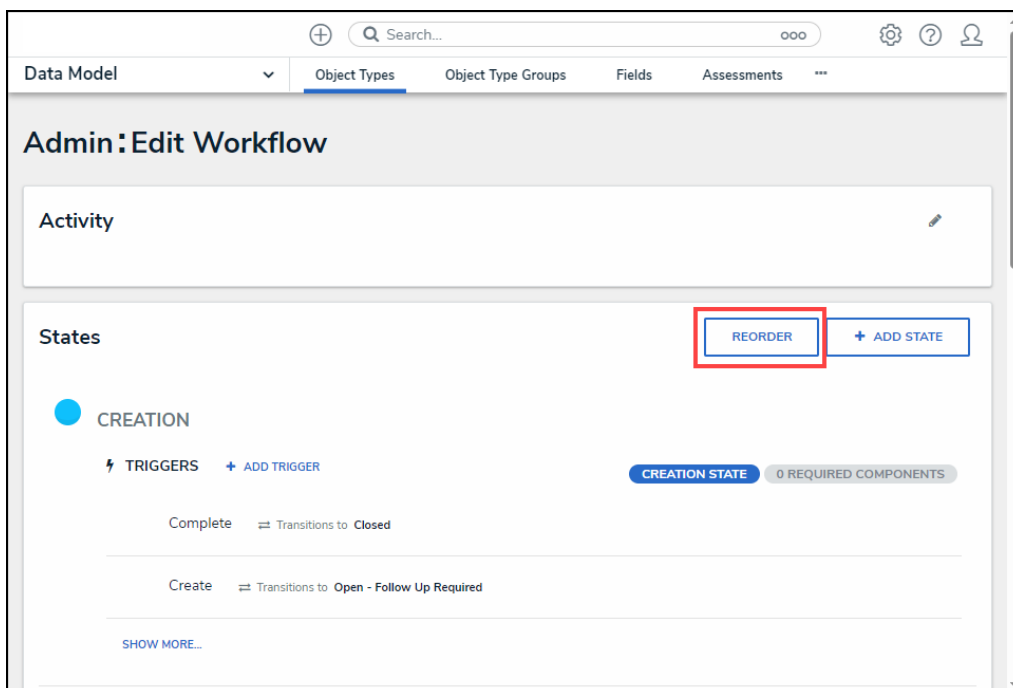
5. From the **Admin: Edit Object Type** screen, click the **Configure Workflow** button.



*Configure Workflow Button*

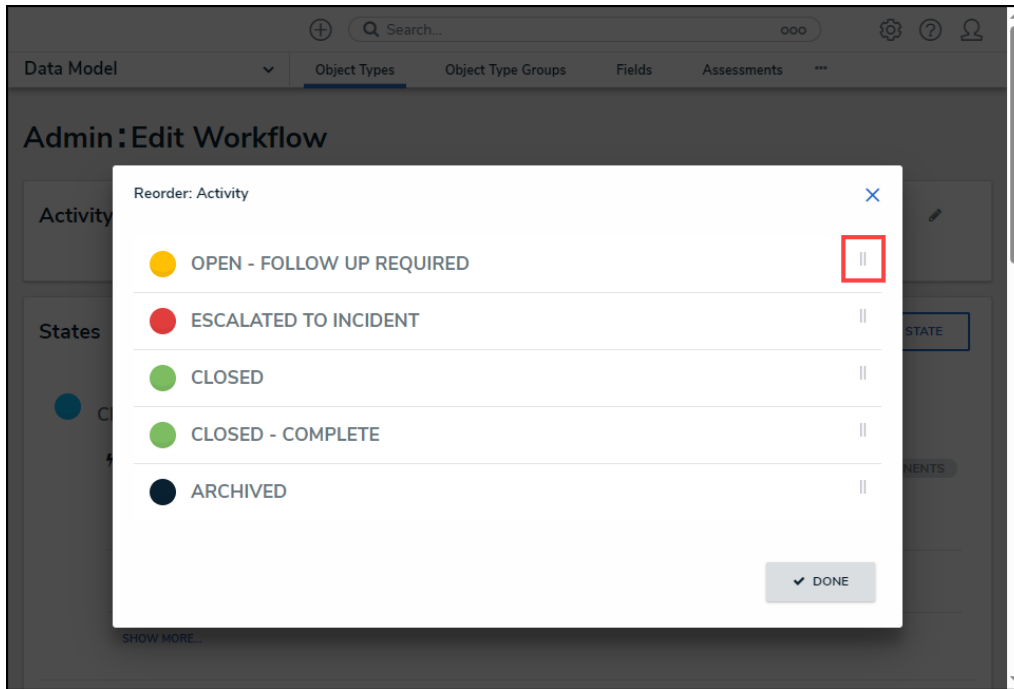
## Reordering a Workflow State

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



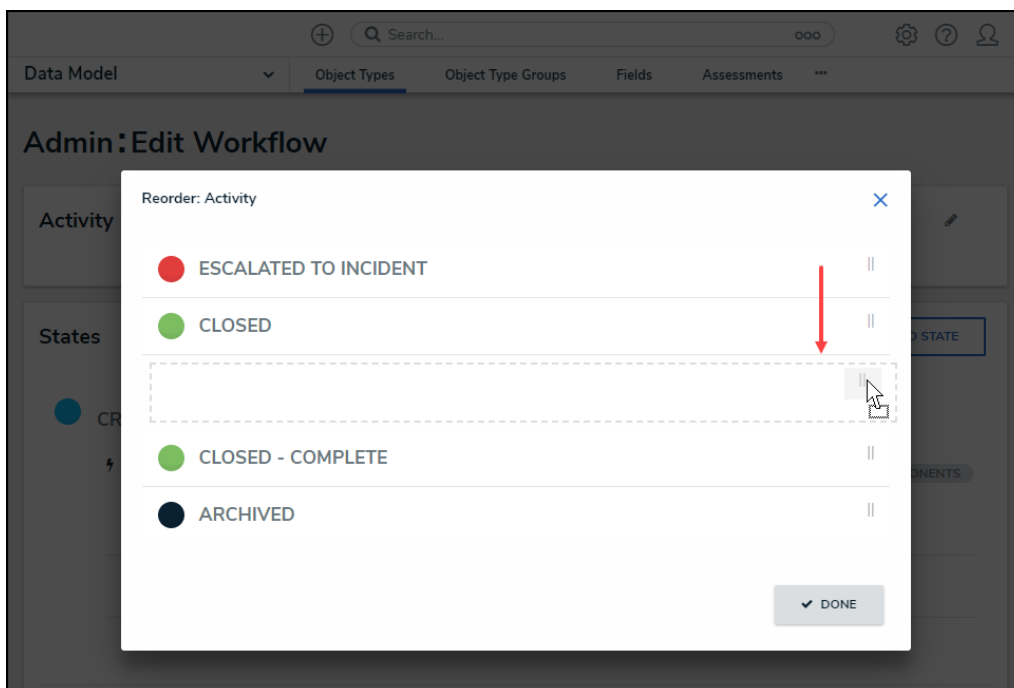
*Reorder Button*

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

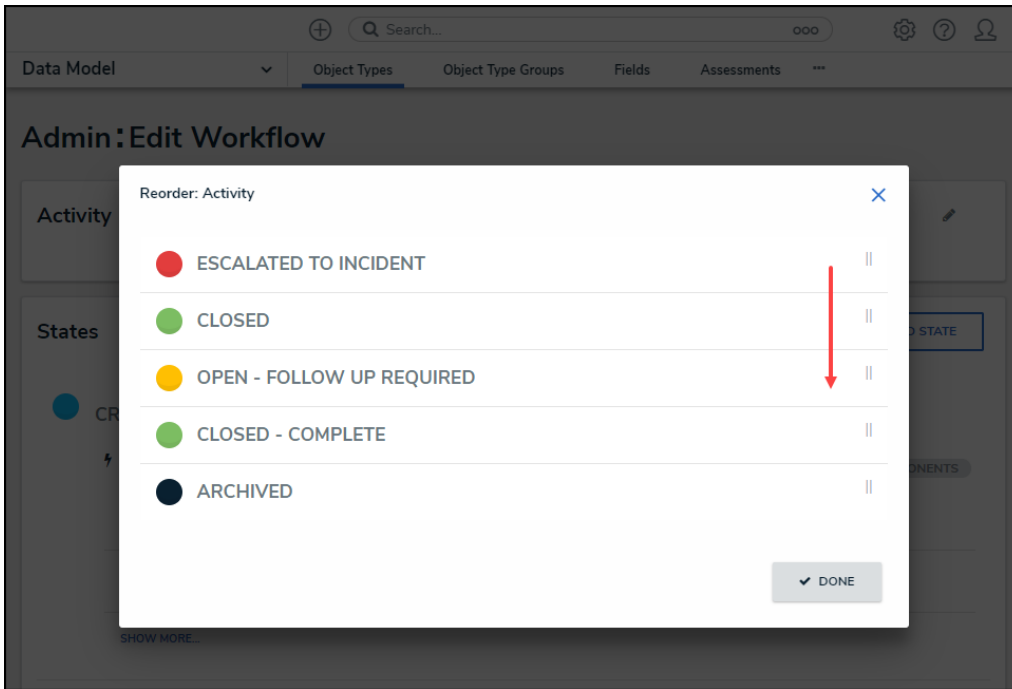


*Move Icon*

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.

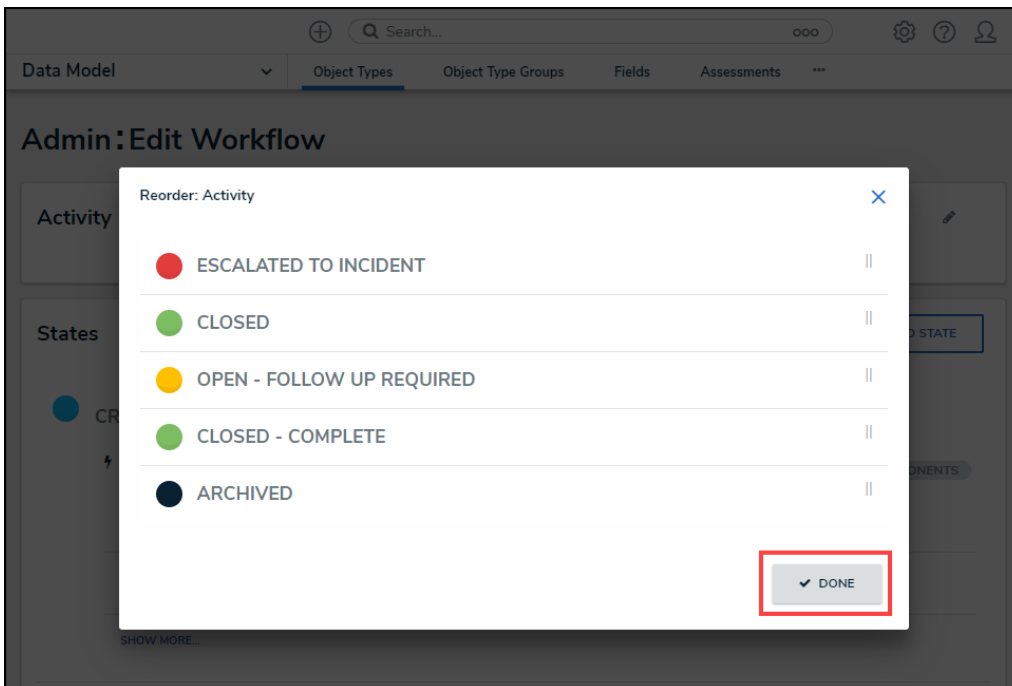


*Drag and Drop State*



*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.