

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# How can I change the order of staff in lists?

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To change the order in which staff appear in lists, the List # in the Staff/Provider Directory record may be modified. Referred to as List #, Sort #, or Sort Order throughout the system, these numbers should be unique to ensure that the expected order of items is generated. To modify a staff member's List #:

1. Navigate to the Staff/Provider Directory (**Utilities > Manage Practice > Staff/Provider Directory**). The Staff Directory window will open to the Basic Info tab.
2. Select a user from the left pane in the window.
3. Click the **Edit Record** button .
4. Modify the List #, as necessary.



**Note:** The List # for one user should not be the same as another user. Verify that there are no duplicate List #s by checking the list numbers of all other staff members.