

# Define the Sorting Order of Issues



This guide provides instructions for efficiently organizing various types of issues, such as market requests and disruption reports. By utilizing the "Sort by" dropdown menu, users can customize the order of their issues to enhance clarity and workflow. Additionally, saved filters include sort orders to streamline future access, making it easier to manage and prioritize tasks.

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The term *Issues* includes market requests, market withdrawals, market overviews, disruption reports and mandatory stock requests.

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Use the "Sort by" dropdown to define the sort order for your issues. You can also specify whether the items should be sorted in ascending or descending order.

The screenshot displays the 'Issues' management interface. At the top, there's a search bar and a filter for 'Active reports & mandatory camp and markt withdrawal'. Below this, a 'Sort by' dropdown menu is open, showing options like 'Last update', 'Descending', 'Ascending', and a list of issue types. The 'Last update' option is selected, and the 'Descending' option is highlighted. The main table lists issues with columns for 'Issue type', 'Issue number', 'Medicine name', 'Visible for', and 'Last update'. The table contains four rows of data, each with a red 'X' icon in the 'Issue type' column.

| Issue type | Issue number | Medicine name | Visible for   | Last update |
|------------|--------------|---------------|---------------|-------------|
| HMP-2...   |              |               | FBHM, Phar... | 10/C        |
| HMP-2...   |              |               | FBHM, Phar... | 10/C        |
| HMP-2...   |              |               | FBHM, Phar... | 10/C        |
| HMP-2...   |              |               | FBHM, Phar... | 10/C        |

Your sort order preferences are also saved when you save a filter.

