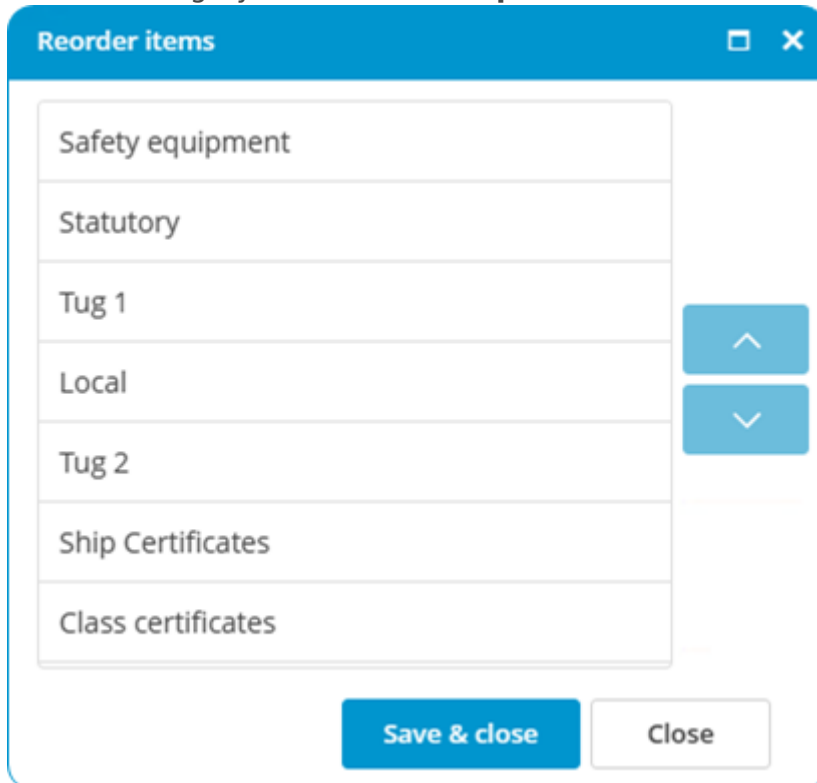


How do I reorder categories?

1. Right-click on a **Category** and select **Reorder certificate categories...**
2. Select a category and use **Move up** and **Move down** to change the order.



The screenshot shows a 'Reorder items' dialog box with a blue header bar containing a close button (X) and a maximize button (square). The main area contains a list of categories: 'Safety equipment', 'Statutory', 'Tug 1', 'Local', 'Tug 2', 'Ship Certificates', and 'Class certificates'. To the right of the list are two blue buttons with white arrows: an upward arrow (Move up) and a downward arrow (Move down). At the bottom of the dialog are two buttons: 'Save & close' (blue) and 'Close' (white with a blue border).

Category	Move up	Move down
Safety equipment		
Statutory		
Tug 1		
Local		
Tug 2		
Ship Certificates		
Class certificates		

Save & close **Close**

3. Click on **Save & close**.

Revision #1

Created 8 November 2024 15:27:49 by Peter van Driel

Updated 8 November 2024 15:28:20 by Peter van Driel