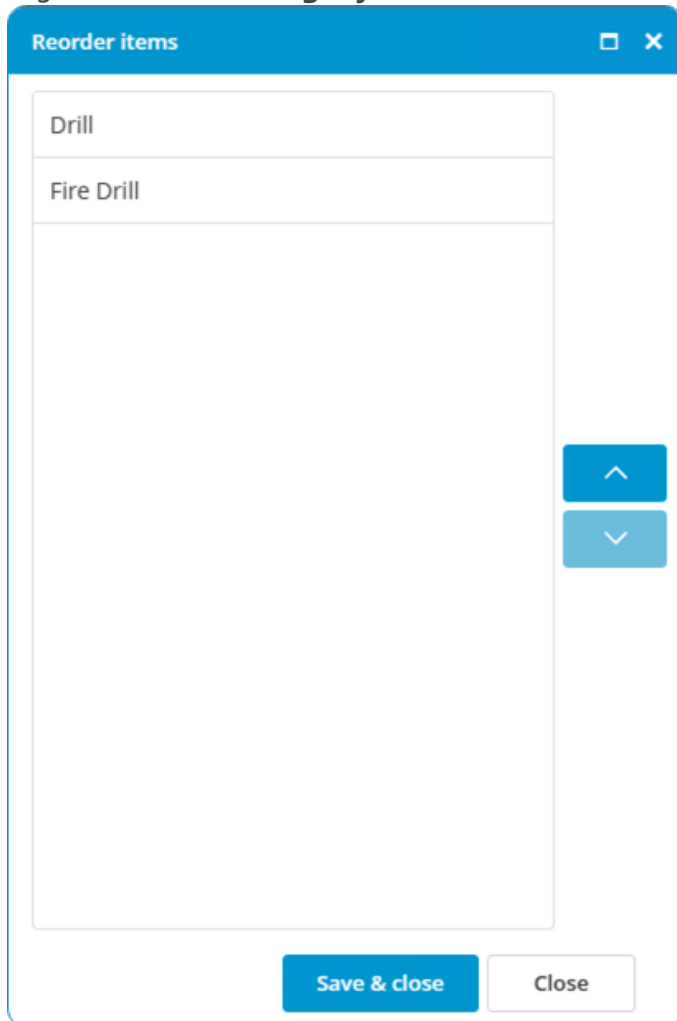


# How do I reorder categories?

1. Navigate to **Safety** within the **Administration** module.
2. Right-click on a **category** and select **Reorder...**



3. Select a category and use **Move up** and **Move down** to change the order.
4. Click on **Save & close**.

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