

## Rearranging

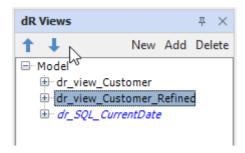
Article 08/22/2023

As you create an increasing number of dR Views, maintaining an organized structure becomes essential. Proper organization can significantly enhance your workflow efficiency. You can achieve this by positioning your views in the correct sort order.

## **Rearranging dR Views**

To rearrange the order of your dR Views, follow these steps:

- 1. Locate the Sort Arrows: At the top of the panel, you'll find special arrows that facilitate view positioning.
- 2. Change the Position: Click on the appropriate arrow to move a view up or down in the list. This action allows you to adjust the order to suit your organizational preferences.



By utilizing these sort arrows, you can effectively manage the positioning of your dR Views, ensuring that they are conveniently organized and easily accessible for your reporting needs.