

Reorder cards

13/02/2019 • 2 minutos para ler • Colaboradores

Neste artigo

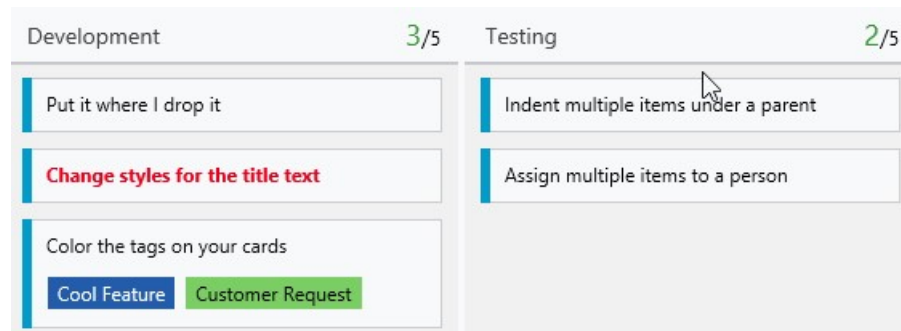
[Prerequisites](#)

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You can drag any work item to any column or swimlane on the Kanban board. You can even change the order of items as you move a card to a new column.




The last column, typically the **Closed** or **Done** column, is always ordered by *Closed Date* with the most recently closed items appearing towards the top of the column. In all other columns, cards are ordered by the backlog order or they are reordered based on the Card reordering setting selected.

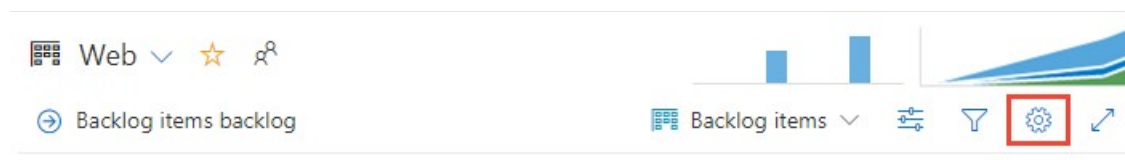
Prerequisites

- You must have a Kanban board you want to configure. When you add a team, you add a Kanban board for that team. To learn more, see [About teams and Agile tools](#).
- You must be added to the team administrator role for the team's settings you want to modify, or be a member of the **Project Administrators** security group. To get added, see [Add a team administrator](#) or [Set permissions at the project- or collection-level](#).
- You must be granted **Stakeholder** access or higher. For details, see [About access levels](#).

Set card reordering team preference

If you want to preserve the backlog priority when you move a card to a new column, you can change the Kanban board card reordering setting for your team.

1. [Open your Kanban board](#). If you're not a team admin, [get added as one](#). Only team and project admins can customize the Kanban board.
2. Choose the  gear icon to configure the board and set general team settings.



3. Choose **Card reordering** and select from the two reordering behaviors listed.

Settings

Cards

Fields

Styles

Tag colors

Annotations

Tests

Board

Columns

Swimlanes

Card reordering

Charts

Cumulative flow

General

Backlogs


Working days

Working with bugs


Card reordering

Choose the expected reorder behavior for your work items.

☒ Work items reorder when changing columns, and the backlog reflects the new order.



☐ Work items follow the backlog order when changing columns.



Save

Cancel

The setting you choose applies to all active Kanban boards for your team.

4. When done with your changes, choose **Save**.

Related articles

- [Backlog priority or stack rank order](#)
- [Customize cards](#)