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## HOW TO RE-ORDER PROBLEMS IN YOUR PATIENT'S PROBLEM LIST

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1. Right click over the column header over one of the columns under Problems, i.e. "Name of Problem".
2. Select Properties (should be last choice on the bottom)
3. Look on the list under "Available columns" and find "Ranking".
4. Select "Ranking" and "Add ->" to move it to the "Show Columns in this order" right side.
  - a. If relevant you could "Remove" any columns that you don't want displayed.
5. Select "Ranking" from the right hand column and "Move Up" the list so that it shows up further to the left as a column
6. Click OK
7. The Ranking column should now be displayed. If the Problem has a ranking, "Primary, Secondary, Tertiary" you can sort them based on that ranking by clicking on the Column Header "Ranking". To add Rankings, you would Modify the particular Problem with a right click and choose Modify and toggle ranking to the appropriate level.