

Change the Order of Line Items on Order Screen

Article Number: 84 | Rating: 1/5 from 2 votes | Last Updated: Fri, Jan 2, 2009 at 6:57 PM

Items transfer to order screen below the highlighted line. If you need to change the order, cut and paste functions allow you to do this; look to the Edit menu for these options. 1. Using your mouse, drag across the item(s) to highlight them for the move. 2. Use **Edit, Cut** (Ctrl+X keyboard shortcut) and the items disappear (copied to temporary clipboard) 3. Highlight the line where you want the items to appear. Use **Edit, Paste** (Ctrl+V keyboard shortcut) to make items re-appear in the desired location. Note the Order screen items should now be displayed in the desired order. This is also covered in Training Videos - How Do I? list under Order Screen: **Moving/Deleting Line Item(s) on an Est/RO/Inv**

Posted by: [Tim McDonnell](#) - Fri, Jan 2, 2009 at 6:57 PM. This article has been viewed 8375 times.

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