


# Bugs Reorder

The bugs reorder feature allows to arrange bugs in a specific order, which does not depend on any of the bugs standard fields, and save this order. A custom field is used for this feature so it should be created in Bugzilla before using this function.

Once a custom field is created and Bugzilla configuration is reloaded, you can access reorder function selecting **Reorder by Field** from the **Tools** menu (press **CTRL + R**) or clicking the **Reorder by Field** button  on the bug table toolbar.

In the **Reorder by Field** dialog arrange the bugs in the required order using the **Up** and **Down** arrow buttons or the drag-and-drop function. As you reorder the bugs the custom field used for reorder is automatically assigned with numeric values - the higher the position, the bigger the number.

After the order is uploaded to Bugzilla other users will see the bugs in this order.

