



Reordering or sorting manuals in a space

^ Table of contents

- Reordering manuals inside spaces
- Sorting manuals inside spaces

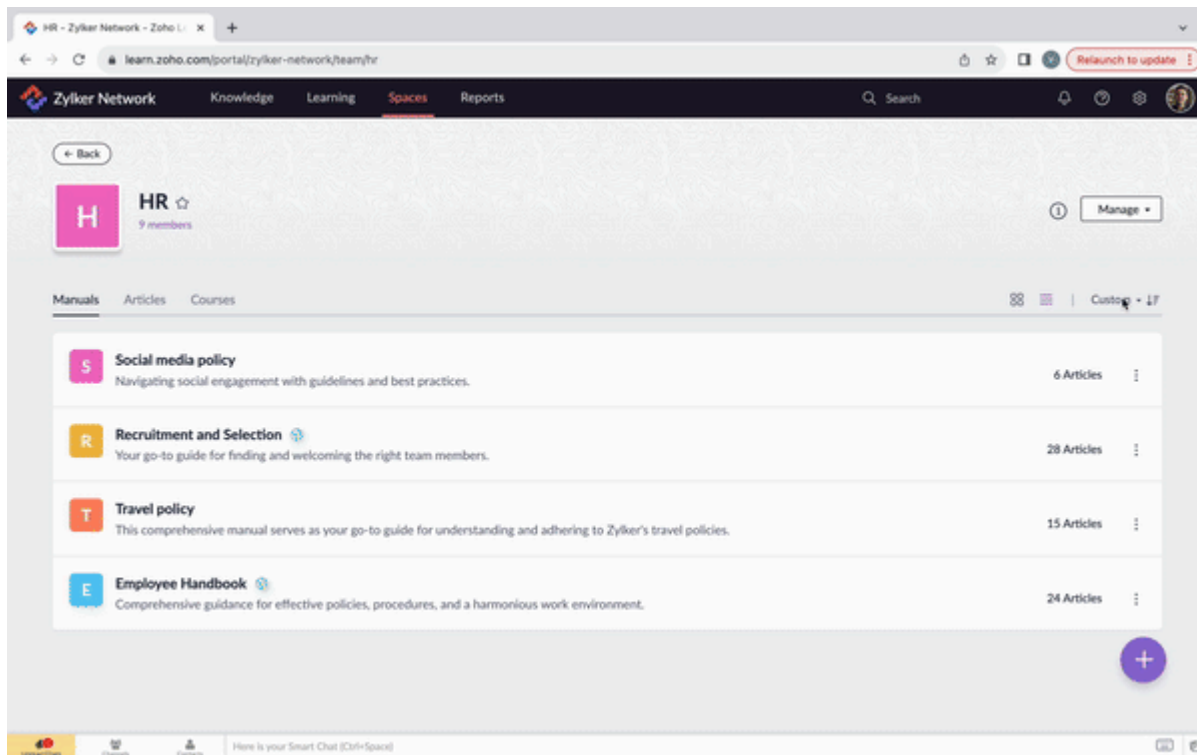
Reordering manuals inside spaces

Space administrators have the ability to customize the sequence in which manuals are listed within a space. This customization can be based on factors such as importance or the desired order for users to read the manuals.

Individual space members can arrange manuals alphabetically or by creation date, depending on their preferences. When the custom sort option is selected, the manuals will be displayed in the order defined by the administrator.

To reorder manuals within your space:

1. Navigate to your space and click **Manage**.
2. Click **Manual Reorder**.
3. Drag and drop the manuals to arrange them in a custom order.



Sorting manuals inside spaces

To sort manuals within your space:

1. Click the **Sort** icon (↕) to view the sort options.
2. Select **Recent** from the list and click the **Sort** icon (↕) to sort by date created in either ascending or descending order.
3. Select **Alphabetic** from the list and click the **Sort** icon (↕) to sort by name in either ascending or descending order.
4. Select **Custom** from the list to sort in the order customized by the space admins set in manual reorder settings.

← Back



HR
9 members

Manage

Manuals Articles Courses

Custom

- ORDER
- Custom ✓
- Recent
- Alphabetic

T **Travel policy**
This comprehensive manual serves as your go-to guide for understanding and adhering to Zylker's travel policies.

R **Recruitment and Selection**
Your go-to guide for finding and welcoming the right team members.

S **Social media policy**
Navigating social engagement with guidelines and best practices.

6 Articles

E **Employee Handbook**
Comprehensive guidance for effective policies, procedures, and a harmonious work environment.

24 Articles

