

Reorder custom field options with drag and drop

Reorder the options of the following field types using drag and drop:

- Checkboxes
- Single select options
- Multi-select options
- Cascading select options

Where to find custom fields' options

1

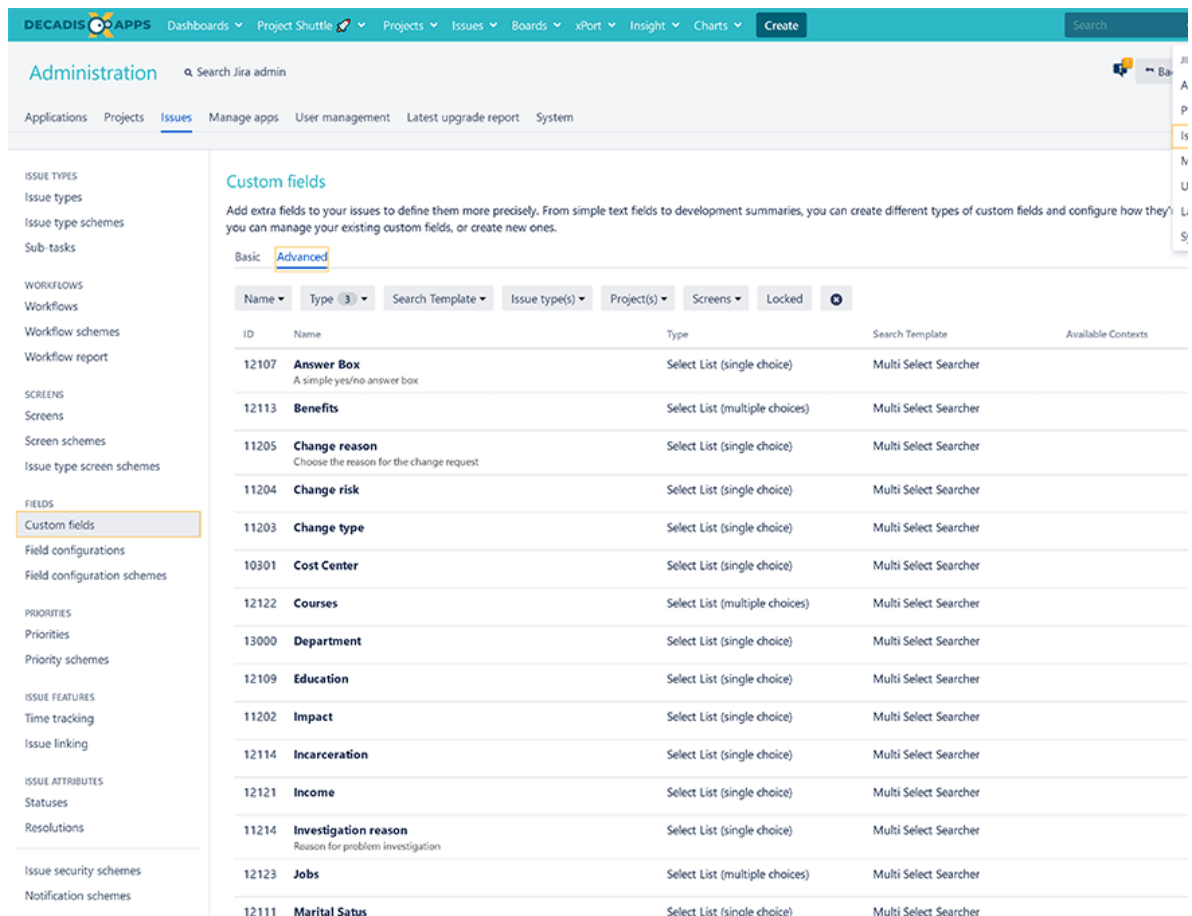
Head over to the **Jira administration** **Issues** **Custom fields**.

2

Click on **advanced** and choose the Custom field you would like to reorder its options.

3

Click on the **ellipsis ...** **Configure** **Edit options**



The screenshot shows the Jira Administration interface. The top navigation bar includes 'Dashboards', 'Project Shuttle', 'Projects', 'Issues', 'Boards', 'xPort', 'Insight', 'Charts', and a 'Create' button. The left sidebar shows the 'Administration' menu with 'Issues' selected. The main content area is titled 'Custom fields' and includes a description: 'Add extra fields to your issues to define them more precisely. From simple text fields to development summaries, you can create different types of custom fields and configure how they work. You can manage your existing custom fields, or create new ones.' Below this, there are tabs for 'Basic' and 'Advanced', with 'Advanced' selected. A table lists various custom fields with columns for ID, Name, Type, Search Template, and Available Contexts.

ID	Name	Type	Search Template	Available Contexts
12107	Answer Box A simple yes/no answer box	Select List (single choice)	Multi Select Searcher	
12113	Benefits	Select List (multiple choices)	Multi Select Searcher	
11205	Change reason Choose the reason for the change request	Select List (single choice)	Multi Select Searcher	
11204	Change risk	Select List (single choice)	Multi Select Searcher	
11203	Change type	Select List (single choice)	Multi Select Searcher	
10301	Cost Center	Select List (single choice)	Multi Select Searcher	
12122	Courses	Select List (multiple choices)	Multi Select Searcher	
13000	Department	Select List (single choice)	Multi Select Searcher	
12109	Education	Select List (single choice)	Multi Select Searcher	
11202	Impact	Select List (single choice)	Multi Select Searcher	
12114	Incarceration	Select List (single choice)	Multi Select Searcher	
12121	Income	Select List (single choice)	Multi Select Searcher	
11214	Investigation reason Reason for problem investigation	Select List (single choice)	Multi Select Searcher	
12123	Jobs	Select List (multiple choices)	Multi Select Searcher	
12111	Marital Status	Select List (single choice)	Multi Select Searcher	

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Edit Options for Custom Field : Answer Box

Reorder the option list below or add a new option for config Default Configuration for Answer Box for custom field Answer Box

Sort options alphabetically

View Custom Field Configuration

Position	Option	Order	Move To Position	Actions
1.	Yes			Edit Delete Disable
2.	No			Edit Delete Disable

Move

Add New Custom Field Option

Add Value

Add Done

To make life a bit easier, you can filter the custom fields by type and select the supported one for drag and drop;

- **Select List (cascading)**
- **Select list (multiple choices)**
- **Select List (single choice)**

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Custom fields

Add extra fields to your issues to define them more precisely. From simple text fields to development summaries, you can create different types of custom fields and configure how they're displayed to your users. Here you can manage your existing custom fields, or create new ones.

Basic Advanced

Name	Type	Search Template	Issue type(s)	Project(s)	Screens	Locked
12107	A					
12113	B					
11205	C					
11204	C					
11203	C					
10301	C					
12122	C					

If you still have questions, feel free to refer to our [support](#) team.