

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 lists various administration categories: Applications, Projects, Issues (selected), Manage apps, User management, Latest upgrade report, and System. Under the 'Issues' section, the 'Custom fields' option is highlighted. The main content area is titled 'Custom fields' and contains 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'. The 'Advanced' tab is selected, showing a table of custom fields. The table has columns for ID, Name, Type, Search Template, and Available Contexts. The fields listed include 'Answer Box', 'Benefits', 'Change reason', 'Change risk', 'Change type', 'Cost Center', 'Courses', 'Department', 'Education', 'Impact', 'Incarceration', 'Income', 'Investigation reason', 'Jobs', and 'Marital Status'.

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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CO APPS

Dashboards

Project Shuttle

Projects

Issues

Boards

xPort

More

Create

Search

Administration

Search Jira admin

Back to project: Team Travel Web

Applications

Projects

Issues

Manage apps

User management

Latest upgrade report

System

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)

Applications

Projects

Issues

Manage apps

User management

Latest upgrade report

System

ISSUE TYPES

Issue types

Issue type schemes

Sub-tasks

WORKFLOWS

Workflows

Workflow schemes

Workflow report

SCREENS

Screens

Screen schemes

Issue type screen schemes

FIELDS

Custom fields

Field configurations

Field configuration schemes

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	Single choice	Multi Select Searcher			1 screen	
12113	Multiple choices	Multi Select Searcher			1 screen	
11205	Single choice	Multi Select Searcher			12 screens	
11204	Single choice	Multi Select Searcher			12 screens	
11203	Single choice	Multi Select Searcher			12 screens	
10301	Single choice	Multi Select Searcher			1 screen	
12122	Multiple choices	Multi Select Searcher			1 screen	

Clear selected items

Select List (cascading)

Select List (multiple choices)

Select List (single choice)

Suggestions

Approvals

Calculated Date-Time Field (by JWT)

Calculated Field (by sumUp)

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