

# Sorting Scoring Schemes

You are now able to **sort scoring schemes** like you can with lists.

You can sort the scoring schemes via **Name and Weight**, you do this by **selecting the title** you want to sort.

So selecting the **Name title** once will sort the list **alphabetically(A-Z)**, and **selecting it again** will sort it **reverse alphabetically(Z-A)**.The same happens for the **weight** section.

You can tell what way it's sorted by the **arrow** beside the title.



You can also save the order, to do this you:

1. Select "**Rearrange Scores**" .
2. Now select the **title** of the way you wish to **arrange**. i.e **Name/Weight**.
3. Select "**Save arrangement**".

The Scores will now display the correct way when conducting an audit.