

ERC Checklist

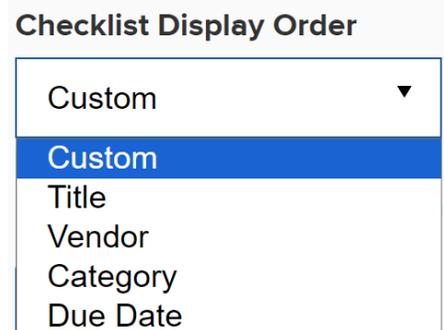
Checklist Display Order

Show management can now control the order of ERC Checklist items. Previously limited to alphabetical order, you can now set the default list by due date, vendor, manually arrange the list, and more.

Checklist Display Order

Within the Checklist tile on the ERC Admin, **use the 'Checklist Display Order'** dropdown to customize how your ERC Checklist items are displayed to exhibitors.

Options include sorting by due date, category, vendor, item title, or custom order. By default, it will be sorted alphabetically by item title.



Custom Display Order

- 1 If you select a custom display order, left-click on a checklist item and drag it to the desired position.
- 2 Remember to **save your changes** to apply the new checklist order.

