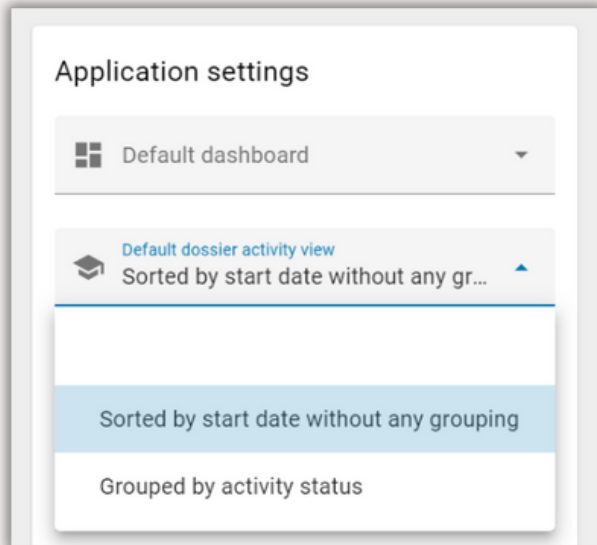# Setting your OnStage Dossier Activity View to the Recommended Setting
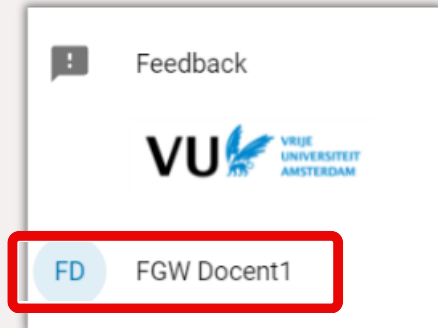
There are two ways to organise your overview of steps (activities) within a dossier: 'Sort by start date without any grouping' and 'Grouped by activity status'. The latter is the default. We recommend to change the default to 'Sort by start date without any grouping'.

1. To change the default dossier activity view click on your name or initials in the bottom left corner (under the VU logo) and then 'User Settings'.

2. See Application Settings on the right and set 'Default dossier activity view' to 'Sort by start date without any grouping'.

3. Save your changes by clicking on the floppy icon in the right top corner.

To change views in the dossier without changing the default click on the icon next to the question mark.

Dossier view

Grouped by activity status 👁

Sort by start date without any grouping 👁