

# Manage the Provider List

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You can manage the provider list by applying filters, rearranging the order, or sorting it alphabetically.

[Filter the provider list](#) | [Reorder the provider list](#) | [Alphabetize the provider list](#)


## Filter the provider list







You can filter the provider list by:

- Provider's name or username
- Role
- Plan type
- Active or inactive two-factor authentication

[Sort Alphabetically](#)

## Reorder the provider list

Hover over the drag dots icon  (the cursor changes to a grab cursor) and then drag and drop to reorder the provider list. Reordering the list affects the order of providers shown in the **Calendar**.

| Provider                                                                                                                                                                                                                                                                                                                                  | Plan Type   | 2-Factor Auth                                                                         | Action               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------|----------------------|
|   <b>Hannah Provider</b> <span>Provider (System)</span><br>Username: hprovider   Email: hprovider@email.xyz<br>Provider Type: No Second Clinical Signature Required | Employee    |  | <a href="#">View</a> |
|   <b>Miguel Provider</b> <span>Custom</span><br>Username: mprovider   Email: mprovider@email.xyz<br>Provider Type: No Second Clinical Signature Required            | Hippocrates |  | <a href="#">View</a> |

Showing 2 of 2 records You have reached the end.

## Alphabetize the provider list

1. Select **Sort Alphabetically** to sort the provider list alphabetically.

 [Sort Alphabetically](#)

2. Select **Sort Alphabetically** to confirm the sort.