

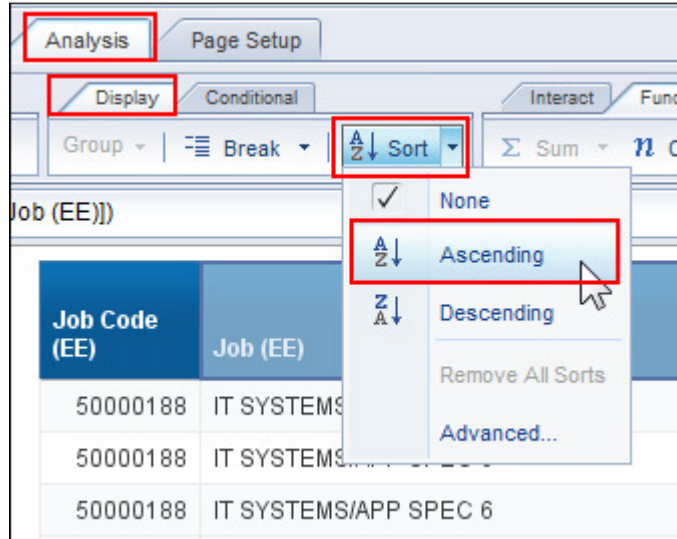
Sort a Report

The WebI default sorting is from left to right in ascending order. Web Intelligence (WebI) reports can be sorted with a variety of options.

- ✓ The sort option allows you to change the sort order in a WebI report.

1. Select the column to sort.

2. On the Display tab, use the drop down menu for Sort to select Ascending or Descending.

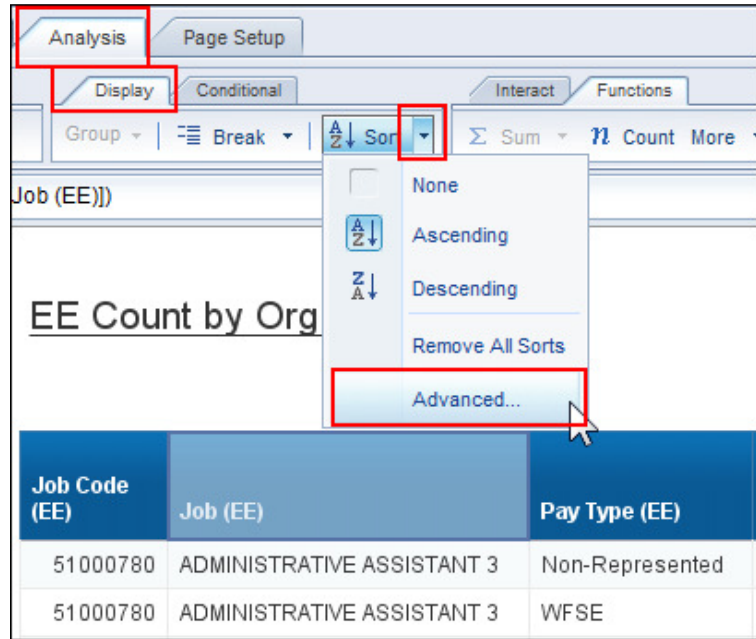


3. Report is sorted by Job (EE).

Job Code (EE)	Job (EE)
51000780	ADMINISTRATIVE ASSISTANT 3
51000781	ADMINISTRATIVE ASSISTANT 4
51000781	ADMINISTRATIVE ASSISTANT 4
50000260	ADMINISTRATIVE ASSISTANT 5
50000260	ADMINISTRATIVE ASSISTANT 5

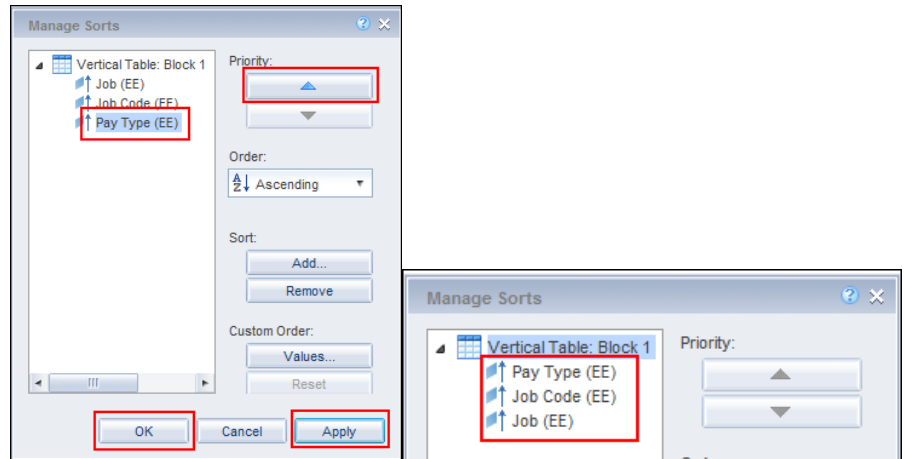
✓ The Advanced sort option in the sort menu allows you to add, edit, and remove sorts, as well as change the priority of the sort. In this example, we change the sort priority for Job (EE), Job Code (EE), and Pay Type (EE).

1. Click anywhere in the table results.
2. On the Display tab, use the drop down menu for Sort to select Advanced.



The Manage Sorts window is displayed.

3. Select Pay Type (EE) and click the Priority up arrow until the Pay Type (EE) object is at the top of the list.
4. Click Apply and OK. The report is sorted by Pay Type (EE).



Job Code (EE)	Job (EE)	Pay Type (EE)
50000274	OFFICE ASSISTANT 3	Coalition
50001304	COMMUNICATIONS OFFICER 4	Coalition
50001304	COMMUNICATIONS OFFICER 4	Coalition

✓ The Advanced option in the sort menu also allows you to create a “Custom Order” within the sort. In this example we will put object values in a specific order.

1. Click anywhere in the table results.

2. On the Display tab, use the drop down menu for Sort to select Advanced.

The Manage Sorts window will display.

3. Select Pay Type (EE) and click the Custom Order Values button.

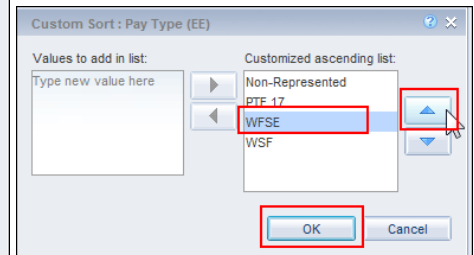
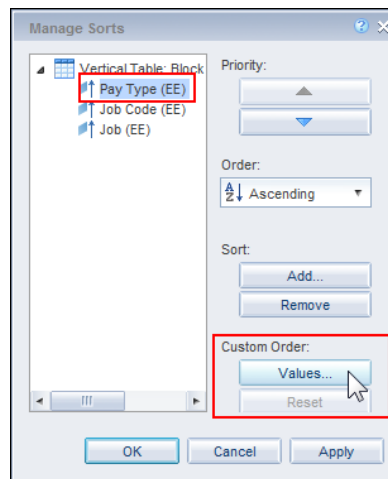
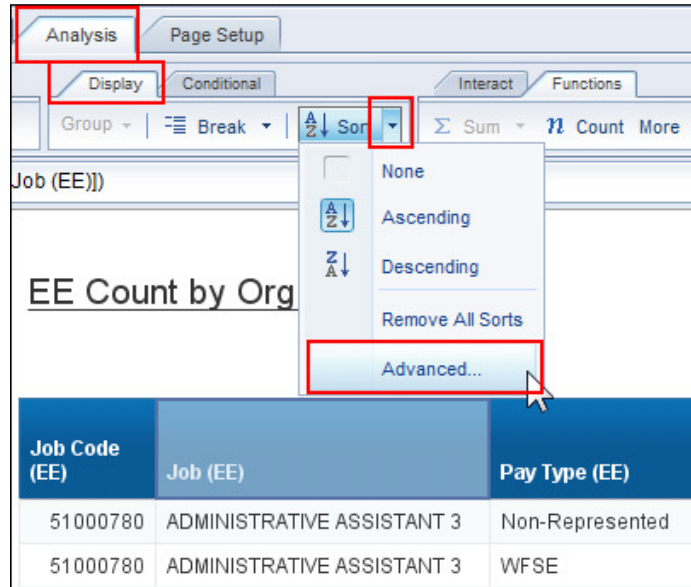
The Custom Sort window will display.

4. Use the Customized ascending list arrow to arrange the values in the desired order.

5. Click OK.

6. Click Apply and OK.

The report is sorted by Pay Type (EE), beginning with WFSE.



Job Code (EE)	Job (EE)	Pay Type (EE)	Pay Type Code (EE)
50000188	IT SYSTEMS/APP SPEC 6	WFSE	01
50000188	IT SYSTEMS/APP SPEC 6	WFSE	01
50000188	IT SYSTEMS/APP SPEC 6	WFSE	01
50000188	IT SYSTEMS/APP SPEC 6	WFSE	01
50000188	IT SYSTEMS/APP SPEC 6	WFSE	01
50000188	IT SYSTEMS/APP SPEC 6	WFSE	01
50000188	IT SYSTEMS/APP SPEC 6	WFSE	01

- ✓ Letters and hyphens override commas for default sorting priority, preventing Name – Full from sorting alphabetically. Adding Name – Last, Name – First, and Name – Middle to the query and sorting by Name – Last will create a correct alphabetical sort. The extra columns can then be hidden from view, if necessary.

Things to Know

Sorting by Name – Full

- Name - Full will not sort in correct alphabetical order because letters and hyphens override commas for sorting priority.
- Adding Name – Last, Name – First, and Name - Middle to the query and sorting by Name – Last will cause Name – Full to sort correctly.
- Once you have generated your report...you can select the Name columns you do not need in your report and hide them.

Name - Full
BIRCHER, L
BIRCH, S
COLEMAN, E
COLEMAN, T
COLENGH, D
COLER, J
COLE, S

Name - Full	Name - Last	Name - First	Name - Middle
BIRCH, S	BIRCH	S	
BIRCHER, L	BIRCHER	L	A
COLE, S	COLE	S	M
COLEMAN, E	COLEMAN	E	M
COLEMAN, T	COLEMAN	T	M
COLENGH, D	COLENGH	D	E
COLER, J	COLER	J	A

