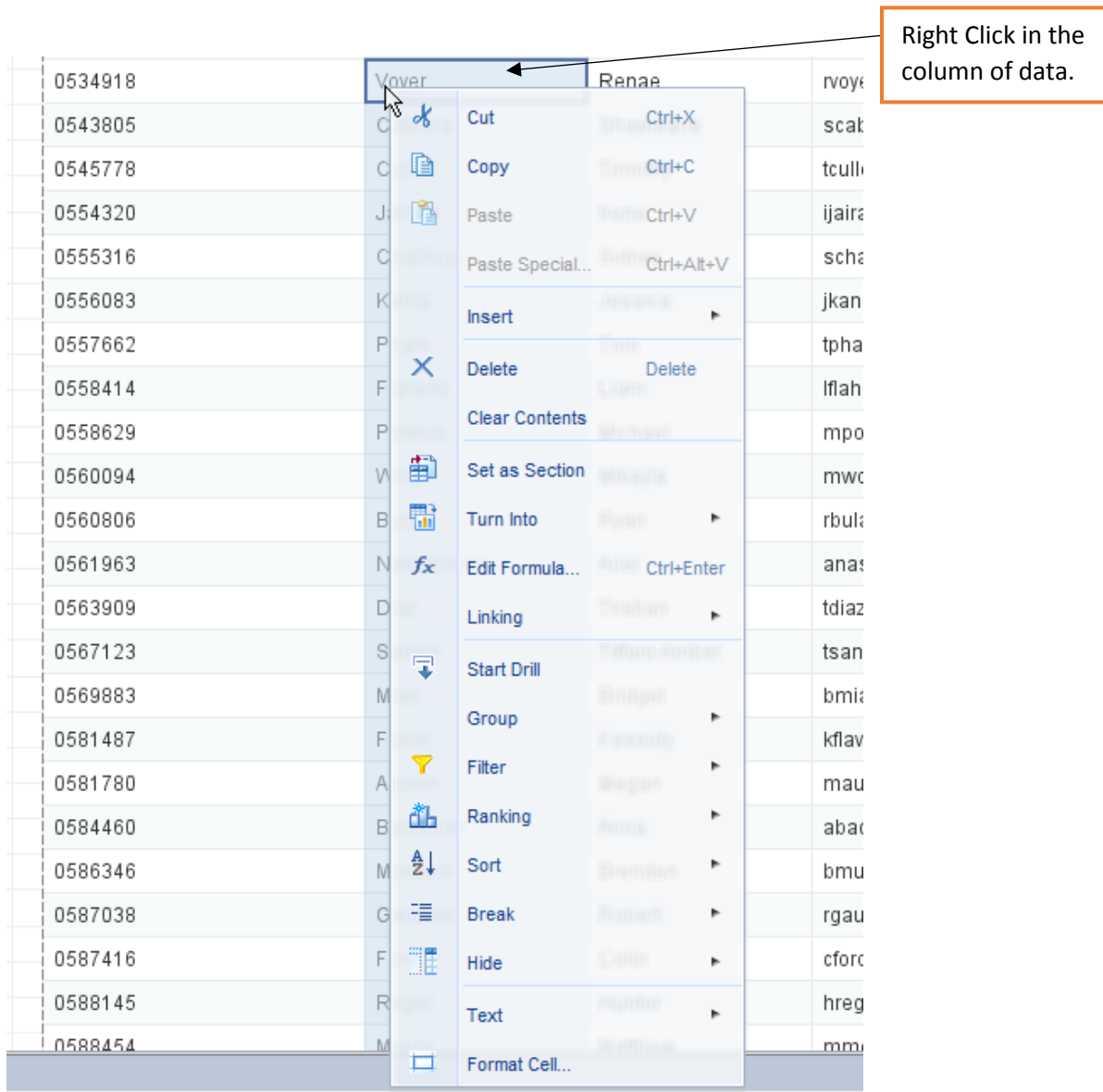
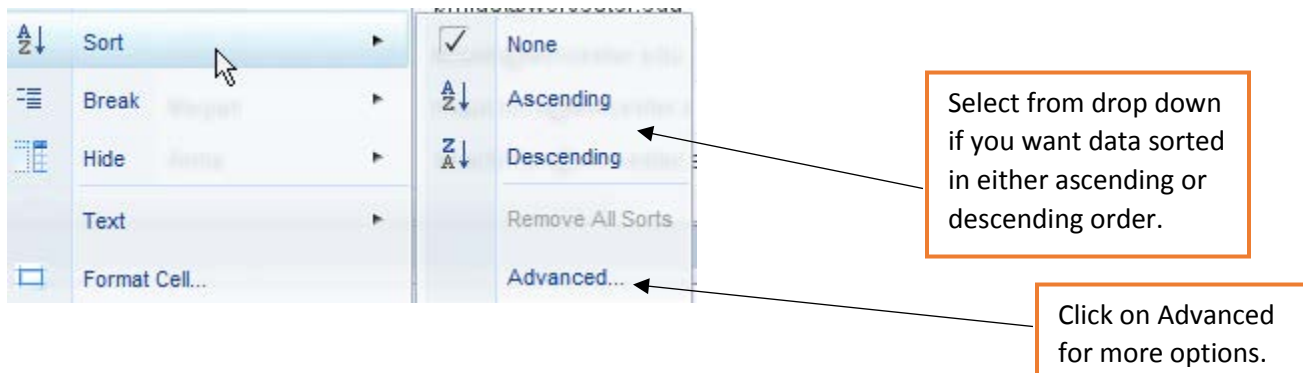


How to Sort a Report in WebI

Sorting data requires the report of interest to be open and in Design Mode. Once the report is open right click on the column of data you want to sort by. When you do, a pop up window will come up with a list of options.

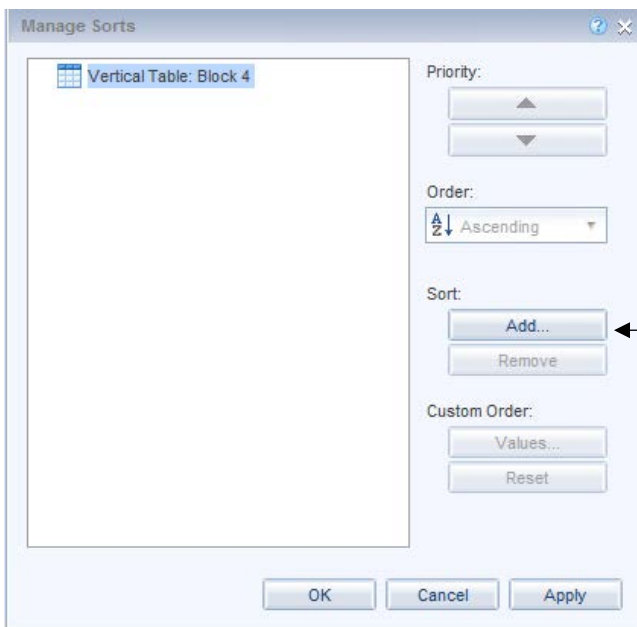


Select the sort option from the list.



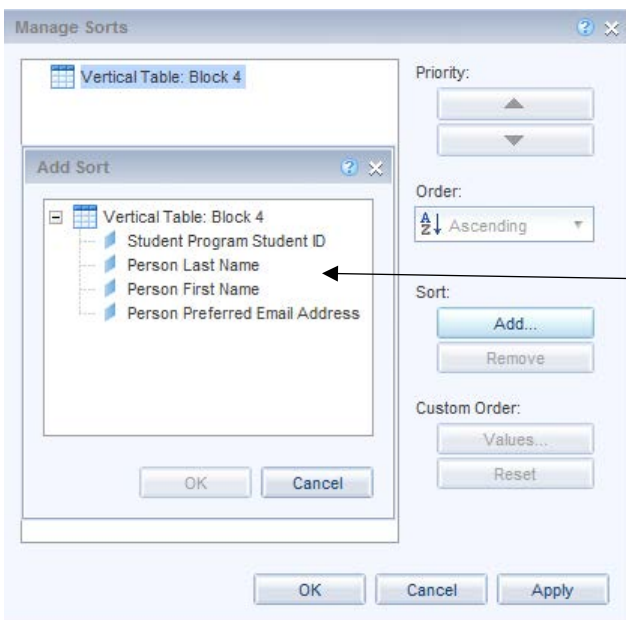
From here you can sort the data by Ascending or Descending order. Just click the option that will give you the desired outcome.

Alternatively, if you want to sort by more than one field click on Advanced to bring up the Manage Sorts window.



Click Add for stacked sorts.

From here, you can add sorts by clicking the Add button located under Sort. When you do, the Vertical Table Block diagram will expand to show you all the fields you can sort by and add as many as needed.



List of fields come up when you click on Add under Sort.

The screenshot shows the 'Manage Sorts' dialog box. On the left, a tree view under 'Vertical Table: Block 4' lists 'Student Program Student ID', 'Person Last Name', and 'Person First Name'. On the right, there are controls for 'Priority' (up/down arrows), 'Order' (a dropdown menu currently showing 'Ascending'), 'Sort' (Add... and Remove buttons), and 'Custom Order' (Values... and Reset buttons). At the bottom are 'OK', 'Cancel', and 'Apply' buttons. Four callout boxes with orange borders provide instructions: one points to the field list, another to the Priority arrows, a third to the Remove button, and a fourth to the OK button.

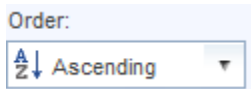
Once the fields are selected they show up here in the order you wish to sort.

Click to change the priority of the sort.

Click to remove the sort of interest.

Click okay when finished.

Each individual sort can be adjusted to be in either Ascending or Descending order by selecting the sort order from the drop down menu.



Once finished, click Apply to save changes or OK to save changes and close window.