

Web Intelligence (WebI) reports can be sorted with a variety of options.

✓ WebI default sorting is from left to right in ascending order.

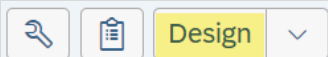
**1. Select: Data column.**

➔ This is the data column you want to use for the sort.

**2. Right-click: Column.**

➔ You can also right-click a column without first selecting a specific data column. If you do not select a data column first, you will need to add a sort in the sort panel later.

➔ Sort options are available in design mode.

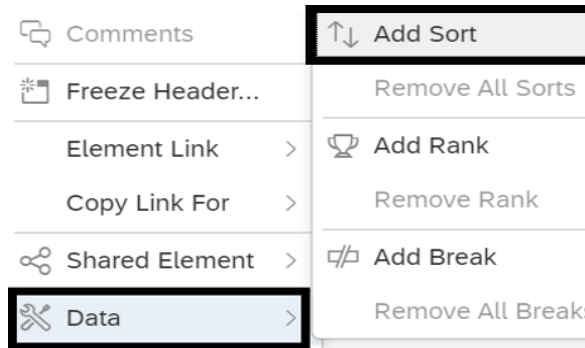


Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Pay Type (EE)
50000142	OFFICE SUPPORT SUPERVISOR 3	100R	WFSE
50000153	LEGAL ASSISTANT 1	425E	Non-Represented
50000153	LEGAL ASSISTANT 1	425E	Non-Represented
50000153	LEGAL ASSISTANT 1	425E	Non-Represented
50000153	LEGAL ASSISTANT 1	425E	WFSE
50000153	LEGAL ASSISTANT 1	425E	WFSE
50000153	LEGAL ASSISTANT 1	425E	WFSE
50000153	LEGAL ASSISTANT 1	425E	WFSE

**3. Select: Data.**

**4. Select: Add Sort.**

➔ WebI will sort the report data based on the data column you selected. WebI will also display the sort panel with additional options.

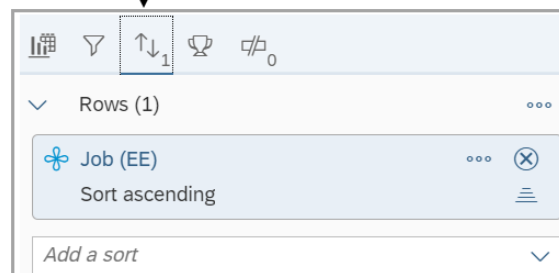


In this example, the report data is sorted by Job (EE) in ascending order.

**Display Sort Panel**

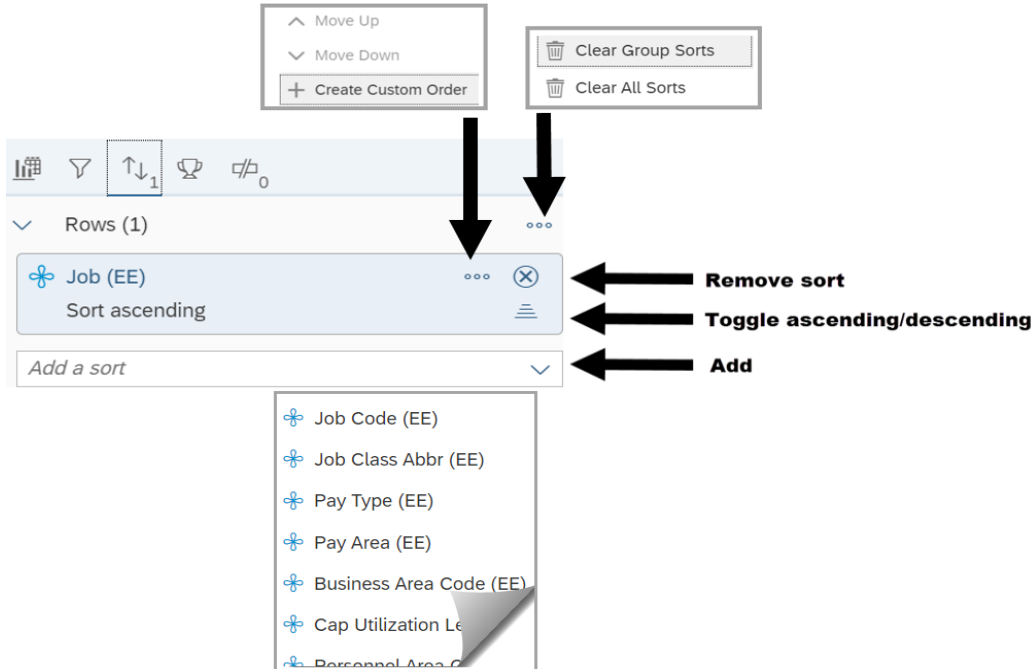


Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Pay Type (EE)
50003875	ABLE BOS'N	M0605	WSF
50003873	ABLE SEAMAN	M0600	WSF
50003782	ACCOUNTANT	M0233	WSF
50003780	ACCT ASST 2	M0231	WSF



### Sort Panel

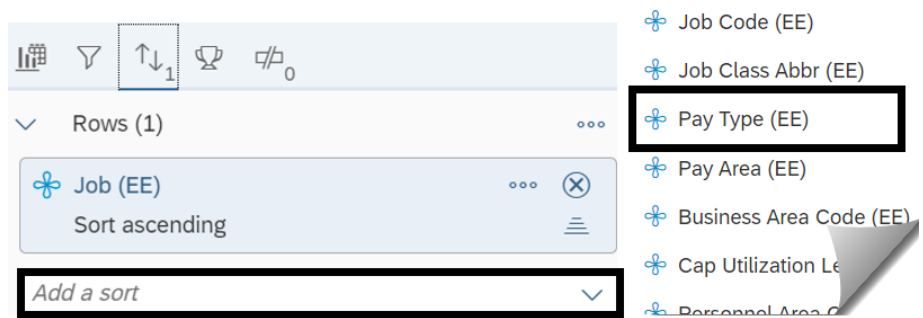
The sort panel provides additional options for sorting. For example, you can prioritize (move up/move down), add/remove sorts, change sort for ascending/descending, create a custom order, clear sorts, etc.



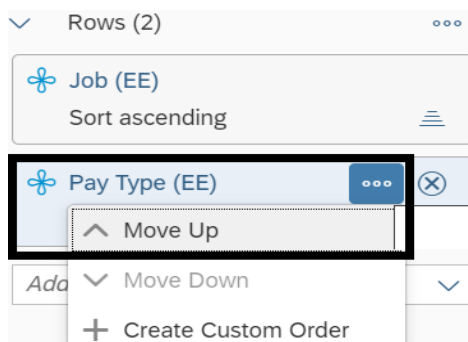
### Create Custom Sort Order

You can use the sort panel to create a custom sort order. In this example, we will add an object to our existing sort. After we add the object, we will prioritize it (move it up) and create a custom sort order.

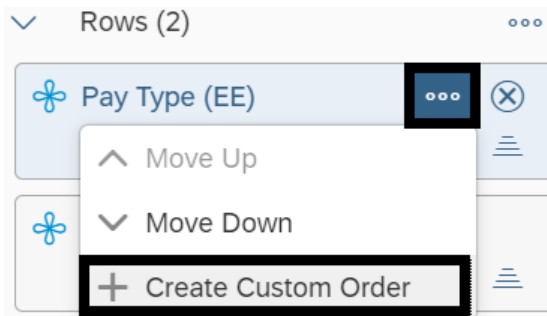
1. Select: **Add a sort.**
2. Select: **Object from list.**



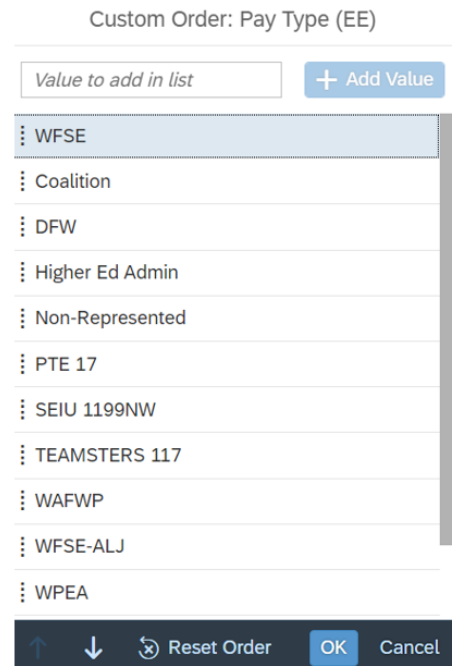
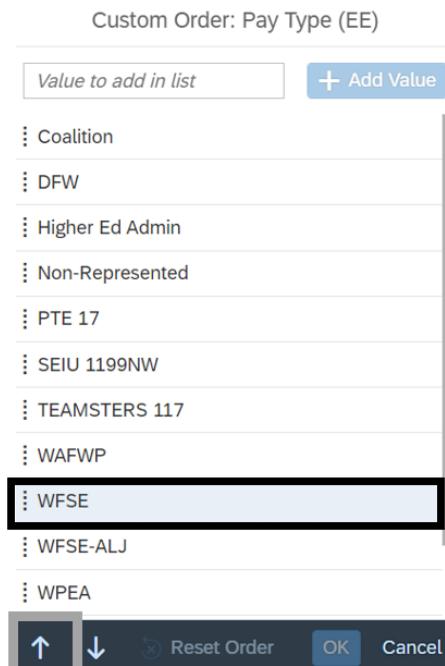
3. Select: **Ellipses (...).**
  4. Select: **Move Up.**
- You can also drag and drop the object to move it up.
- Ensure the object that you want to prioritize for the first sort is at the top of the list.



- 5. Select: **Ellipses (...)**.
- 6. Select: **Create Custom Order**.



- 7. Select: **Value from list**.
  - 8. Select: **Arrow ↑ to move value up**.
- You can also drag and drop the value to move it up.
- Ensure the value that you want to prioritize for the first sort is at the top of the list.
- Repeat the steps to prioritize additional values if needed.



In this example, the report data is sorted by Pay Type (EE) beginning with WFSE based on the custom sort order we created.

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Pay Type (EE)
50001746	ACTUARIAL ANALYST 1	503A	WFSE
50001748	ACTUARIAL ANALYST 2	503B	WFSE
50001748	ACTUARIAL ANALYST 2	503B	WFSE
50001748	ACTUARIAL ANALYST 2	503B	
50001749	ACTUARIAL ANALYST 3	503C	
50001752	ACTUARY 2	504B	

**Additional Information - Things To Know**

Letters and hyphens will override commas for default sorting priority. This will prevent Name - Full from sorting alphabetically. You can add Name - Last, Name - First, and Name - Middle to the query and then sort by Name - Last to create a correct alphabetical sort. You can hide the extra columns if necessary.

In this example, Name - Full will not sort in correct alphabetical order because letters and hyphens override commas for sorting priority.

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

In this example, adding Name - Last, Name - First, and Name - Middle to the query and then sorting by Name - Last will cause Name - Full to sort correctly.

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
COLENSCH, D	COLENSCH	D	E
COLER, J	COLER	J	A

After you run your report, you can right-click the column to hide extra name columns if necessary.

Name - Last	Name - First	Name - Middle
BIR		
BIR		
CO		
CO		
CO		
CO		
CO		

Hide > Hide Column

X Delete Del

Comments

Set as Section

Insert >

Unmerge

Hyperlink >

Element Link >

Footer Calculation >

Assign Reference...

Formatting Rules...

Data >