

Multiple Sorts on the Same Table

To prioritize the order of multiple sorts on the same table:

1. From InfoView , select Modify to open the report in Webi XI.	
2. Verify that you are in Report View and that the Edit Report button is selected.	
3. Right click the table and select Edit format to display the Properties tab.	
4. Click the button next to the Sorts > Sort priority property to display the Sorts dialog box .	
5. Vertical Sorts is defaulted. If you have a crosstab report, you may want to choose the Horizontal Sorts . 6. Select the sort whose priority you want to change. 7. Click the Up/Down arrow buttons to promote/demote it in the list of sorts.	