QUICK GUIDE: Sorting Data Tables

- Go to UWBI Production: https://uwbi.wisconsin.edu
- Enter your MFA/OTP

1. Navigate to your report through your dashboard.
2. Navigate to your data table
   a. Ex: Details Tab
3. Click Continue
4. Filter your data using the filter and prompts
   a. Ex: Select your Business Unit
5. Select the Apply
6. Now you can hover over a column (ex: the EEO 1 Category Column) until you see the icon. Select the Ascending icon.
7. Hover over the other column you wish to sort (ex: Job Title Column) until you see the icon. Right mouse click and scroll to Sort Column then Add Ascending Sort to add a “Nested Sort.”

   a. NOTE: Reminder that every row is a record, by sorting a column you are moving the record/entire row.
8. Now you can review, print and/or export the sorted data.

Contact us at: uwbi@uwsa.edu
Visit us at: www.wisconsin.edu/bi
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