

QUICK GUIDE: Sorting Data Tables

Nesting: Sorting one column and then another without affecting the previously sorted column.

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

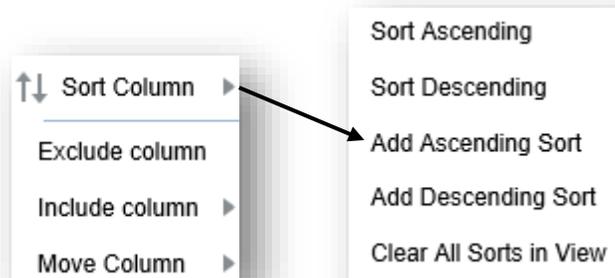
- Navigate to your report through your dashboard.
 - Ex: UWBI Landing Page>Human Resource and Finance Dashboard>Demographic Dashboards>View Dashboard>Diversity>View Reports
- Navigate to your data table
 - Ex: Details Tab

Continue

- Click Continue
- Filter your data using the filter and prompts
 - Ex: Select your Business Unit
- Select the Apply

Business Unit	Division	Department	Sub-Department
(All Column Value ▼)			
Gender	Ethnicity	Job SubFunction	
(All Column Value ▼)	(All Column Value ▼)	(All Column Value ▼)	Apply Reset ▼

- Now you can hover over a column (ex: the EEO 1 Category Column) until you see the  icon. Select the  Ascending icon.
- 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.”



- NOTE: Reminder that every row is a record, by sorting a column you are moving the record/entire row.

- Now you can review, print and/or export the sorted data.

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Visit us at: www.wisconsin.edu/bi

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