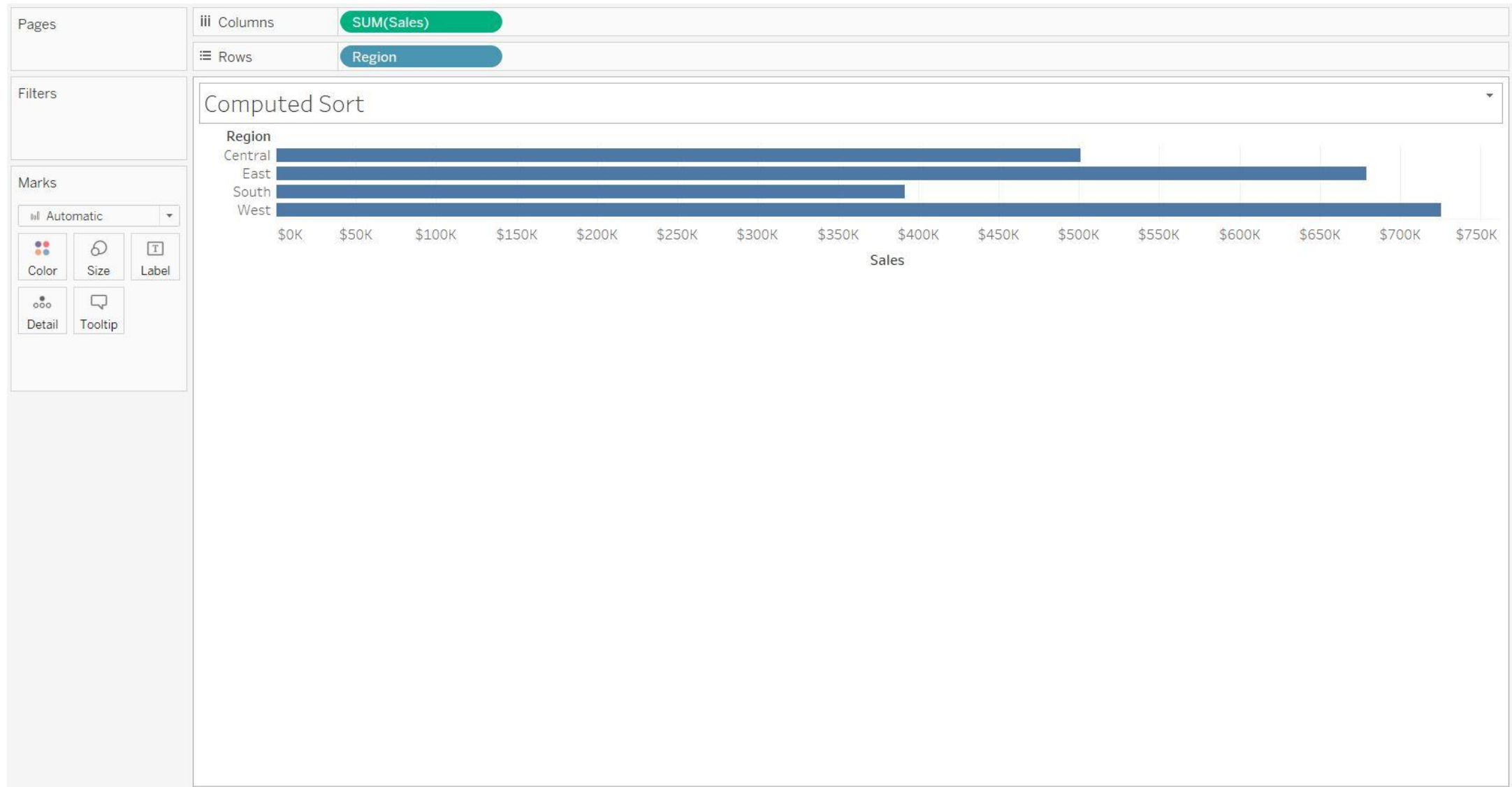# HOW TO ADD A SORT

METHOD I: Computed Sort
Sort order will change based on the changes in the underlying data

METHOD II: Manual Sort
The manually sorted members will retain their position and the
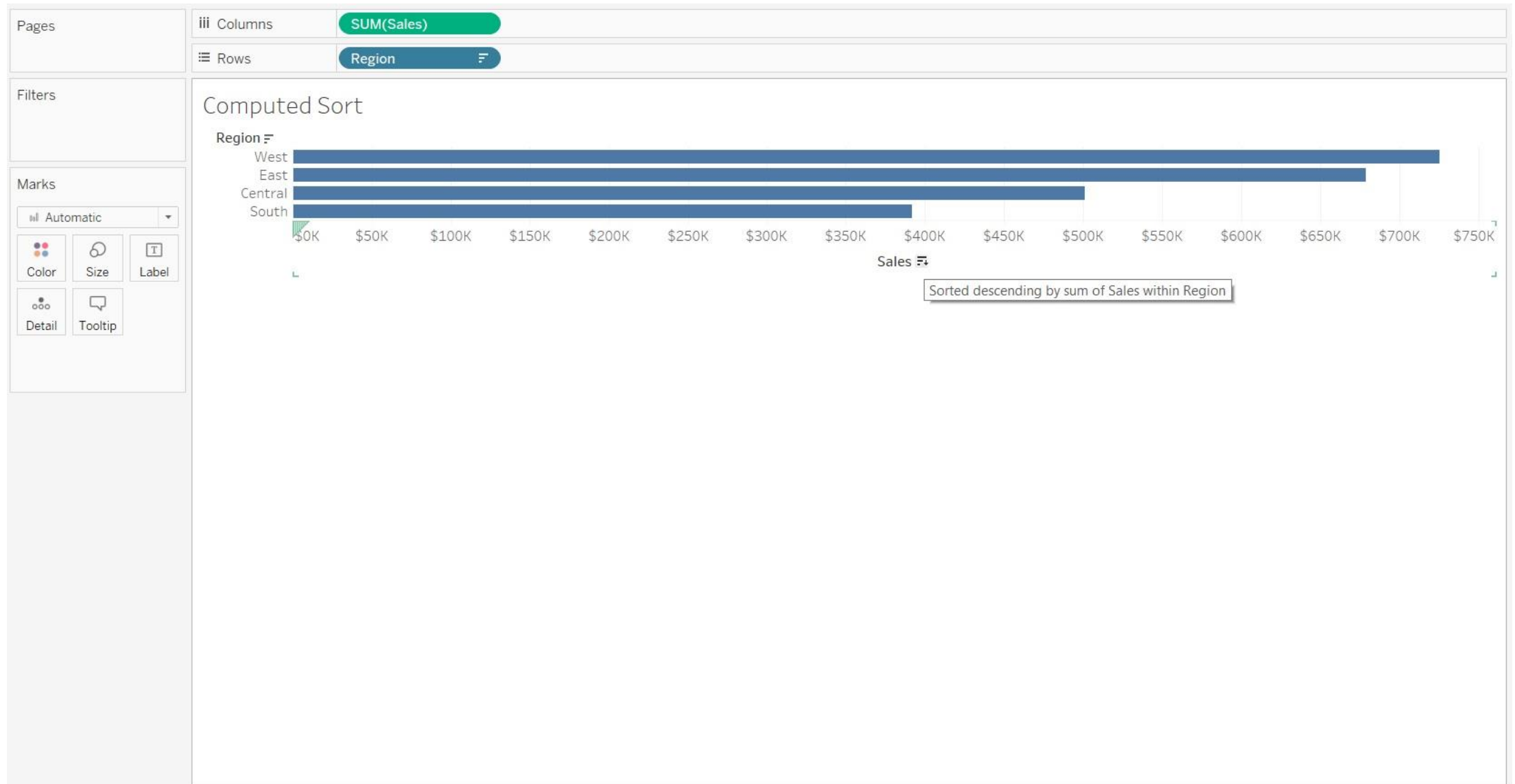sort order will not change based on the changes in the underlying data

METHOD I - COMPUTED SORT

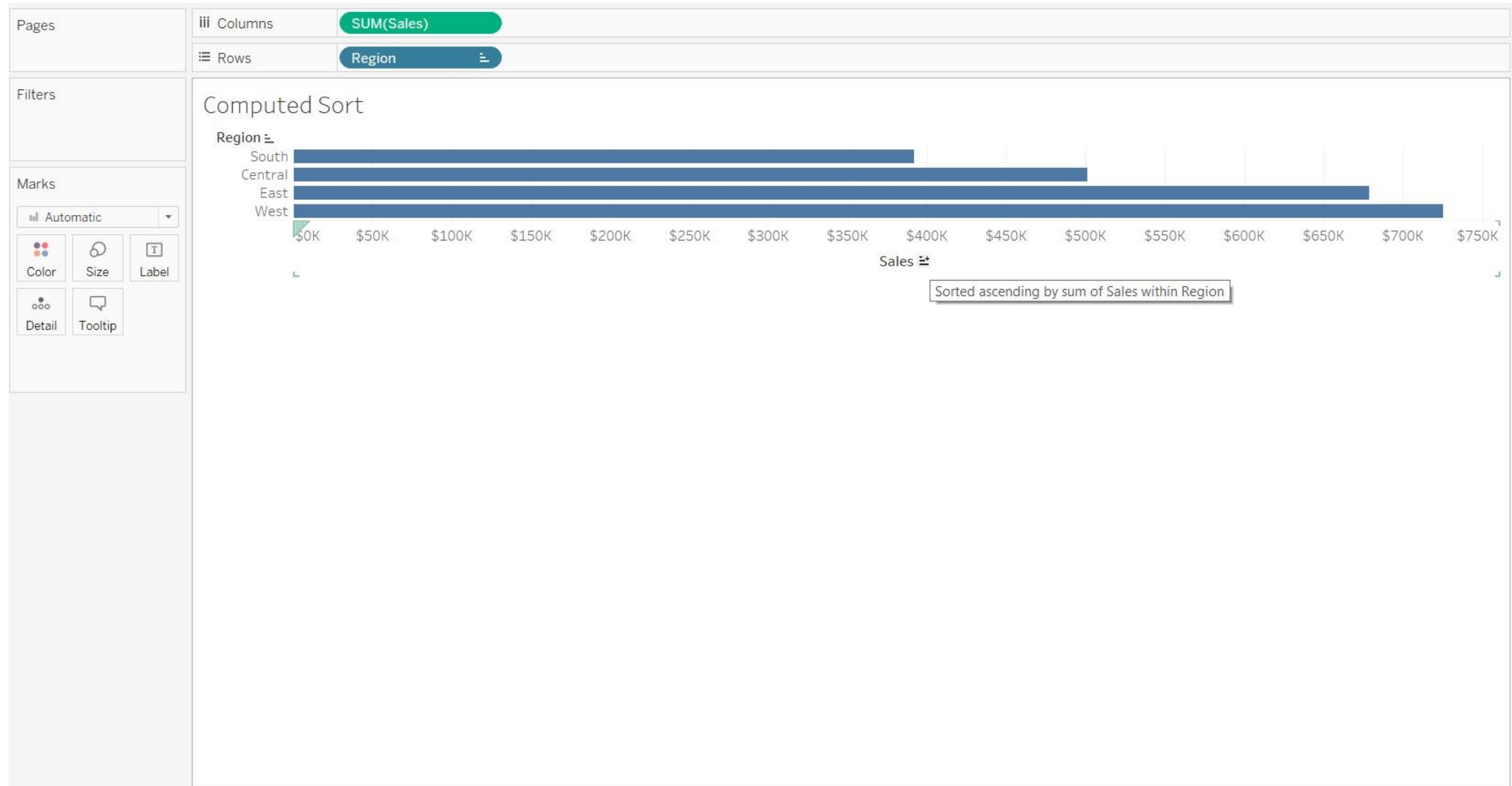**STEP 1:** Assume that we have a Bar Chart view of Sales Vs Region

METHOD I - COMPUTED SORT

## STEP 2: One click will sort the Sales in descending order

Pages

Columns | SUM(Sales)

Rows | Region

Filters

Computed Sort

Region

Marks

Automatic

| Color | Size | Label |

| Detail | Tooltip |

West
East
Central
South

$0K $50K $100K $150K $200K $250K $300K $350K $400K $450K $500K $550K $600K $650K $700K $750K

Sales

Sorted descending by sum of Sales within Region

METHOD I - COMPUTED SORT

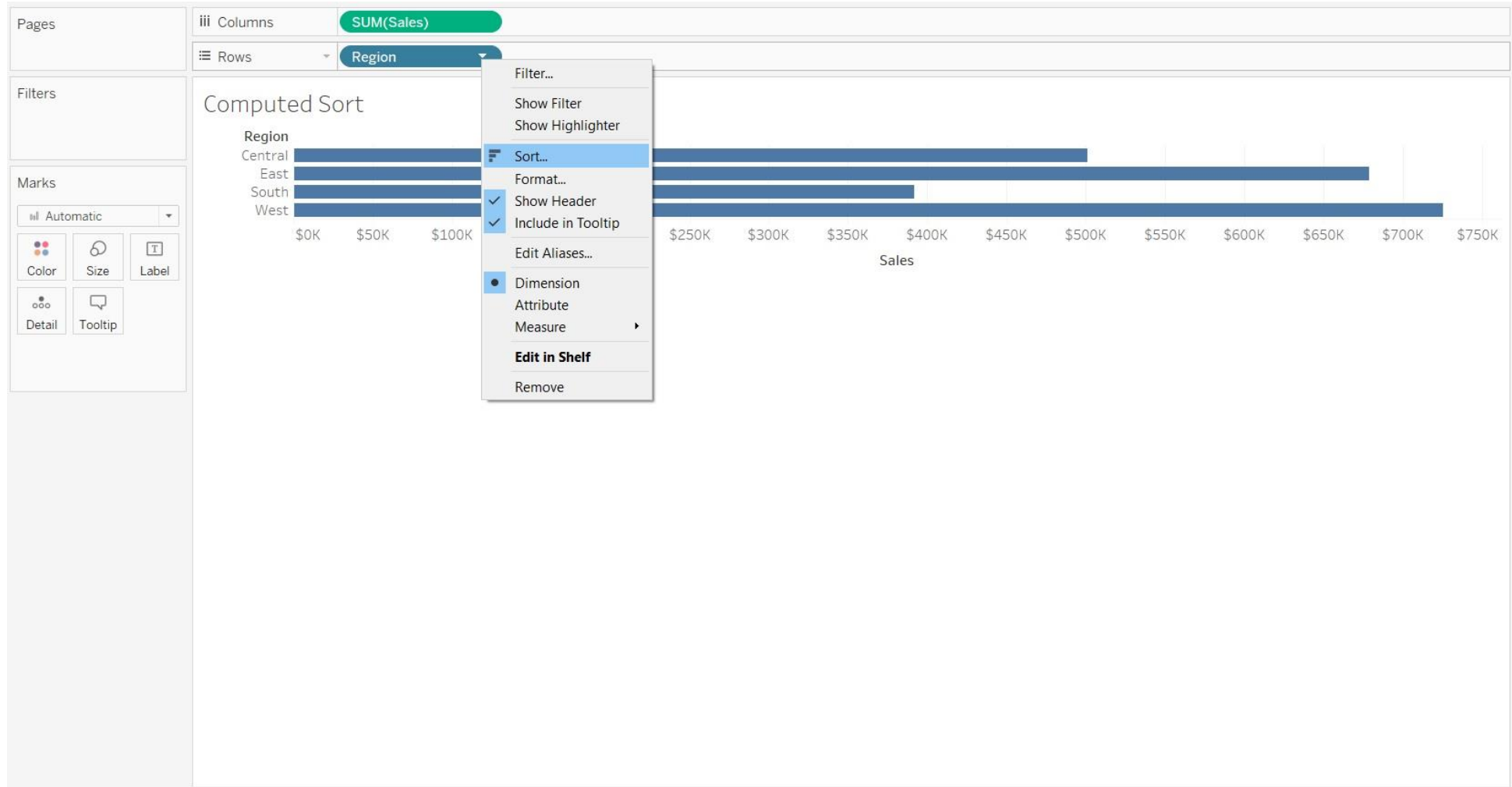**STEP 3:** Another click will sort the Sales in ascending order

METHOD I - COMPUTED SORT

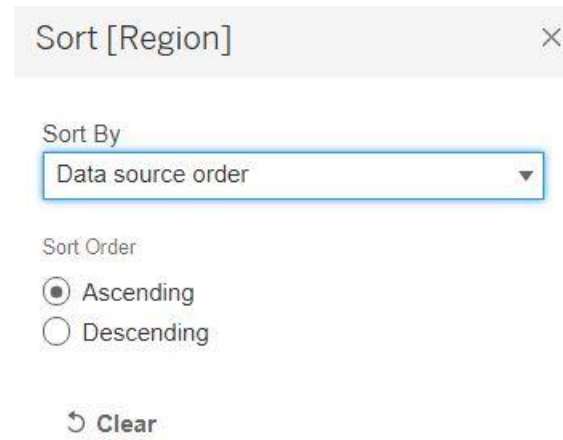## STEP 4: Another click will clear the sort
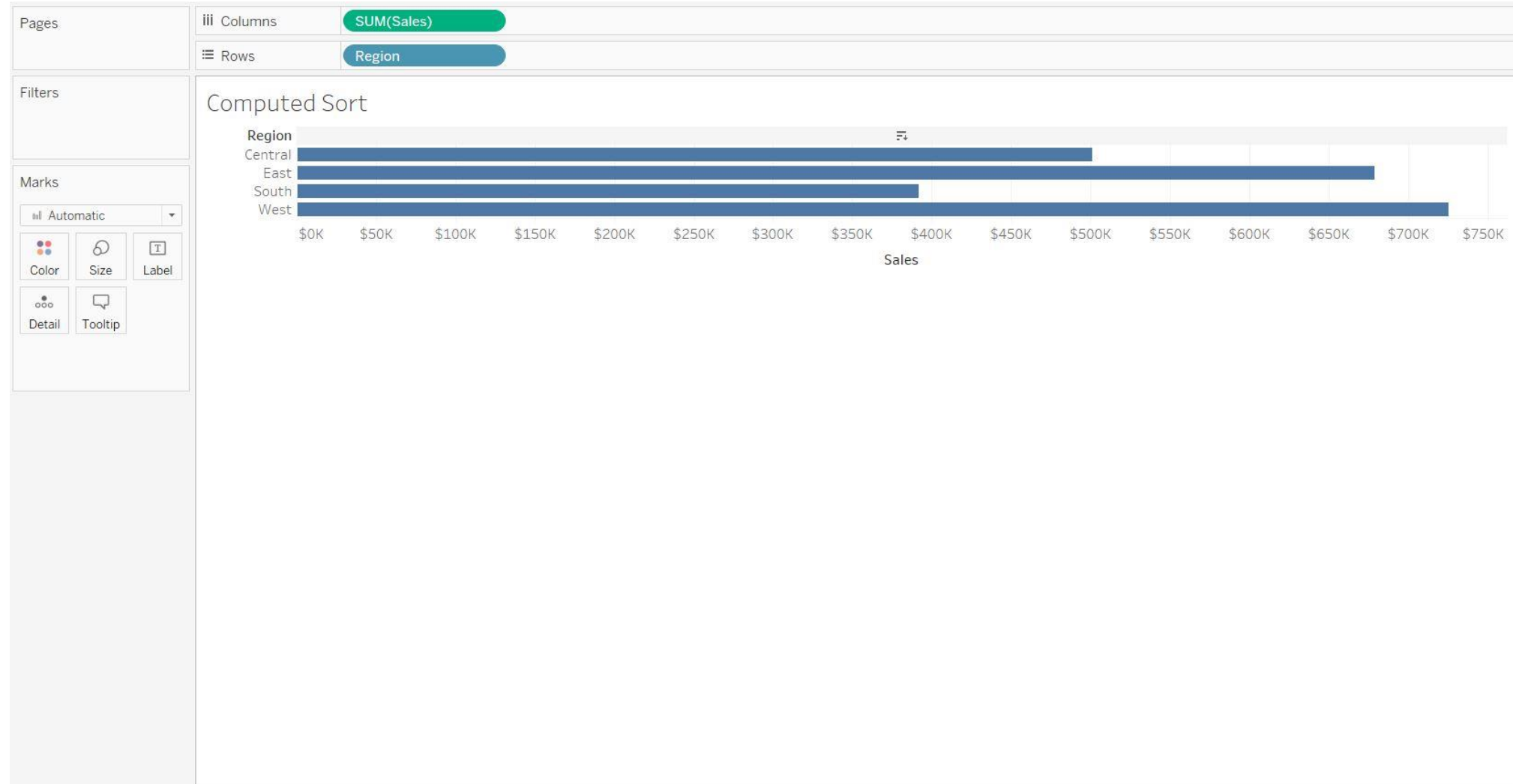
METHOD I - COMPUTED SORT

STEP 5: Another method to sort is to right-click the dimension pill
Region and select the **Sort**

METHOD I - COMPUTED SORT
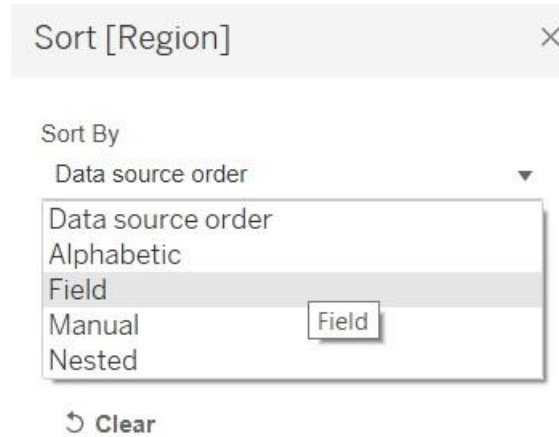
STEP 6: Sort[Region] dialog box is seen

METHOD I - COMPUTED SORT

STEP 7: Select the option in the **Sort By** drop-down e.g.: **Field**

STEP 8: Select the required **Sort Order** e.g.: **Descending**

METHOD I - COMPUTED SORT

STEP 9: Select the required Field Name e.g.: **Sales**

METHOD I - COMPUTED SORT

STEP 10: Select the required **Aggregation** e.g.: **Sum**

METHOD I - COMPUTED SORT

STEP 11: If required we can sort by another measure that is not present in the view e.g.: **Profit**
Close the dialog box
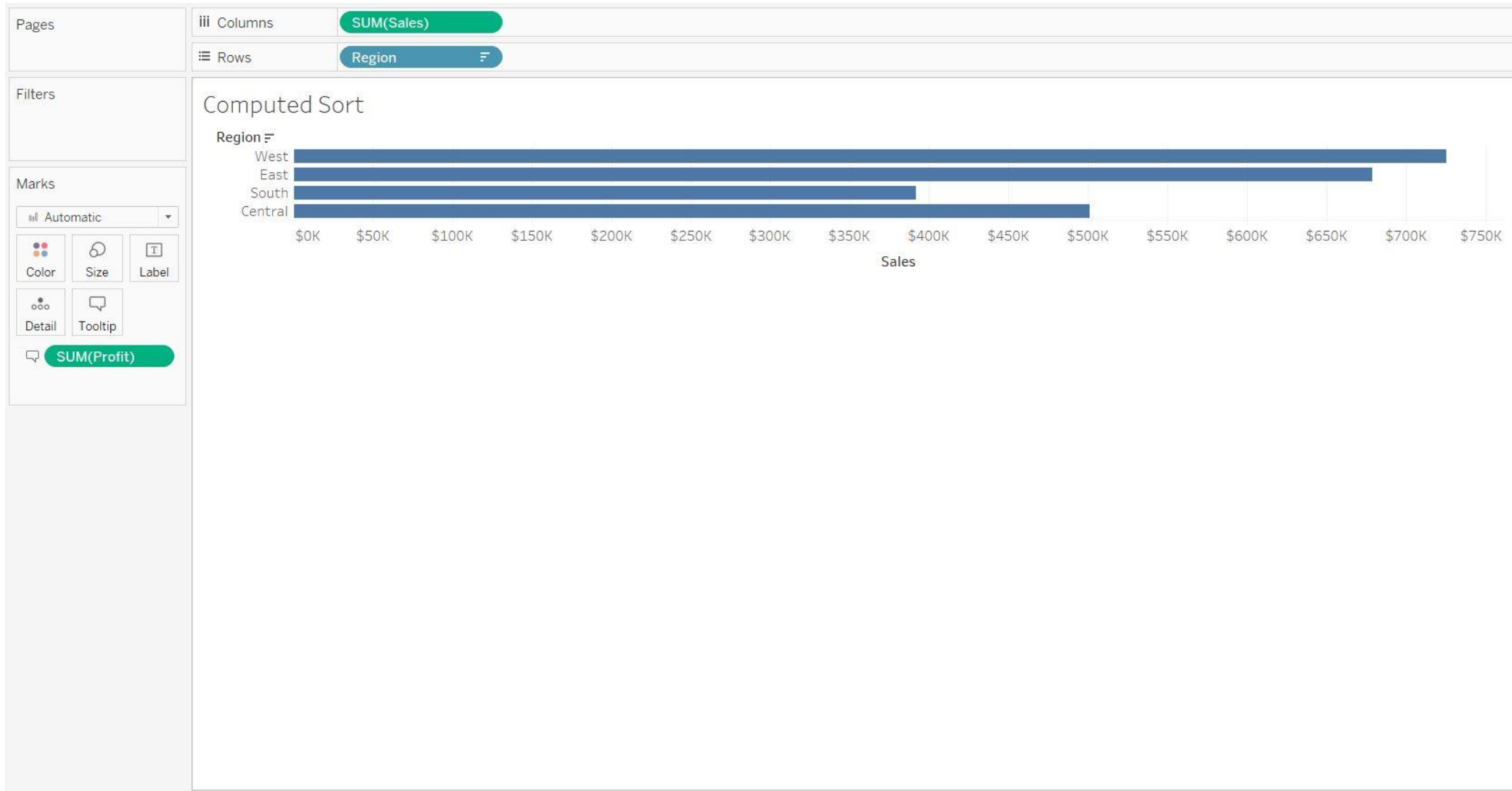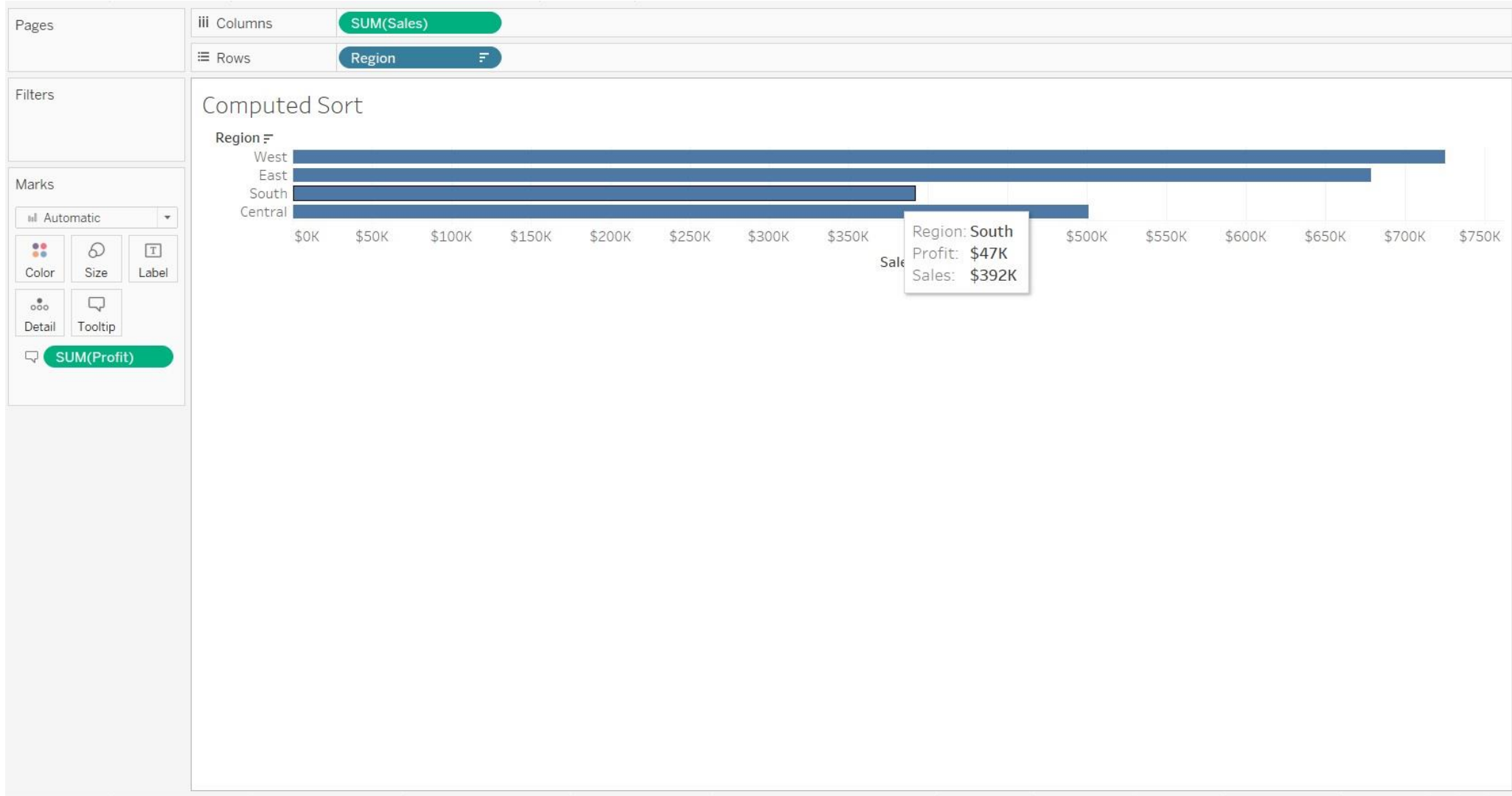
METHOD I - COMPUTED SORT

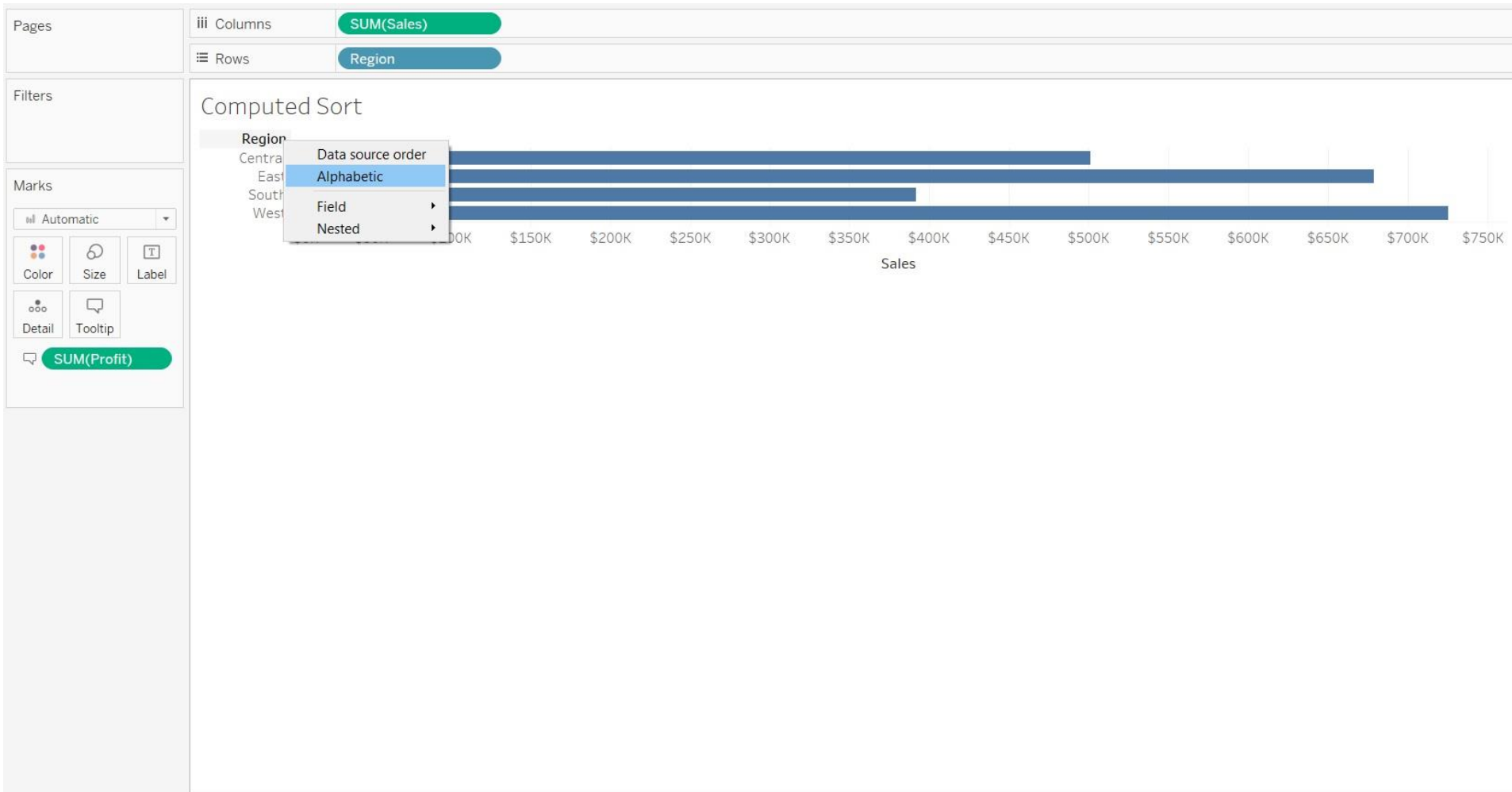**STEP 12:** Drag the **Profits** to the **Tooltip** of **Marks** card

METHOD I - COMPUTED SORT

STEP 13: This is the sorted by Profit view with South having greater Profit than Central Region
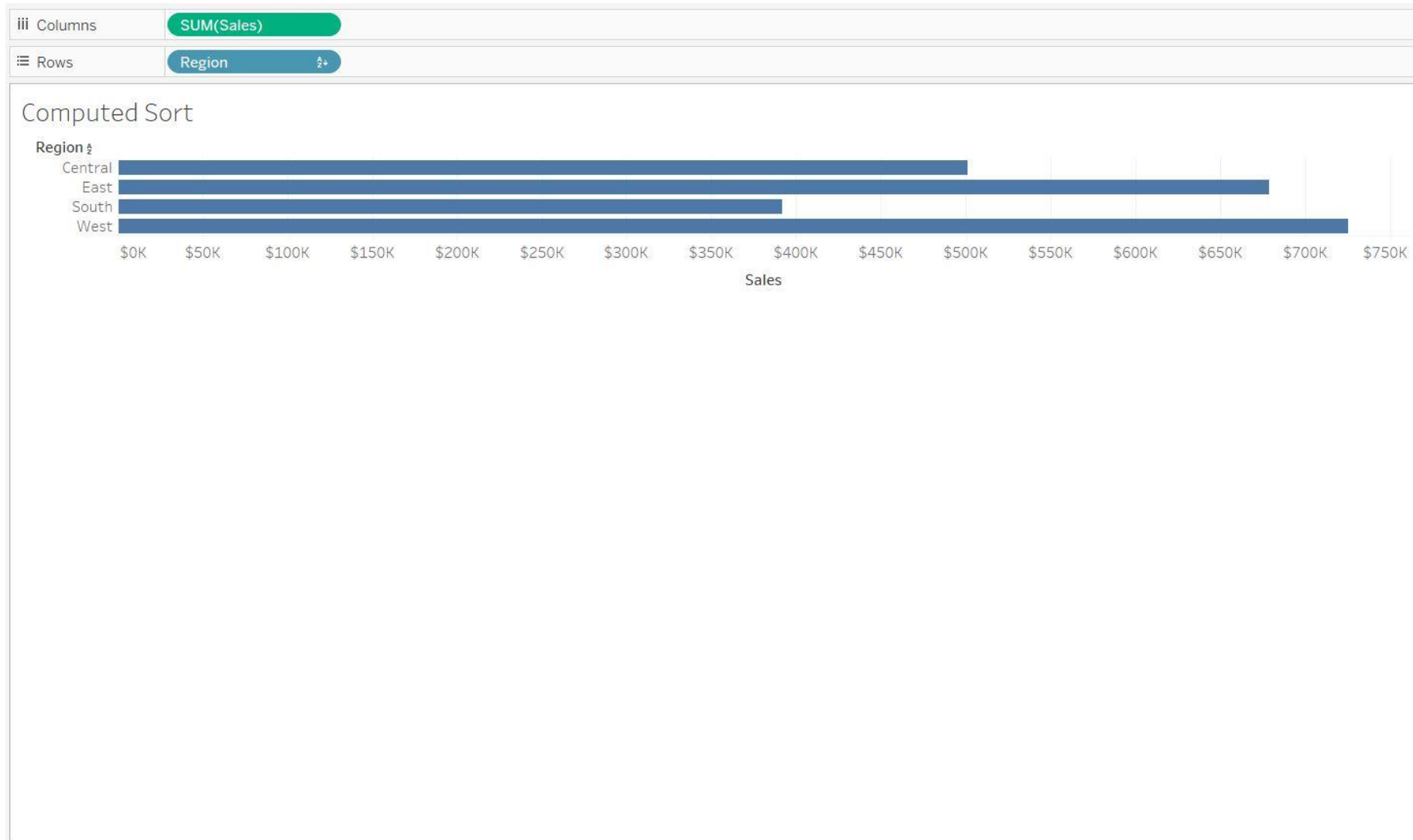
METHOD I - COMPUTED SORT

STEP 14: If required we can sort the Labels by Alphabetical order
Click on **Region** and select **Alphabetic**
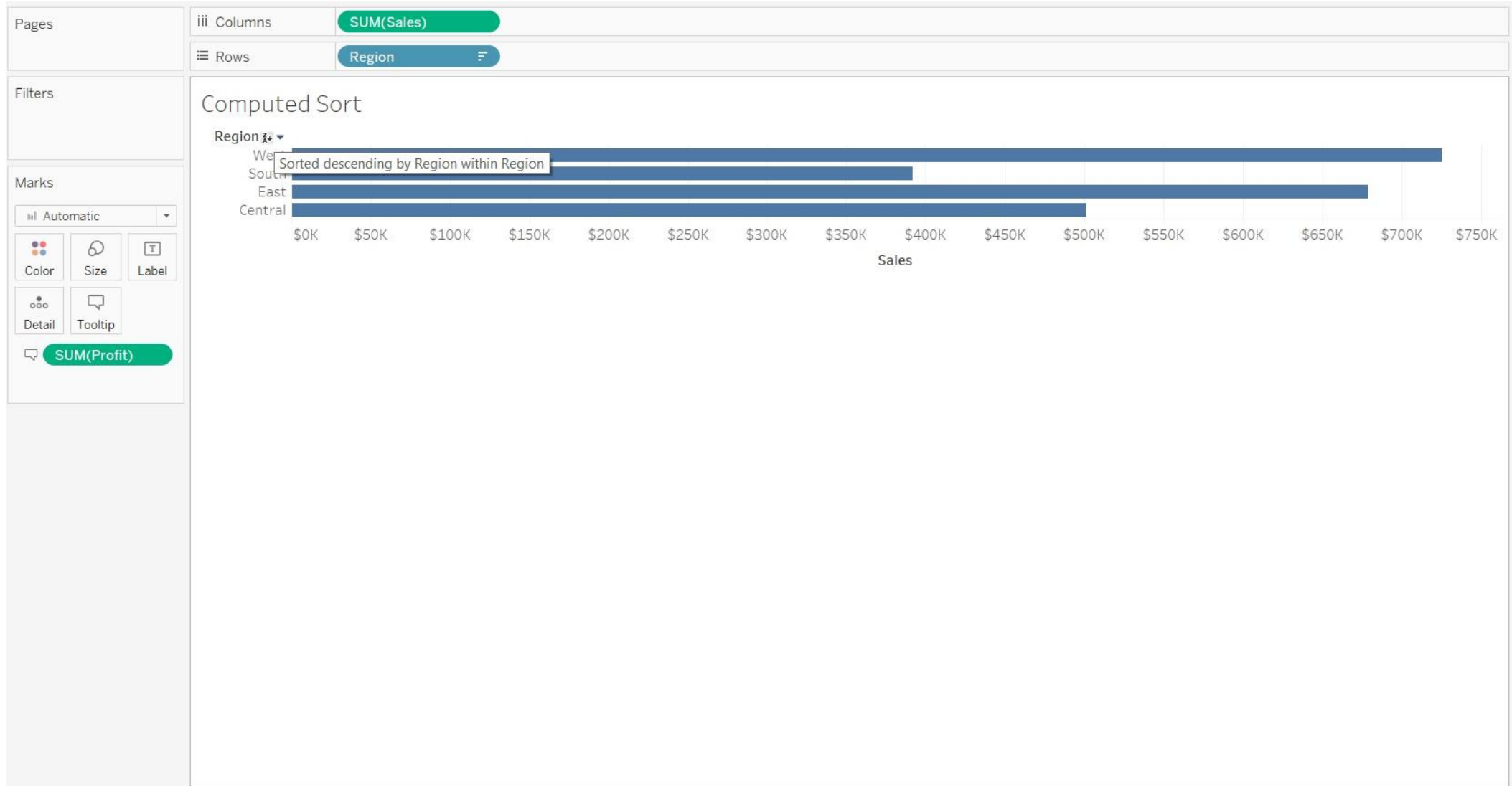
METHOD I - COMPUTED SORT

STEP 15: The AZ icon is now visible next to Region.
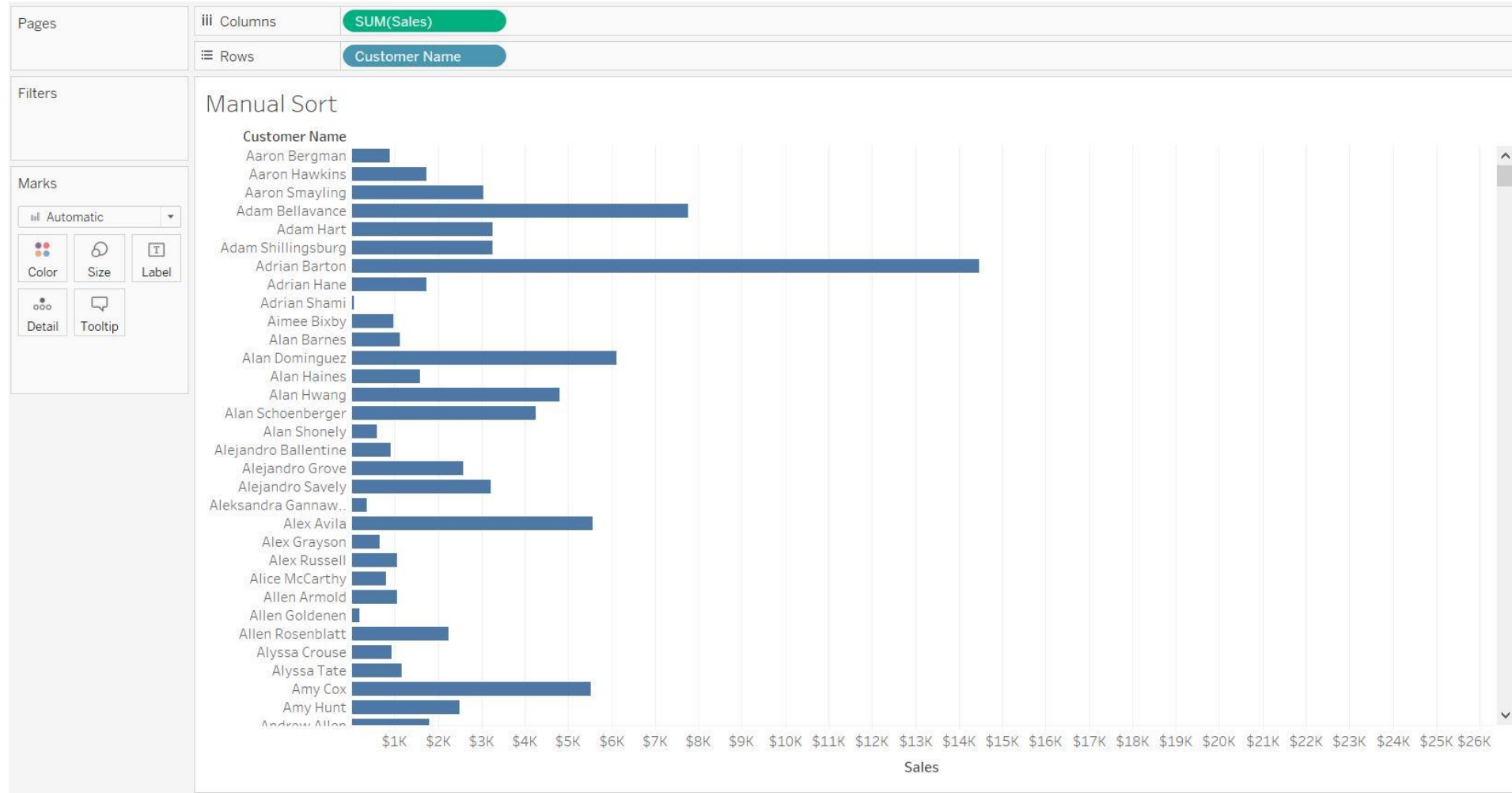The default sort will be from A to Z

METHOD I - COMPUTED SORT

STEP 16: Click on AZ icon and now the alphabetic sorting will be from Z to A
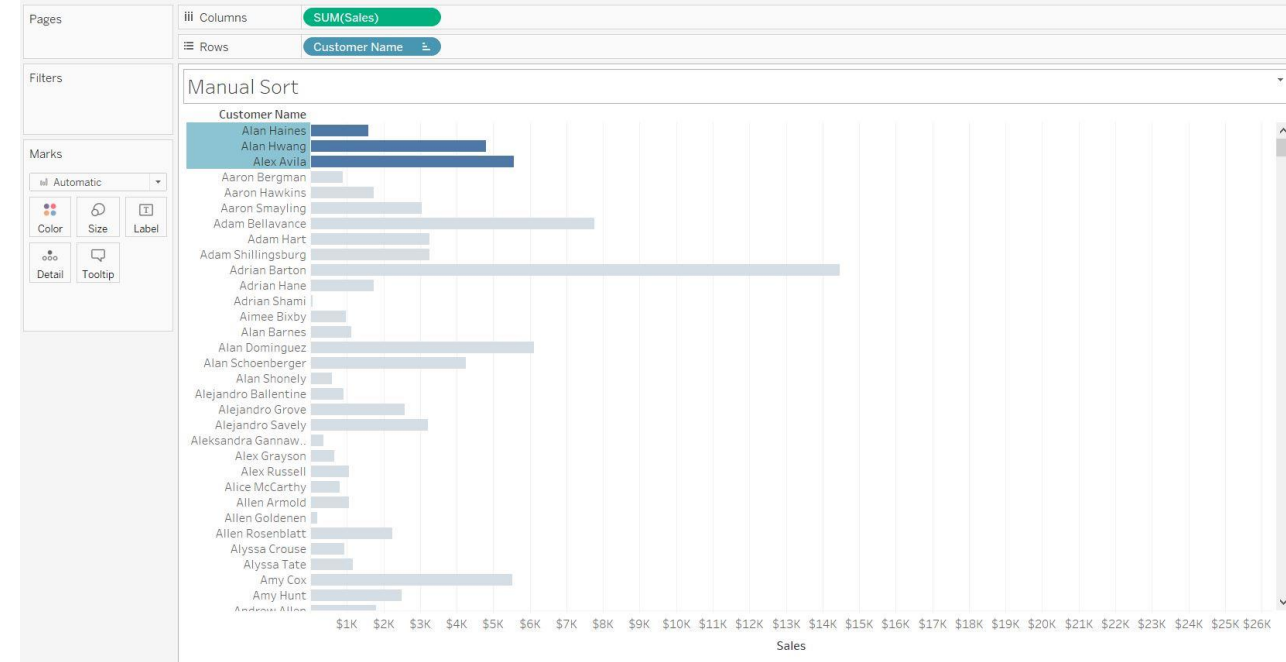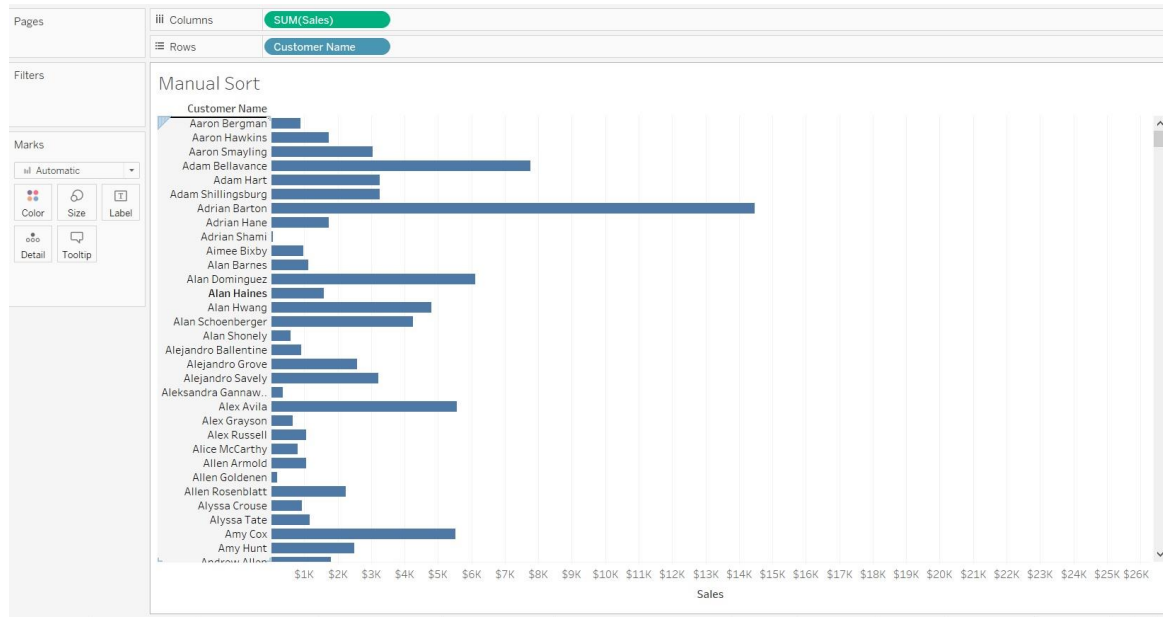
METHOD II - MANUAL SORT

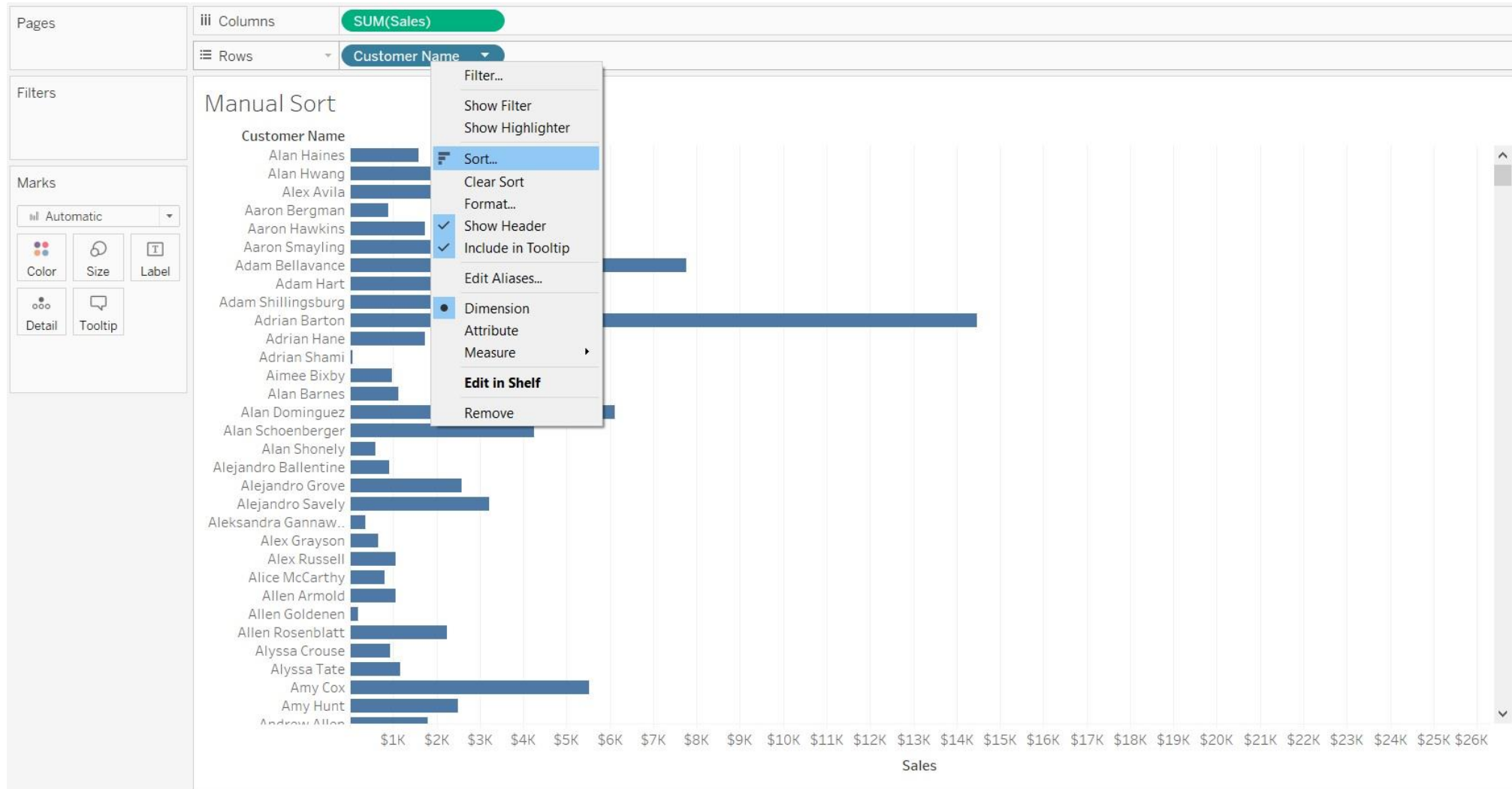**STEP 1:** Assume that we have a Bar Chart view of Sales Vs Customer Name

METHOD II - MANUAL SORT

STEP 2: Consider we want to separately track the Sales performance of certain customers
Drag ang drop the required Customer Names to top of view

METHOD II - MANUAL SORT

STEP 3: To confirm the Manual sort right-click the **Customer Name** pill and select **Sort**

METHOD II - MANUAL SORT

STEP 4: Sort[Customer Name] dialog box will appear.
Confirm that the **Sort By** is **Manual**