List of Unique main Authors sorted alphabetically based on F-T and P-T status

Steps taken in creating the Pivot table report.

1. Insert a new Pivot Table
2. Add the Field FT – PT in **Rows**
3. Add the Field Name in Rows beneath FT – PT
4. Use the filter button to uncheck P-T-P.
5. Sort Name using the **Ascending** button under **Sort**
6. Add the Field **Title** to values