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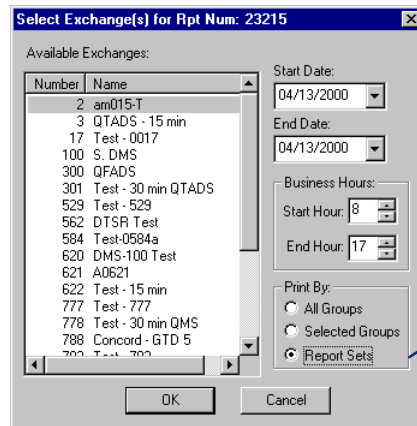
Tip of the Month!

October/November, 2002

How to alphabetically sort report sets in a report

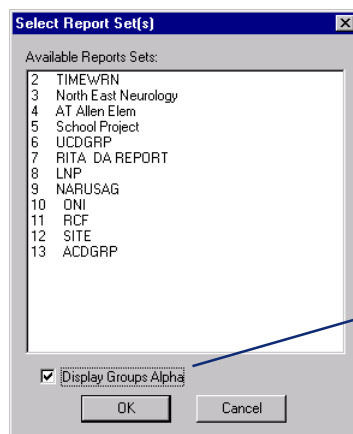
(All Reports)

There is a new feature in CTS reports that allows you to list the report sets alphabetically!



Go into Reports, and run any report like you normally would.

In the "Sort By" area, check Report Sets.



On the Select Report Set(s) screen, select which report sets you would like to view in the report.

Check the "Display Groups Alpha" box to display the report sets alphabetically.