

Unduplicating Data in Webi Report #62

When running report #62, or any other report where you need unduplicated data:

1. Run the report in Webi. (#62 has to be run one WDA at a time because it can't handle more data.)
2. Save it as a .csv file.
3. Highlight/select the entire spreadsheet.
4. Go to Format, Column, Autofit Selection.
5. With the spreadsheet still highlighted/selected, go to Data, Sort, Sort By, Job Order Number.
6. Go to File, Save As. Change the "Save as type" from .csv to an Excel (.xls) file. Change the File Name to something easy to remember.
7. Go to the tab along the bottom of the spreadsheet. Right click on it. Choose Rename from the pop-out menu. Rename the tab to match the File name.
8. Scroll to the bottom of the spreadsheet to determine the number of rows of data you have. Write the number down.
9. Go to Data, Filter, Advanced Filter.
10. Select "Copy to Another Location".
11. In List Range, enter F2:Fxxxxx (the x's represent the number of rows of data) (Use F2: because that's your first row of data).
12. Leave Criteria Range empty.
13. Click the icon next to the "Copy to" text field. Use the bottom scroll bar to go to a blank column after the last column of data. Click on the column header.
14. Click the icon next to the "Copy to" text field.
15. Check the "Unique Records only" checkbox.
16. Click the OK button.
17. Wait 1-3 seconds, then scroll to the column you selected in 13. Scroll down to see the last row of data. That will be the number of unique job orders in the report.