

## Changing the order of markets in a report

This lesson examines how to change the sort order of markets

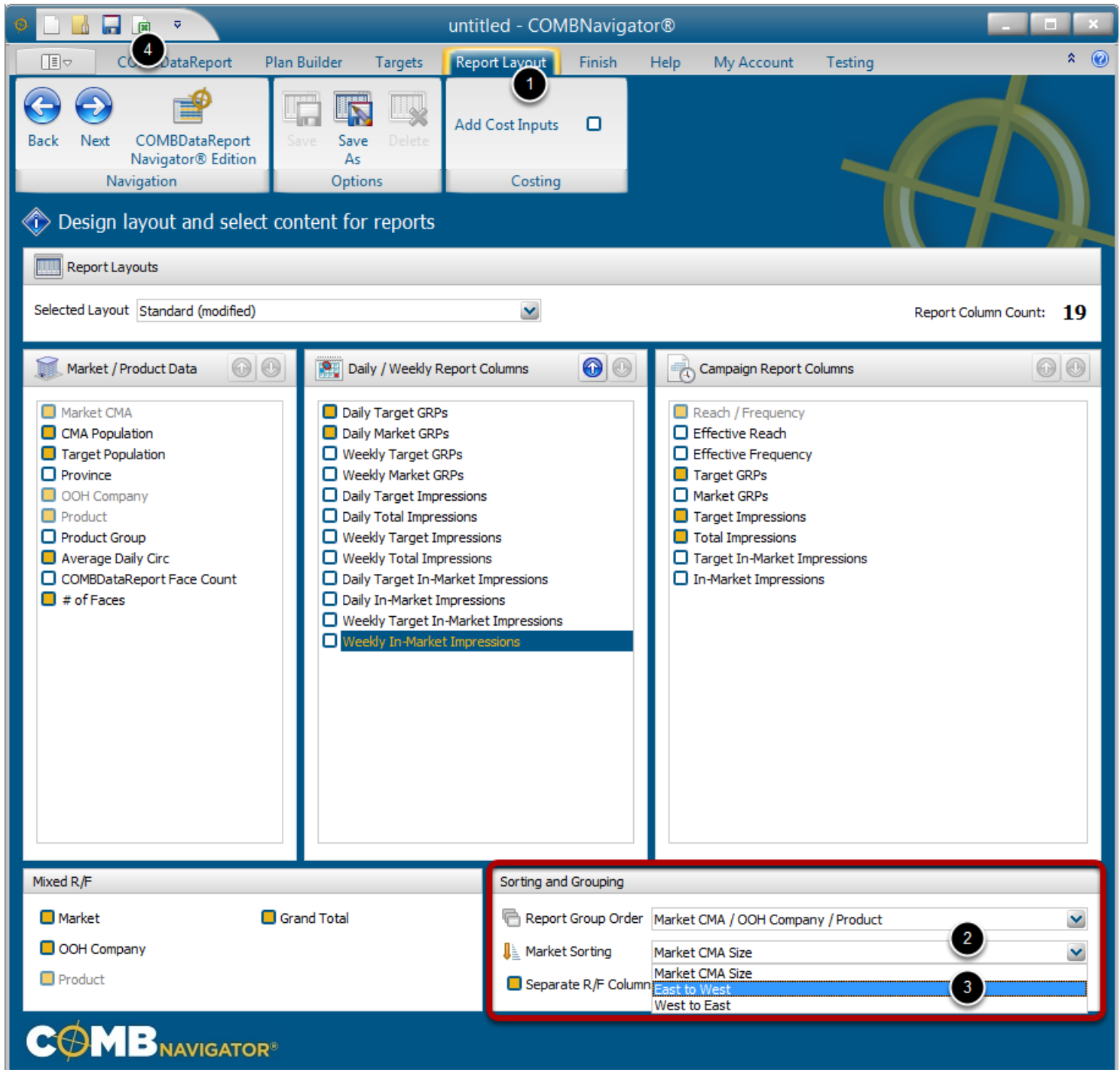
### Default market sort order

Sort By	Market CMA Size, OOH Company, Product			
Market CMA	CMA Pop (000s)	Tgt Pop (000s)	OOH Company	Product
Toronto Plan #1	5,905.2	4,912.5	Astral	Horizontal Posters
				Street Furniture (68x47)
				<b>Astral Mix</b>
			Pattison	Horizontal Posters
				Street Furniture (68x47)
				<b>Pattison Mix</b>
				<b>Toronto Mix</b>
Montreal Plan #1	3,891.3	3,294.1	Astral	Horizontal Posters
				Street Furniture (68x47)
				<b>Astral Mix</b>
			Pattison	Horizontal Posters
				Street Furniture (68x47)
				<b>Pattison Mix</b>
				<b>Montreal Mix</b>
Vancouver Plan #1	2,437.5	2,063.6	Pattison	Horizontal Posters
				Street Furniture (68x47)
				<b>Pattison Mix</b>

By default, reports are grouped first by market, and markets are sorted by CMA population (Market CMA Size).

The above example shows the 3 largest CMAs sorted by population, with **Toronto** appearing first.

## Changing the market sort order



Market sort order is changed within the **Report Layout** area of COMBNavigator.

1. Select **Report Layout** in the ribbon menu.
2. Select the **Market Sorting** box. A drop-down list will appear.
3. Choose a new market sorting option. The list will close up.
4. Create the report (again) using the **View Report** button in the Quick Access Toolbar at top left of

the application window, or in the ribbon bar while in the **Finish** area.

**Market CMA Size:** sorts by population, with Toronto first

**East to West:** sorts by longitude, with Halifax first (Montreal is first among the big 3 markets)

**West to East:** sorts by longitude, with Vancouver first

### Sorting markets East-to-West

3	Sort By	Markets East To West, OOH Company, Product			
4					
5					
6	Market CMA	CMA Pop	Tgt Pop	OOH Company	Product
7		(000s)	(000s)		
8	Montreal	3,891.3	3,294.1	Astral	Horizontal Posters
9	Plan #1				Street Furniture (68x47)
10					<b>Astral Mix</b>
11					
12				Pattison	Horizontal Posters
13					Street Furniture (68x47)
14					<b>Pattison Mix</b>
15					
16					<b>Montreal Mix</b>
17					
18	Toronto	5,905.2	4,912.5	Astral	Horizontal Posters
19	Plan #1				Street Furniture (68x47)
20					<b>Astral Mix</b>
21					
22				Pattison	Horizontal Posters
23					Street Furniture (68x47)
24					<b>Pattison Mix</b>
25					
26					<b>Toronto Mix</b>
27					
28	Vancouver	2,437.5	2,063.6	Pattison	Horizontal Posters
29	Plan #1				Street Furniture (68x47)

The above example shows the 3 largest CMAs sorted **east-to-west**, with **Montreal** appearing first.

## Sorting markets West-to-East

3	Sort By	Markets West To East, OOH Company, Product			
4					
5					
6	Market CMA	CMA Pop	Tgt Pop	OOH Company	Product
7		(000s)	(000s)		
8	Vancouver	2,437.5	2,063.6	Pattison	Horizontal Posters
9	Plan #1				Street Furniture (68x47)
10					<b>Pattison Mix</b>
11					
12					<b>Vancouver Mix</b>
13					
14	Toronto	5,905.2	4,912.5	Astral	Horizontal Posters
15	Plan #1				Street Furniture (68x47)
16					<b>Astral Mix</b>
17					
18				Pattison	Horizontal Posters
19					Street Furniture (68x47)
20					<b>Pattison Mix</b>
21					
22					<b>Toronto Mix</b>
23					
24	Montreal	3,891.3	3,294.1	Astral	Horizontal Posters
25	Plan #1				Street Furniture (68x47)
26					<b>Astral Mix</b>
27					

The above example shows the 3 largest CMAs sorted **west-to-east**, with **Vancouver** appearing first.