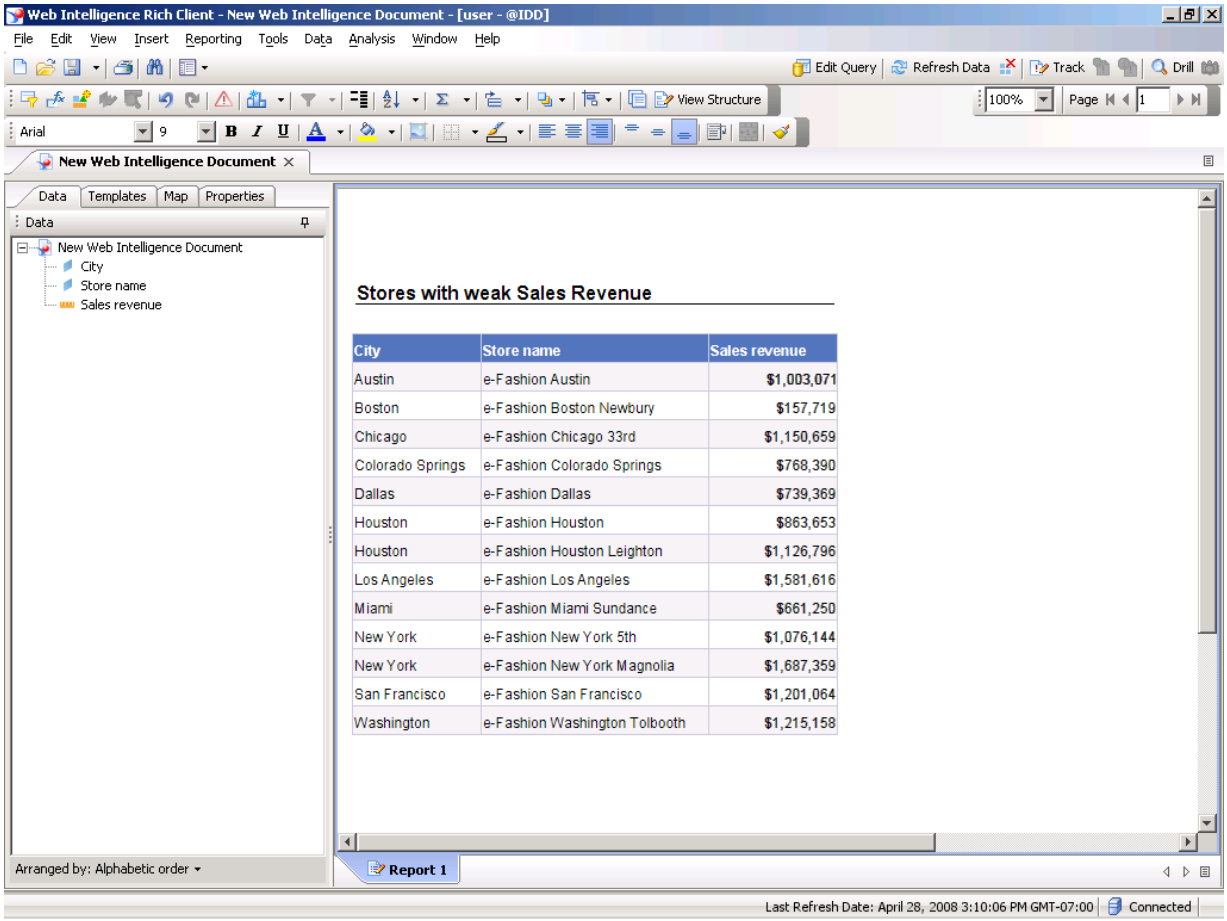
Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Rich Client



City	Store name	Sales revenue
Austin	e-Fashion Austin	$1,003,071
Boston	e-Fashion Boston Newbury	$157,719
Chicago	e-Fashion Chicago 33rd	$1,150,659
Colorado Springs	e-Fashion Colorado Springs	$768,390
Dallas	e-Fashion Dallas	$739,369
Houston	e-Fashion Houston	$863,653
Houston	e-Fashion Houston Leighton	$1,126,796
Los Angeles	e-Fashion Los Angeles	$1,581,616
Miami	e-Fashion Miami Sundance	$661,250
New York	e-Fashion New York 5th	$1,076,144
New York	e-Fashion New York Magnolia	$1,687,359
San Francisco	e-Fashion San Francisco	$1,201,064
Washington	e-Fashion Washington Tolbooth	$1,215,158

2. Click in the **Sales revenue** column.

You want to identify stores with low Sales revenues.

Modify the report to show only the 5 stores with the lowest Sales revenues.

Then create an alerter to identify stores with Sales revenues of $500,000 or less.

Format these cells with a bright yellow background.

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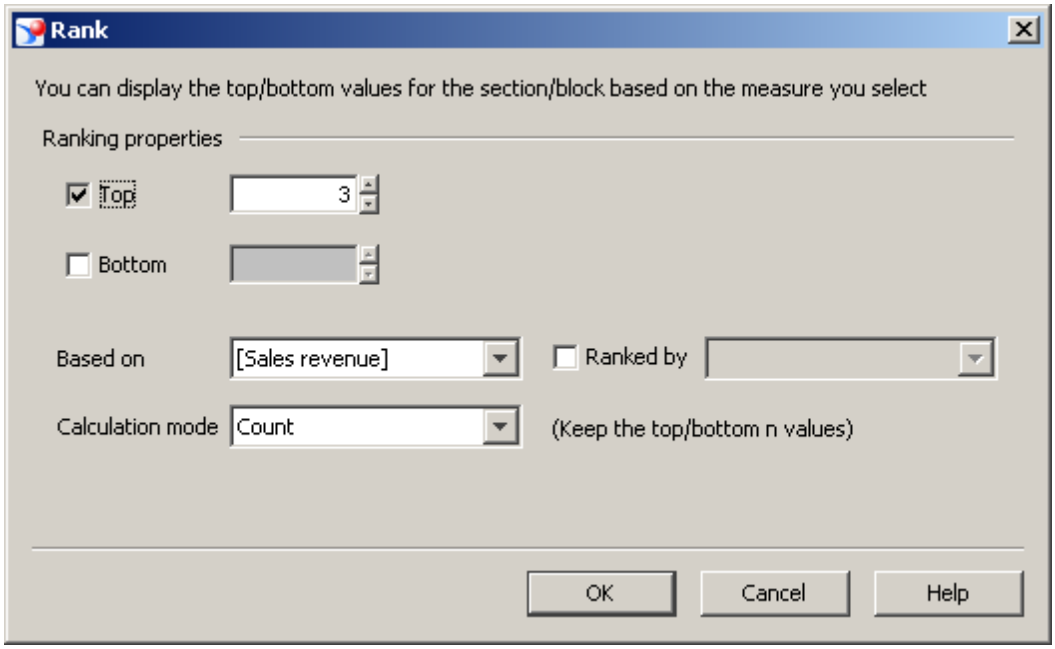
3. Click the arrow beside **Add Ranking**.

4. Click **Add Ranking**.

Rank



5. Click the **Top** checkbox

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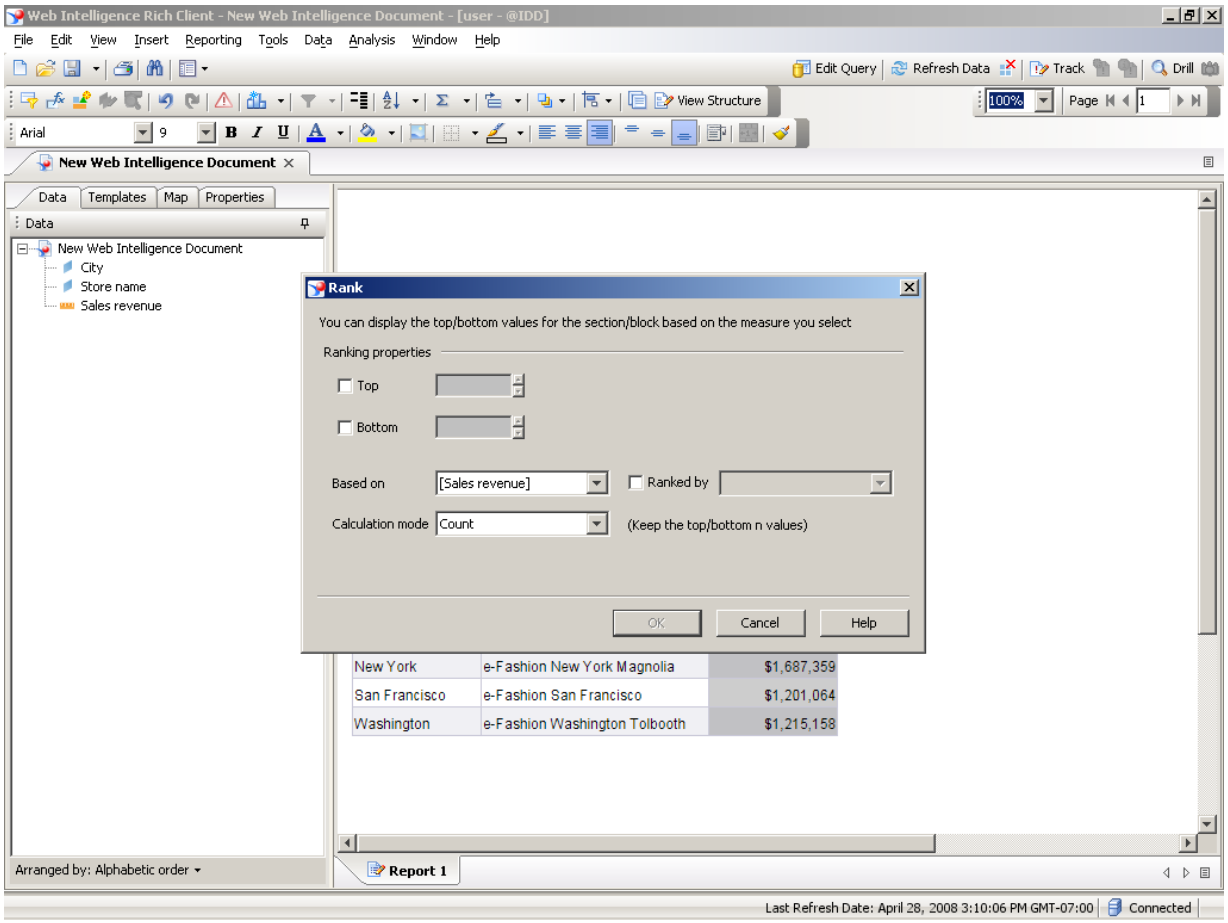
Rank



6. Click the **Bottom** checkbox.

7. Perform one of the following:

If...	Then...	Go To...
	Type "5".	Step 8.
	OR click the up spinner.	Step 8.

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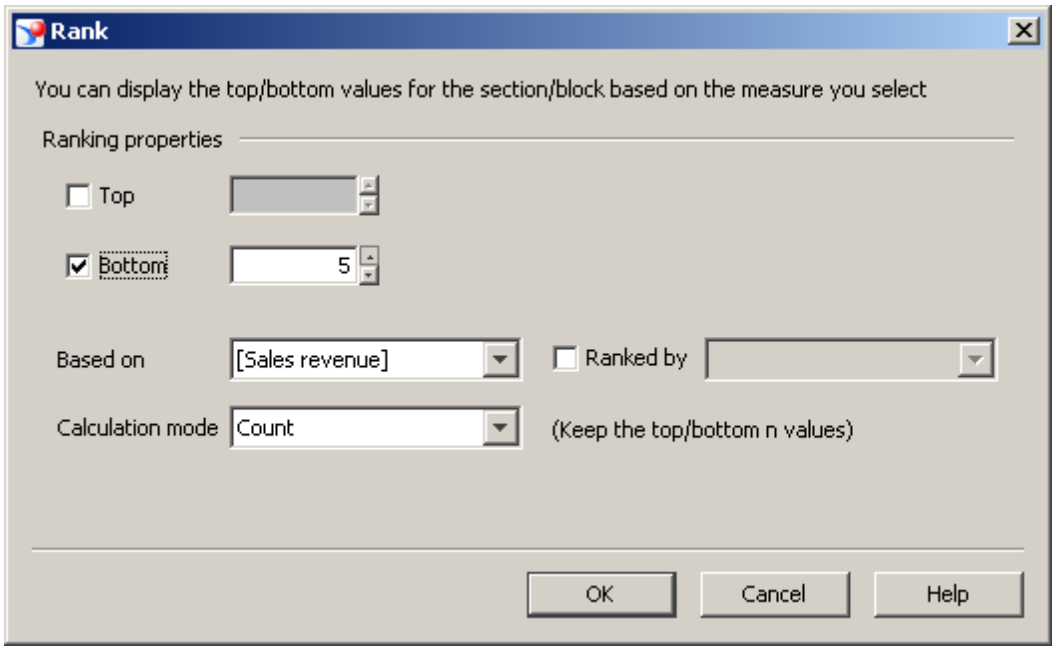
Rank



8. Click **OK**.

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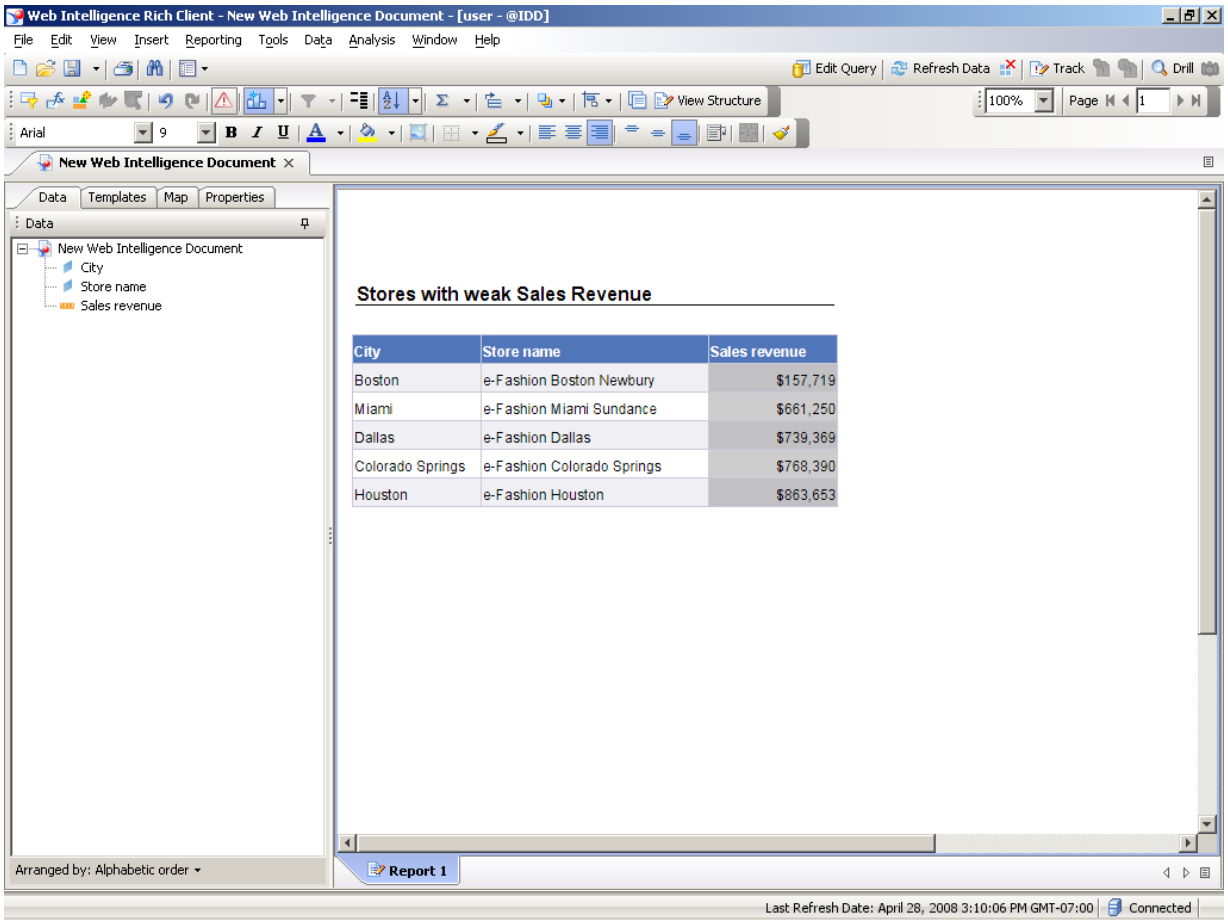
Web Intelligence Rich Client



9. Click **Alerters**.

Create an alerter to identify stores with Sales revenues of $500,000 or less.

Format the cell background color yellow.

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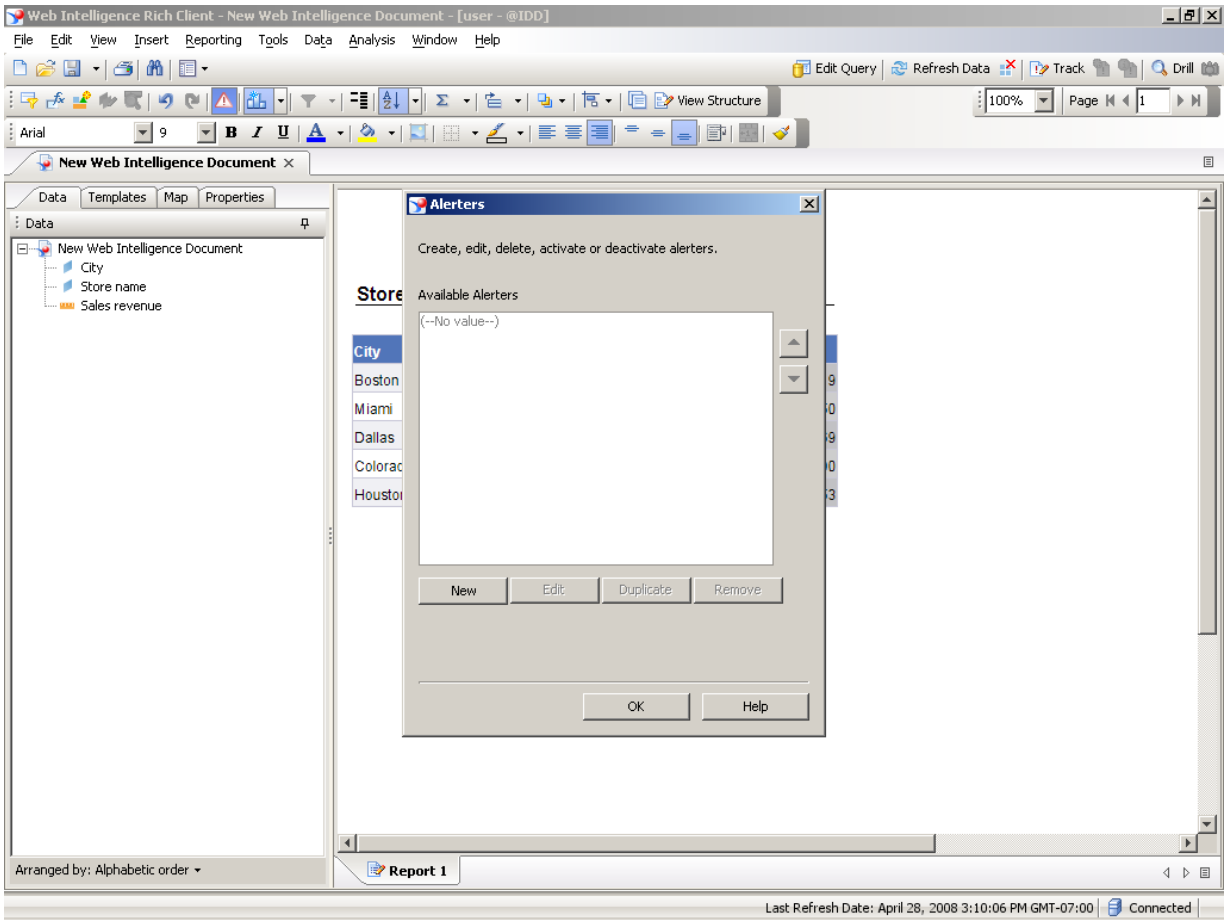
Alerters



10. Click **New**.

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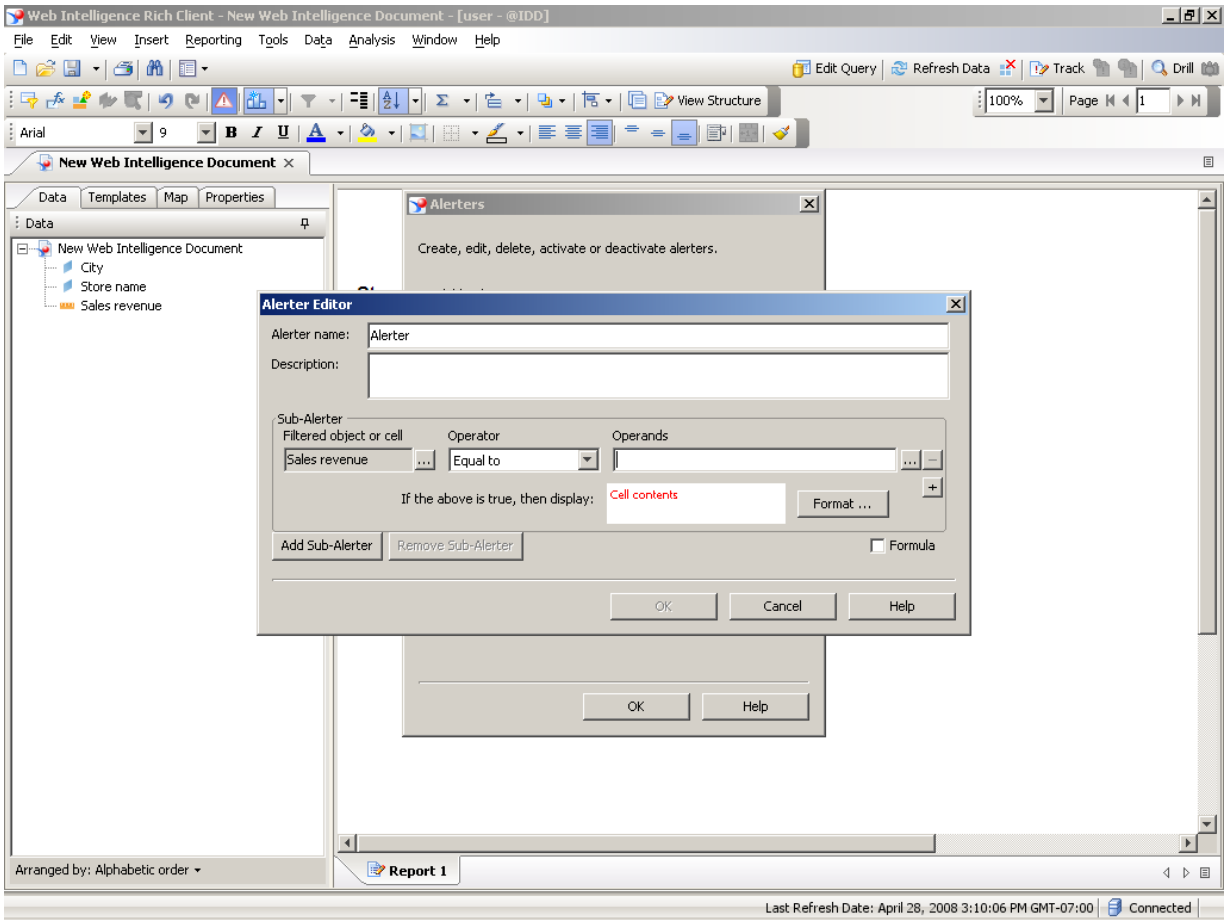
Alerter Editor



11. Click the **Operator** drop-down list .

12. Click **Less than or Equal to**.

13. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** 500000

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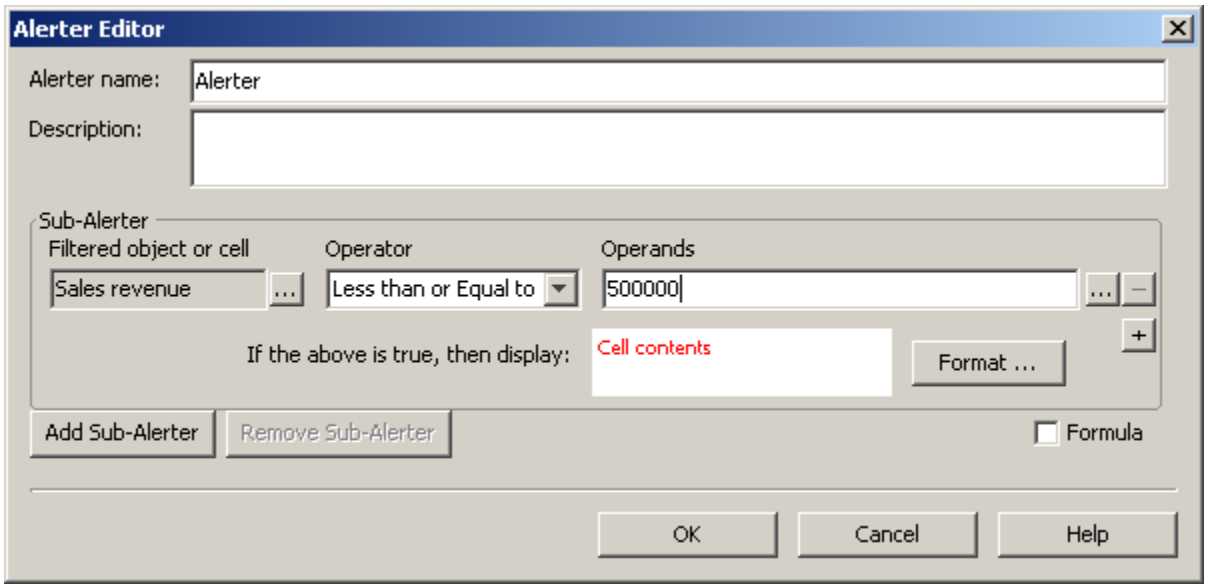
Alerter Editor



14. Click **Format ...**.

Format the cell background color bright yellow.

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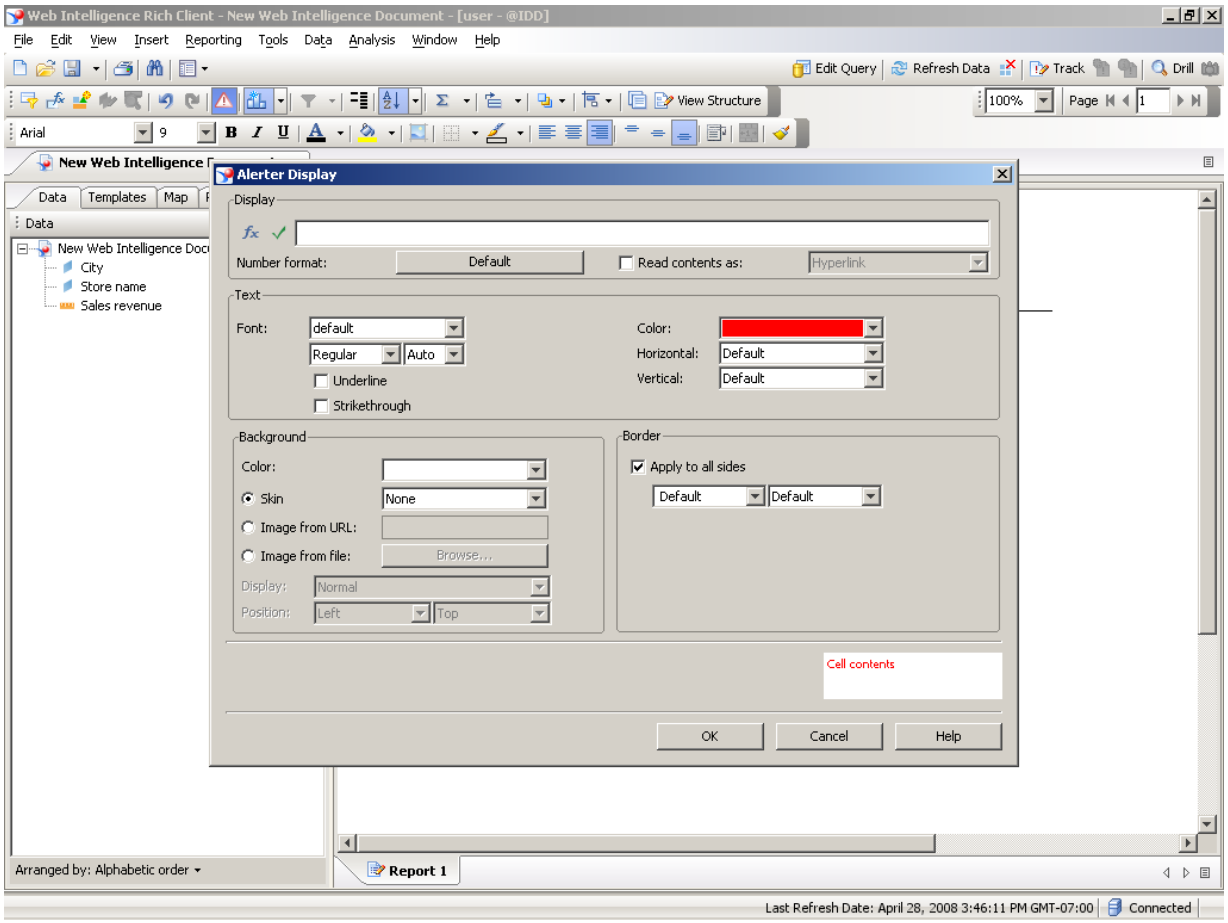
Alerter Display



15. Click the **Color:** drop-down list.

16. Click the **Bright Yellow** option**.**

17. Click **OK**.

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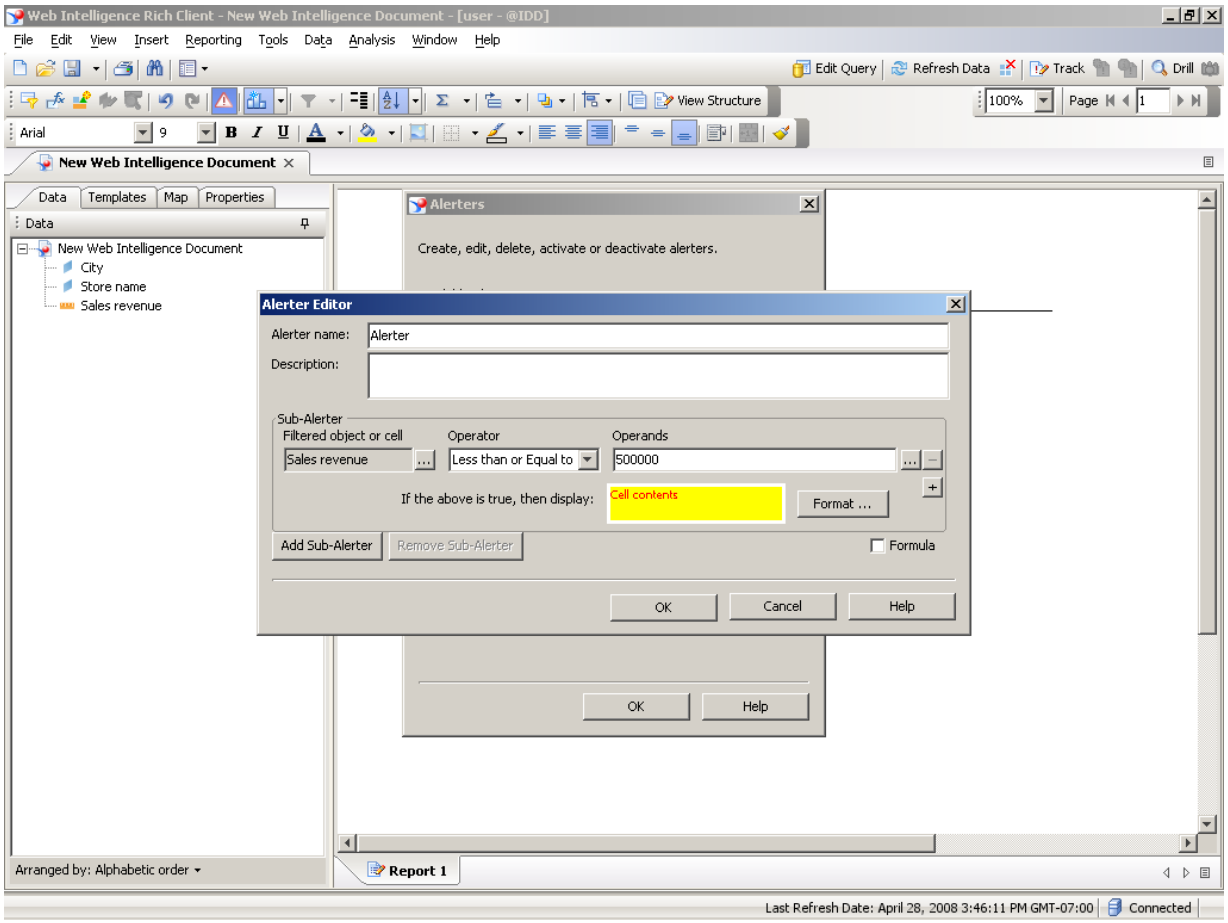
Alerter Editor



18. Click **OK**.

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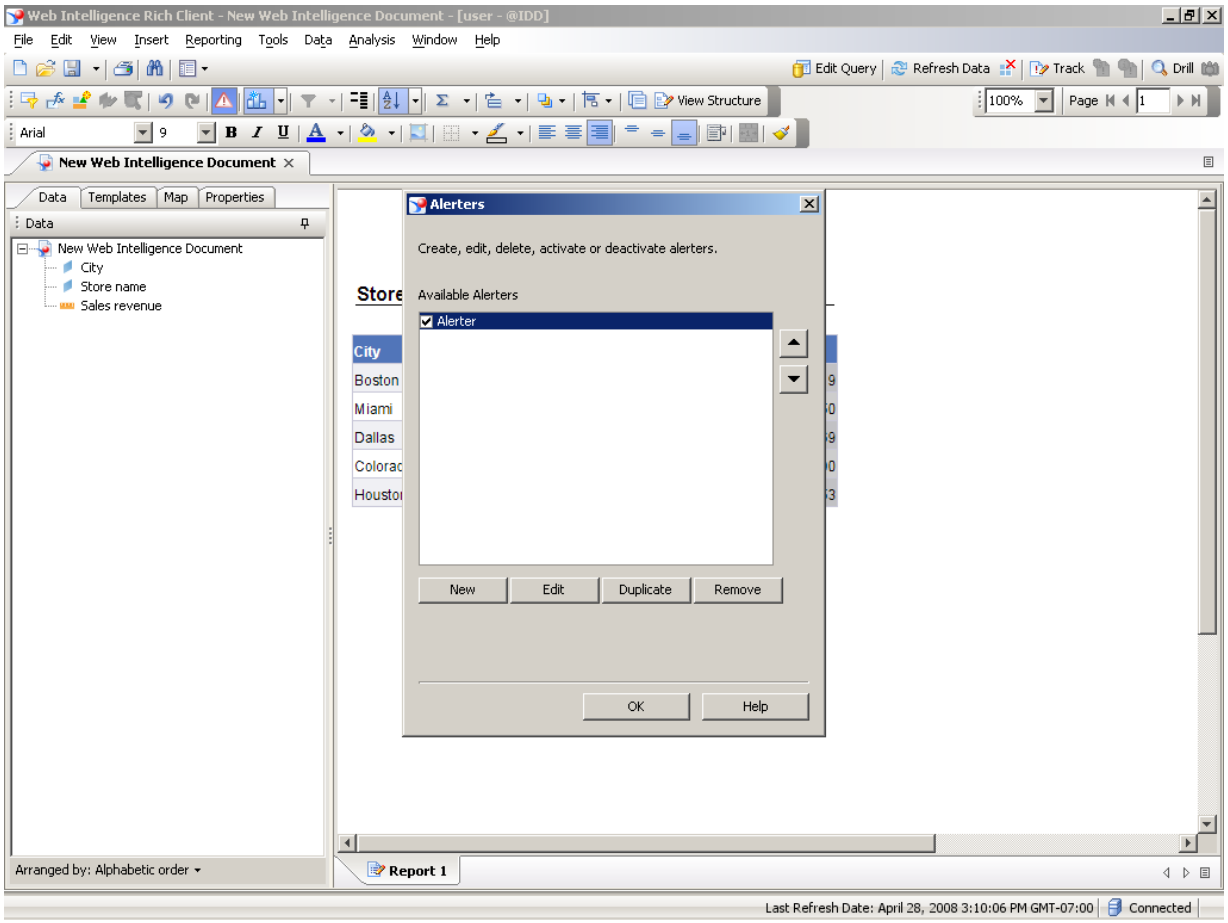
Alerters



19. Click **OK**.

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