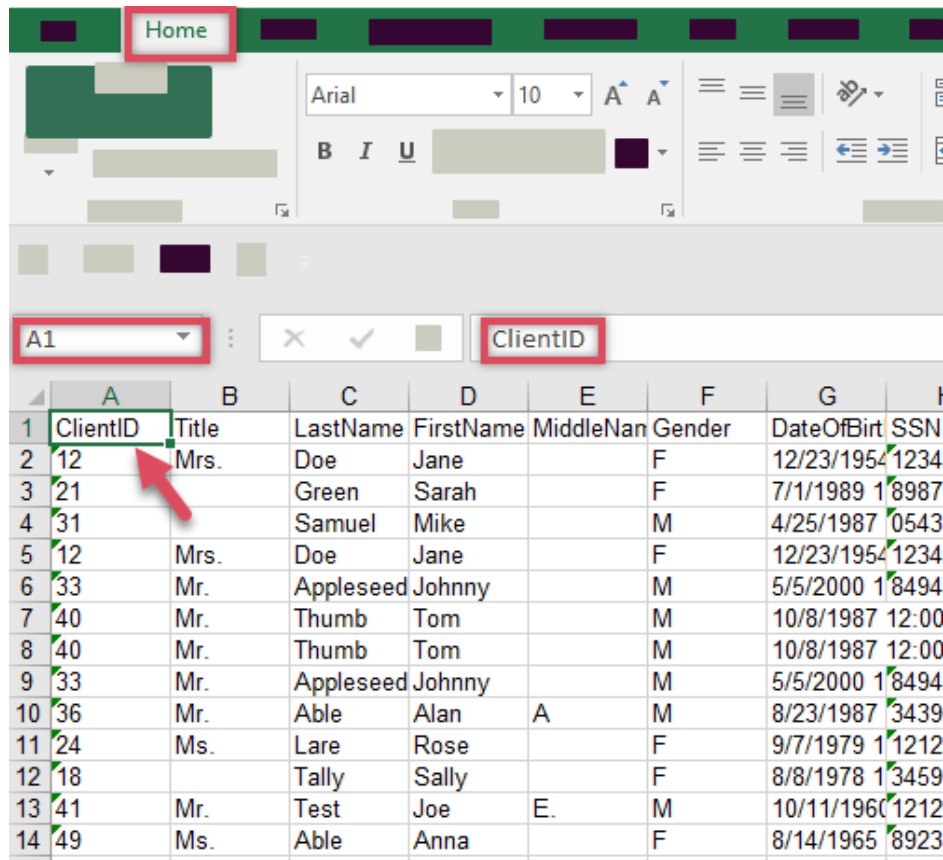


How to Filter Excel Exports From AccuCare

At some point, you may be required to pull data from AccuCare to create an Excel spreadsheet. You will find multiple options to export to excel in AccuCare. If you find yourself asking “**Once I have exported my data to excel how do I filter my output?**” follow these steps.

Steps on Filtering your Exported Data in Excel.

Step #1 – Once you have exported your data to excel – Open the file and select cell A1



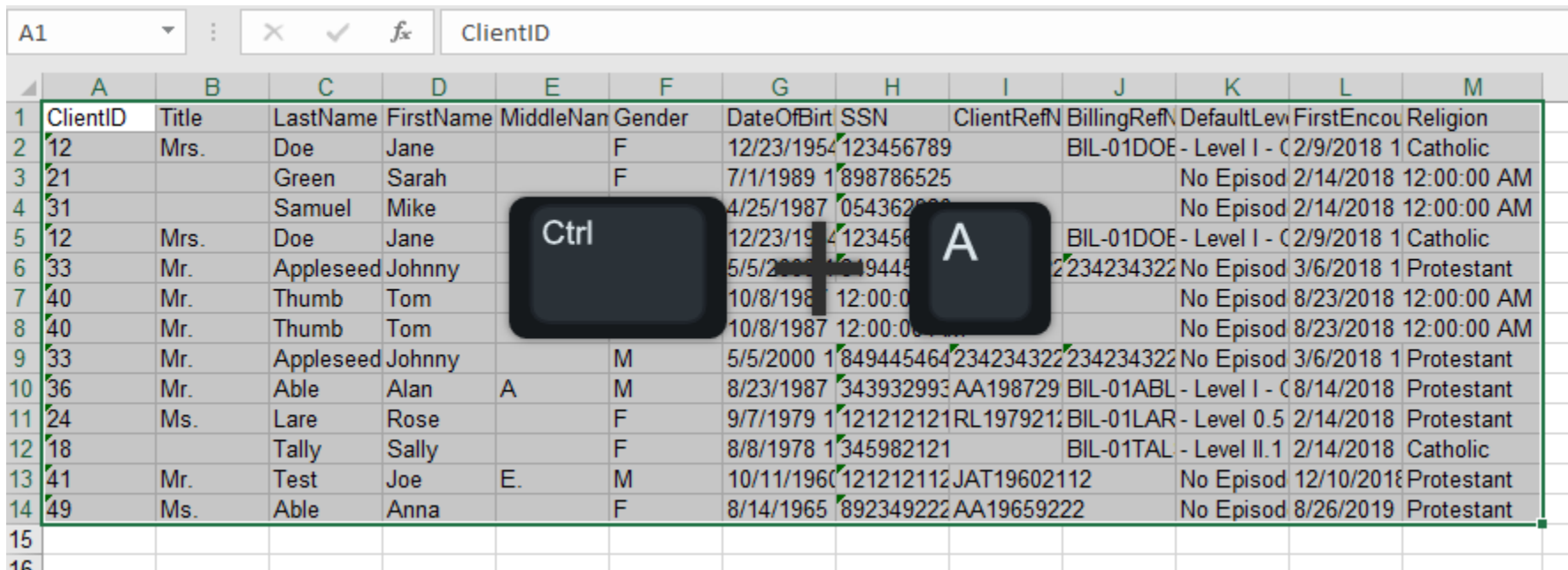
The screenshot shows the Microsoft Excel interface. The 'Home' ribbon is active. The formula bar displays 'ClientID'. The data table below is as follows:

	A	B	C	D	E	F	G	H
1	ClientID	Title	LastName	FirstName	MiddleName	Gender	DateOfBirth	SSN
2	12	Mrs.	Doe	Jane		F	12/23/1954	1234
3	21		Green	Sarah		F	7/1/1989	18987
4	31		Samuel	Mike		M	4/25/1987	0543
5	12	Mrs.	Doe	Jane		F	12/23/1954	1234
6	33	Mr.	Appleseed	Johnny		M	5/5/2000	18494
7	40	Mr.	Thumb	Tom		M	10/8/1987	12:00
8	40	Mr.	Thumb	Tom		M	10/8/1987	12:00
9	33	Mr.	Appleseed	Johnny		M	5/5/2000	18494
10	36	Mr.	Able	Alan	A	M	8/23/1987	13439
11	24	Ms.	Lare	Rose		F	9/7/1979	11212
12	18		Tally	Sally		F	8/8/1978	13459
13	41	Mr.	Test	Joe	E.	M	10/11/1960	1212
14	49	Ms.	Able	Anna		F	8/14/1965	8923

How to Filter Excel Exports From AccuCare

Step #2 – Use the key combo of Ctrl + A to highlight all cells with data.

The highlighted area should look similar to what you see in this screenshot



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ClientID	Title	LastName	FirstName	MiddleName	Gender	DateOfBirth	SSN	ClientRefN	BillingRefN	DefaultLev	FirstEncou	Religion
2	12	Mrs.	Doe	Jane		F	12/23/1954	123456789		BIL-01DOE	- Level I - C	2/9/2018	1 Catholic
3	21		Green	Sarah		F	7/1/1989	1898786525			No Episod	2/14/2018	12:00:00 AM
4	31		Samuel	Mike			4/25/1987	054362888			No Episod	2/14/2018	12:00:00 AM
5	12	Mrs.	Doe	Jane			12/23/1954	123456789		BIL-01DOE	- Level I - C	2/9/2018	1 Catholic
6	33	Mr.	Appleseed	Johnny			5/5/2000	1849445	234234322		No Episod	3/6/2018	1 Protestant
7	40	Mr.	Thumb	Tom			10/8/1987	12:00:00 AM			No Episod	8/23/2018	12:00:00 AM
8	40	Mr.	Thumb	Tom			10/8/1987	12:00:00 AM			No Episod	8/23/2018	12:00:00 AM
9	33	Mr.	Appleseed	Johnny		M	5/5/2000	1849445464	234234322	234234322	No Episod	3/6/2018	1 Protestant
10	36	Mr.	Able	Alan	A	M	8/23/1987	343932993	AA198729	BIL-01ABL	- Level I - C	8/14/2018	1 Protestant
11	24	Ms.	Lare	Rose		F	9/7/1979	1121212121	RL197921	BIL-01LAR	- Level 0.5	2/14/2018	1 Protestant
12	18		Tally	Sally		F	8/8/1978	1345982121		BIL-01TAL	- Level II.1	2/14/2018	1 Catholic
13	41	Mr.	Test	Joe	E.	M	10/11/1960	121212112	JAT19602112		No Episod	12/10/2018	1 Protestant
14	49	Ms.	Able	Anna		F	8/14/1965	892349222	AA19659222		No Episod	8/26/2019	1 Protestant
15													
16													

How to Filter Excel Exports From AccuCare

Step #3 – After Highlight all applicable cells follow these points

1. Select Insert Tab
2. Select Table Icon
3. Check the box [My table has headers]
4. Click [OK] button

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Table' icon is highlighted in the ribbon. A 'Create Table' dialog box is open, showing the data range as '\$A\$1:\$M\$14' and the 'My table has headers' checkbox checked. The background shows a table of client data with columns: ClientID, Title, LastName, FirstName, MiddleName, Gender, DateOfBirth, SSN, ClientRefN, BillingRefN, DefaultLevel, FirstEncounter, and Religion.

ClientID	Title	LastName	FirstName	MiddleName	Gender	DateOfBirth	SSN	ClientRefN	BillingRefN	DefaultLevel	FirstEncounter	Religion	
12	Mrs.	Doe	Jane		F	12/23/1954	123456789		BIL-01DOE - Level I - C	2/9/2018	1	Catholic	
21		Green	Sarah		F	7/1/1989	1898786525			No Episode	2/14/2018	12:00:00 AM	
31		Samuel	Mike							No Episode	2/14/2018	12:00:00 AM	
12	Mrs.	Doe	Jane						BIL-01DOE - Level I - C	2/9/2018	1	Catholic	
33	Mr.	Appleseed	Johnny					34234322	234234322	No Episode	3/6/2018	1	Protestant
40	Mr.	Thumb	Tom							No Episode	8/23/2018	12:00:00 AM	
40	Mr.	Thumb	Tom							No Episode	8/23/2018	12:00:00 AM	
33	Mr.	Appleseed	Johnny					34234322	234234322	No Episode	3/6/2018	1	Protestant
36	Mr.	Able	Alan	A				A198729	BIL-01ABL - Level I - C	8/14/2018		Protestant	
24	Ms.	Lare	Rose					L197921	BIL-01LAR - Level 0.5	2/14/2018		Protestant	
18		Tally	Sally						BIL-01TAL - Level II.1	2/14/2018		Catholic	
41	Mr.	Test	Joe	E	M	10/11/1960	121212112	JAT19602112		No Episode	12/10/2018	Protestant	
49	Ms.	Able	Anna		F	8/14/1965	892349222	AA19659222		No Episode	8/26/2019	Protestant	

How to Filter Excel Exports From AccuCare

Step #4 – Select any column header to filter your Excel list (***For example by Gender***)

1. Click the drop-down arrow to see sort options
2. Select a sort option

ClientID	Title	LastName	FirstName	MiddleName	Gender	DateOfBirth	SSN	ClientRefNo	BillingRefNumber
12	Mrs.	Doe	Jane			12/23/1954 12:00	123456789		BIL-01DOEJANF
21		Green	Sarah			7/1/1989 12:00	0898786525		
31		Samuel	Mike			4/25/1987 12:00	054362980		
12	Mrs.	Doe	Jane			12/23/1954 12:00	123456789		BIL-01DOEJANF
33	Mr.	Appleseed	Johnny			5/5/2000 12:00:00	0849445464	2342343223	2342343223
40	Mr.	Thumb	Tom			10/8/1987 12:00:00 AM			
40	Mr.	Thumb	Tom			10/8/1987 12:00:00 AM			
33	Mr.	Appleseed	Johnny			5/5/2000 12:00:00	0849445464	2342343223	2342343223
36	Mr.	Able	Alan			8/23/1987 12:00	343932993	AA19872993	BIL-01ABLALAM
24	Ms.	Lare	Rose			9/7/1979 12:00:00	121212121	RL19792121	BIL-01LARROSF
18		Tally	Sally			8/8/1978 12:00:00	0345982121		BIL-01TALSALF
41	Mr.	Test	Joe			10/11/1960 12:00	121212112	JAT19602112	
49	Ms.	Able	Anna			8/14/1965 12:00	892349222	AA19659222	

How to Filter Excel Exports From AccuCare

Results of Filter by Gender

	A	B	C	D	E	F	G	H	I	J
1	ClientID	Title	LastName	FirstName	MiddleName	Gender	DateOfBirth	SSN	ClientRefNo	BillingRefNumber
2	12	Mrs.	Doe	Jane		F	12/23/1954 12:00:00	123456789		BIL-01DOEJANF
3	21		Green	Sarah		F	7/1/1989 12:00:00	898786525		
4	12	Mrs.	Doe	Jane		F	12/23/1954 12:00:00	123456789		BIL-01DOEJANF
5	24	Ms.	Lare	Rose		F	9/7/1979 12:00:00	121212121	RL19792121	BIL-01LARROSF
6	18		Tally	Sally		F	8/8/1978 12:00:00	345982121		BIL-01TALSALF
7	49	Ms.	Able	Anna		F	8/14/1965 12:00:00	892349222	AA19659222	
8	31		Samuel	Mike		M	4/25/1987 12:00:00	054362980		
9	33	Mr.	Appleseed	Johnny		M	5/5/2000 12:00:00	849445464	2342343223	2342343223
10	40	Mr.	Thumb	Tom		M	10/8/1987 12:00:00 AM			
11	40	Mr.	Thumb	Tom		M	10/8/1987 12:00:00 AM			
12	33	Mr.	Appleseed	Johnny		M	5/5/2000 12:00:00	849445464	2342343223	2342343223
13	36	Mr.	Able	Alan	A	M	8/23/1987 12:00:00	343932993	AA19872993	BIL-01ABLALAM
14	41	Mr.	Test	Joe	E.	M	10/11/1960 12:00:00	121212112	JAT19602112	
15										