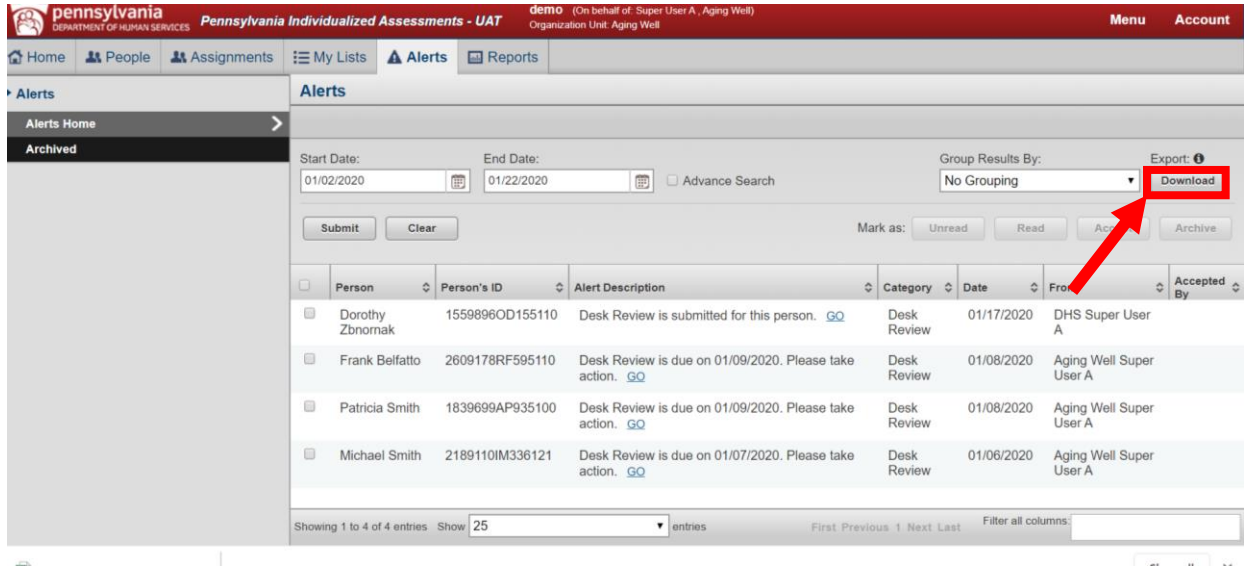


Desk Review Alert- Exporting to Excel and Filtering Columns

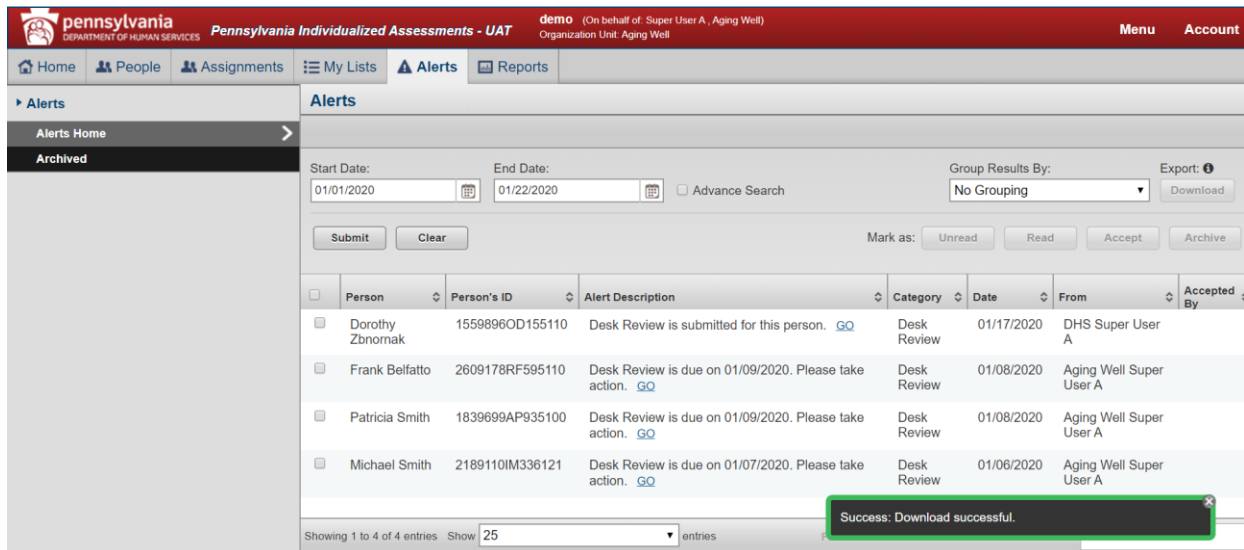
After you select the dates that you want to view the Alerts for click download.



The screenshot shows the 'Alerts' section of the Pennsylvania Individualized Assessments - UAT system. The 'Export' dropdown menu is open, and the 'Download' option is highlighted with a red box and a red arrow pointing to it. The table below shows a list of alerts with columns for Person, Person's ID, Alert Description, Category, Date, From, and Accepted By.

| Person | Person's ID | Alert Description | Category | Date | From | Accepted By |
|-----------------|-----------------|--|-------------|------------|-------------------------|-------------|
| Dorothy Zbnozak | 1559896OD155110 | Desk Review is submitted for this person. GO | Desk Review | 01/17/2020 | DHS Super User A | |
| Frank Belfatto | 2609178RF595110 | Desk Review is due on 01/09/2020. Please take action. GO | Desk Review | 01/08/2020 | Aging Well Super User A | |
| Patricia Smith | 1839699AP935100 | Desk Review is due on 01/09/2020. Please take action. GO | Desk Review | 01/08/2020 | Aging Well Super User A | |
| Michael Smith | 2189110IM336121 | Desk Review is due on 01/07/2020. Please take action. GO | Desk Review | 01/06/2020 | Aging Well Super User A | |

The Alert report will download into an excel spreadsheet.

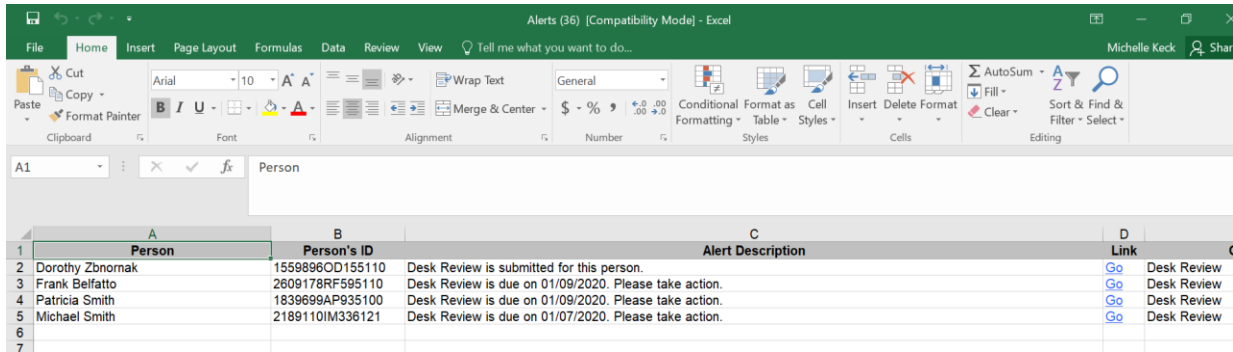


The screenshot shows the 'Alerts' section of the Pennsylvania Individualized Assessments - UAT system. The 'Export' dropdown menu is open, and the 'Download' option is selected. A success message is displayed at the bottom right of the page: 'Success: Download successful.'

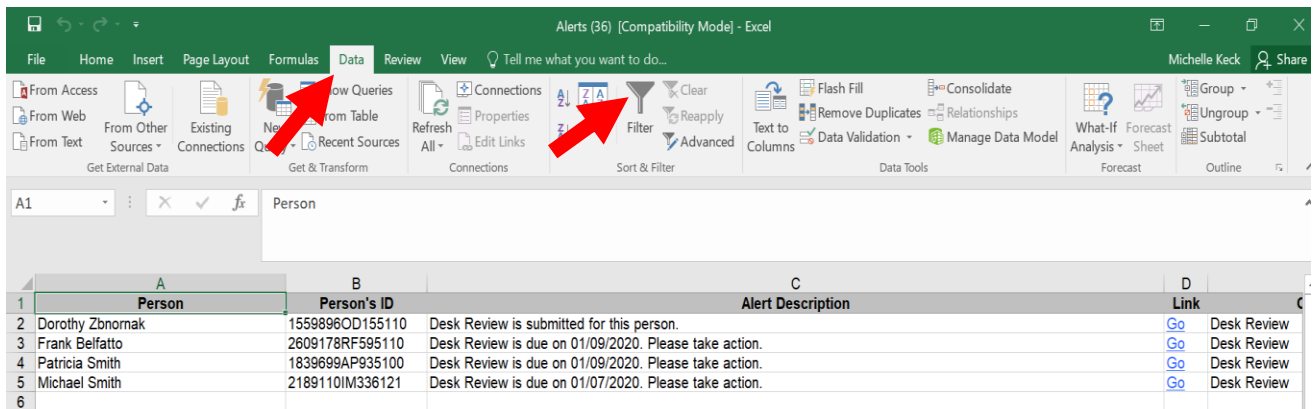
| Person | Person's ID | Alert Description | Category | Date | From | Accepted By |
|-----------------|-----------------|--|-------------|------------|-------------------------|-------------|
| Dorothy Zbnozak | 1559896OD155110 | Desk Review is submitted for this person. GO | Desk Review | 01/17/2020 | DHS Super User A | |
| Frank Belfatto | 2609178RF595110 | Desk Review is due on 01/09/2020. Please take action. GO | Desk Review | 01/08/2020 | Aging Well Super User A | |
| Patricia Smith | 1839699AP935100 | Desk Review is due on 01/09/2020. Please take action. GO | Desk Review | 01/08/2020 | Aging Well Super User A | |
| Michael Smith | 2189110IM336121 | Desk Review is due on 01/07/2020. Please take action. GO | Desk Review | 01/06/2020 | Aging Well Super User A | |



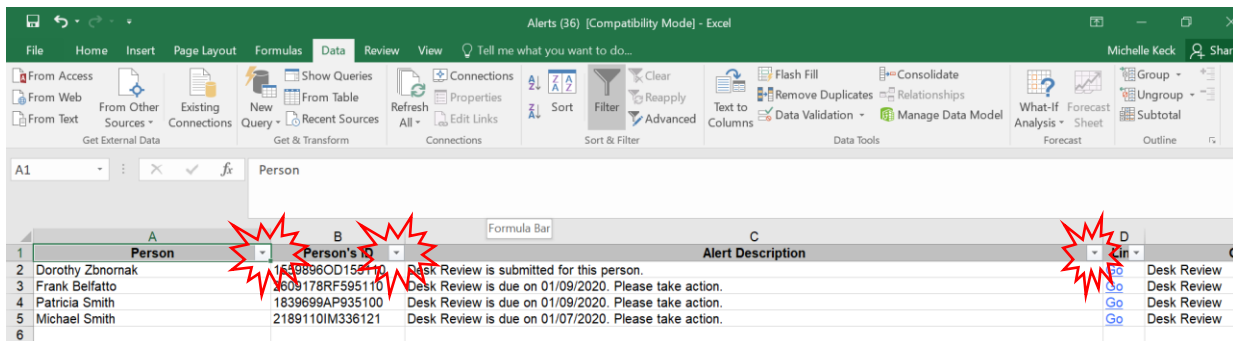
Open the Excel spreadsheet



To filter columns. Click Data then click on Filter ICON



Once you click filter arrows will appear on the column headings. (some times you have to click the column headings and then click filter for it to work)





Click on the arrows to filter the columns. You can filter one column at a time or multiple columns.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A table with the following data is visible:

| Person | Person's ID | Alert Description | Link |
|-----------------|-----------------|---|-------------|
| Dorothy Zbnomak | 1559896OD155110 | Desk Review is submitted for this person. | Desk Review |
| Frank Belfatto | 2609178RF595110 | Desk Review is due on 01/09/2020. Please take action. | Desk Review |
| Patricia Smith | 1839699AP935100 | Desk Review is due on 01/09/2020. Please take action. | Desk Review |
| Michael Smith | 2189110IM336121 | Desk Review is due on 01/07/2020. Please take action. | Desk Review |

The 'Alert Description' column has a filter dropdown menu open, showing options: Sort A to Z, Sort Z to A, Sort by Color, Clear Filter From "Alert Description", Filter by Color, and Text Filters. A search box is present, and a list of filtered items is shown with checkboxes: (Select All), Desk Review is due on 01/07/2020. Please..., Desk Review is due on 01/09/2020. Please..., and Desk Review is submitted for this person. The 'OK' button is highlighted.