



PIA Reports-Exporting to Excel and Filtering Columns

After you pull the report that you want to export to excel. You click on the icon above and then click Excel.

Start Date: 4/1/2019 End Date: 4/30/2019
 Organization Unit: Active Aging, Inc., Adams County

Date Executed: 1/22/2020 10:40:14 AM

Applicant Applied/ FED Completion Report (Detail)

Total Count: 67

Search Criteria:
 Start Date: 4/1/2019
 End Date: 4/30/2019
 Organization Unit: Active Aging, Inc., Adams County

Export Options: Word, Excel, Excel (int), TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, Data Feed

| Organization Unit | Placement County | Program Type | Person First Name | Person Last Name | Person ID | Status | FED Requested Date | FED Submitted/Withdraw Date | FED Result | Assessor Agree/Disagree |
|--------------------|------------------|------------------|-------------------|------------------|-----------------|-----------|--------------------|-----------------------------|------------|-------------------------|
| Active Aging, Inc. | Crawford | Nursing Facility | Elle | Bishop | 1119079LE835100 | Completed | 3/28/2019 | 4/22/2019 | NFI | Agree |

The report will download into excel. Open the excel spreadsheet

Applicant Applied or FED Completion Detail Report - 2020-01-22T104231.055 - Excel

Date Executed: 1/22/2020 10:40:14 AM

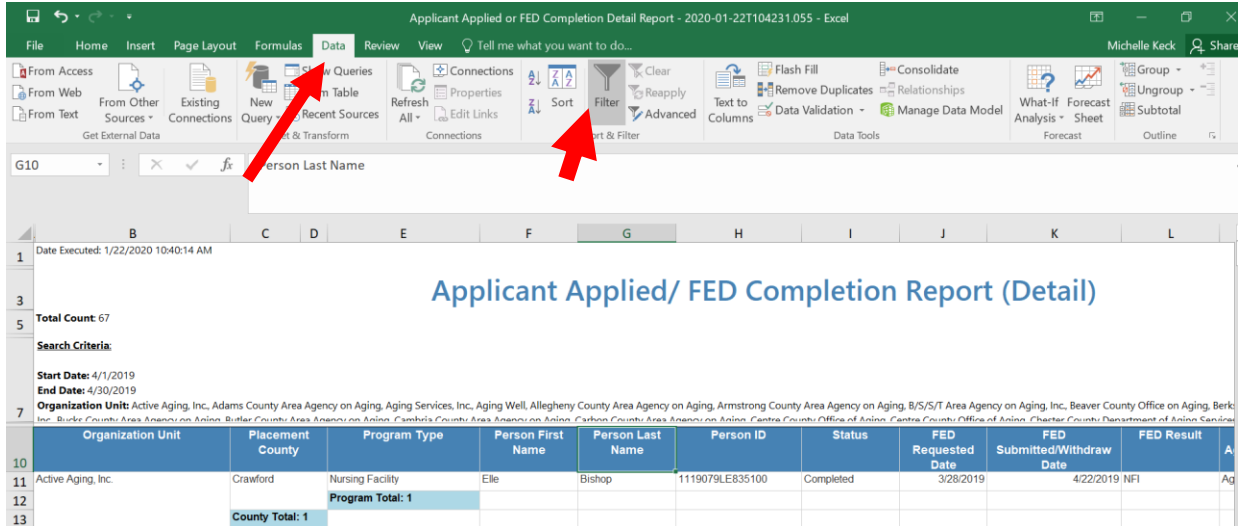
Applicant Applied/ FED Completion Report (Detail)

Total Count: 67

Search Criteria:
 Start Date: 4/1/2019
 End Date: 4/30/2019
 Organization Unit: Active Aging, Inc., Adams County Area Agency on Aging, Aging Services, Inc., Aging Well, Allegheny County Area Agency on Aging, Armstrong County Area Agency on Aging, B/S/S/T Area Agency on Aging, Inc., Beaver County Office on Aging, Berks County Area Agency on Aging, Blair Senior Services, Inc., Bucks County Area Agency on Aging, Cambria County Area Agency on Aging, Carbon County Area Agency on Aging, Centre County Office of Aging, Chester County Department of Aging, Clearfield County Area Agency on Aging, Columbia-Montour Aging Office, Inc., Cumberland County Aging & Community Services, Dauphin County Area Agency on Aging, Delaware County Office of Services for the Aging, Experience, Inc., Franklin County Area Agency on Aging, Greater Erie Community Action Committee, Huntingdon-Bedford-Fulton Area Agency on Aging, Jefferson County Area Agency on Aging, Lackawanna County Area Agency on Aging, Lancaster County Office of Aging, Lawrence County Area Agency on Aging, Lebanon County Area Agency on Aging, Lehigh County Office of Aging and Adult Services, Luzerne & Wyoming Counties Area Agency on Aging, Mercer County Area Agency on Aging, Mifflin-Juniata Area Agency on Aging, Inc., Monroe County Area Agency on Aging, Montgomery County Office of Aging & Adult Services, Northumberland County Area Agency on Aging, Office of Human Services, Inc., Perry County Area Agency on Aging, Philadelphia Corporation for Aging, Pike County Area Agency on Aging, Potter County Human Services, Schuylkill County Area Agency on Aging, Somerset County Area Agency on Aging, Southwestern Pennsylvania Area Agency on Aging, Inc., STEP Office of Aging, Union-Snyder Agency on Aging, Inc., Venango County Older Adults Services, Wayne County Area Agency on Aging, Westmoreland County Area Agency on Aging

| Organization Unit | Placement County | Program Type | Person First Name | Person Last Name | Person ID | Status | FED Requested Date | FED Submitted/Withdraw Date | FED Result |
|--------------------|------------------|------------------|-------------------|------------------|-----------------|-----------|--------------------|-----------------------------|------------|
| Active Aging, Inc. | Crawford | Nursing Facility | Elle | Bishop | 1119079LE835100 | Completed | 3/28/2019 | 4/22/2019 | NFI |
| | | Program Total: 1 | | | | | | | |
| | Delaware | HCBS | Jackson | Cat | 2119531AJ204100 | Completed | 4/2/2019 | 4/2/2019 | NFI |
| | | Program Total: 1 | | | | | | | |

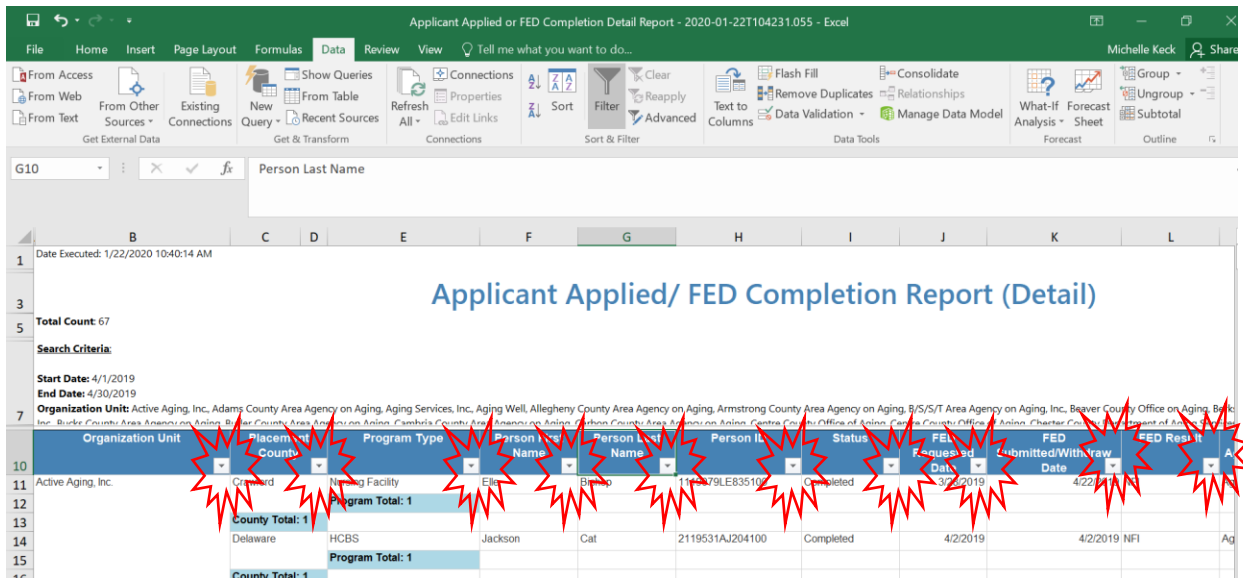
To filter columns. Click Data then click on Filter ICON



The screenshot shows the Excel Data tab with the Filter icon highlighted by a red arrow. The spreadsheet displays a report titled "Applicant Applied/ FED Completion Report (Detail)".

| Organization Unit | Placement County | Program Type | Person First Name | Person Last Name | Person ID | Status | FED Requested Date | FED Submitted/Withdraw Date | FED Result |
|--------------------|------------------|------------------|-------------------|------------------|-----------------|-----------|--------------------|-----------------------------|------------|
| Active Aging, Inc. | Crawford | Nursing Facility | Elle | Bishop | 1119079LE835100 | Completed | 3/28/2019 | 4/22/2019 | NFI |
| County Total: 1 | | Program Total: 1 | | | | | | | |

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)



The screenshot shows the same Excel spreadsheet as above, but now filter arrows are visible on the column headings. Red starburst graphics are overlaid on these arrows to draw attention to them.

| Organization Unit | Placement County | Program Type | Person First Name | Person Last Name | Person ID | Status | FED Requested Date | FED Submitted/Withdraw Date | FED Result |
|--------------------|------------------|------------------|-------------------|------------------|-----------------|-----------|--------------------|-----------------------------|------------|
| Active Aging, Inc. | Crawford | Nursing Facility | Elle | Bishop | 1119079LE835100 | Completed | 3/28/2019 | 4/22/2019 | NFI |
| County Total: 1 | | Program Total: 1 | | | | | | | |
| Delaware | HCBS | Jackson | Cat | | 2119531AJ204100 | Completed | 4/2/2019 | 4/2/2019 | NFI |
| County Total: 1 | | Program Total: 1 | | | | | | | |



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

The screenshot displays an Excel spreadsheet titled "Applicant Applied or FED Completion Detail Report - 2020-01-22T104231.055 - Excel". The "Data" tab is active, and a filter dropdown menu is open over the "Person Last Name" column. The menu options include "Sort A to Z", "Sort Z to A", "Sort by Color", "Clear Filter From 'Status'", "Filter by Color", and "Text Filters". The "Text Filters" section is expanded, showing a search box and four checked options: "(Select All)", "Completed", "Review Completed", and "(Blanks)".

| Organization Unit | Placement County | Program Type | Person First Name | Person Last Name | FED Requested Date | FED Submitted/Withdraw Date | FED Result |
|--------------------|------------------|-------------------------|-------------------|------------------|--------------------|-----------------------------|------------|
| Active Aging, Inc. | Crawford | Nursing Facility | Elle | Bishop | 11/9/2019 | 3/28/2019 | Completed |
| | | Program Total: 1 | | | | | |