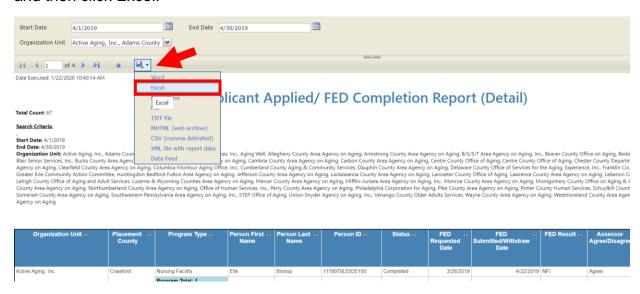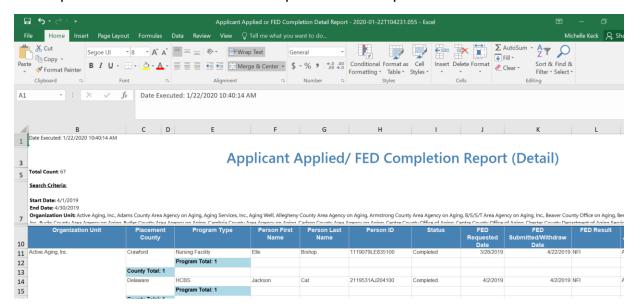Aging Well PA, LLC

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.
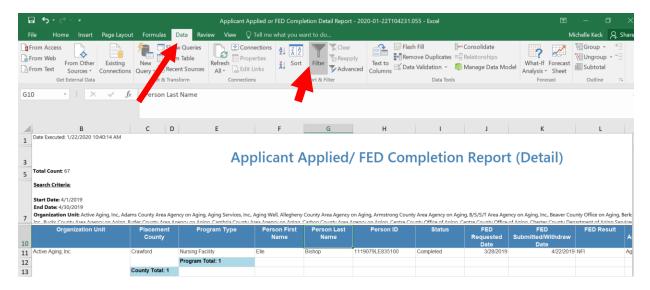

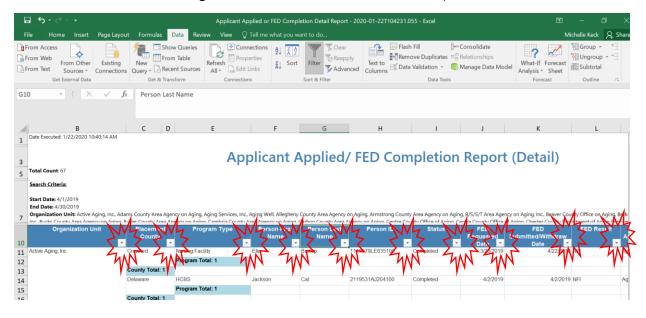The report will download into excel. Open the excel spreadsheet

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.