



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 page with the following data:

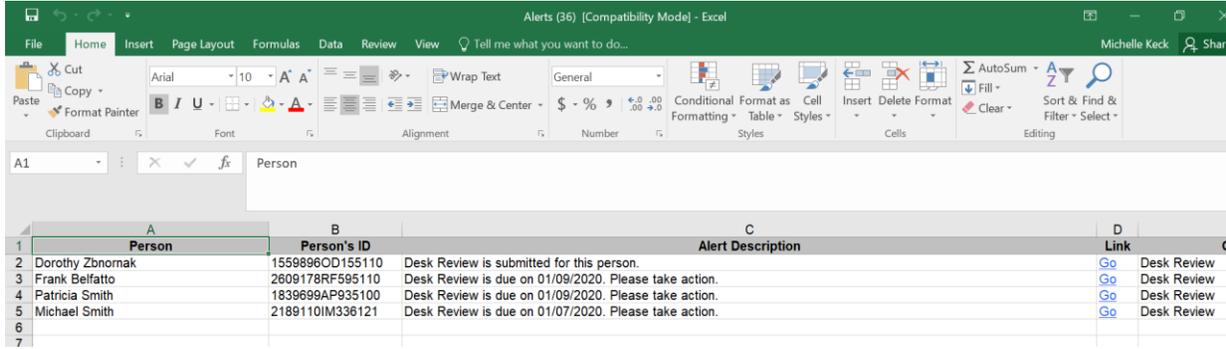
Person	Person's ID	Alert Description	Category	Date	From	Accepted By
Dorothy Zbnornak	1559896OD155110	Desk Review is submitted for this person. GO	Desk Review	01/17/2020	DHS Super User A	
Frank Belfatto	2609178RF595110	Desk Review is due on 01/09/2020. Please take action. GO	Desk Review	01/08/2020	Aging 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.

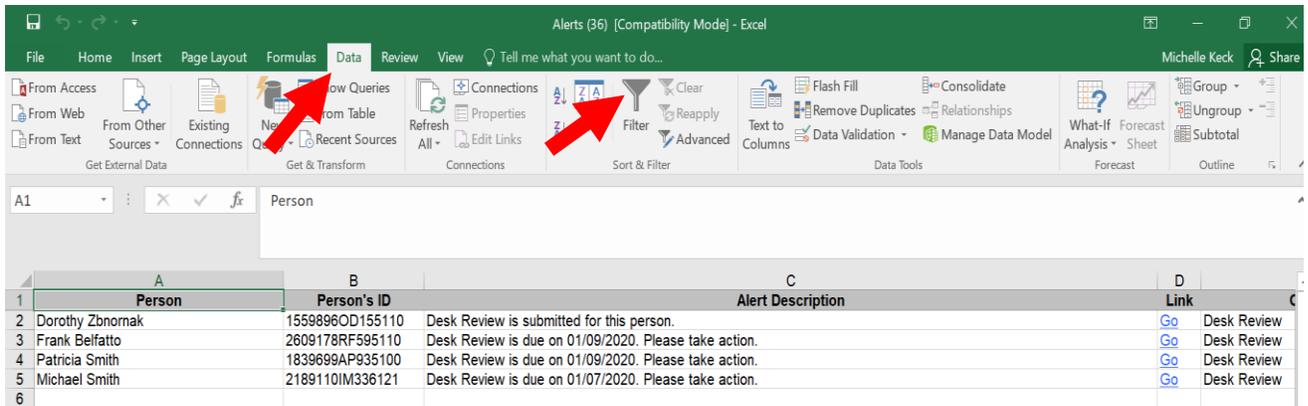
The screenshot shows the Alerts page with a green notification box at the bottom right that says "Success: Download successful." The data table is identical to the one in the previous screenshot.



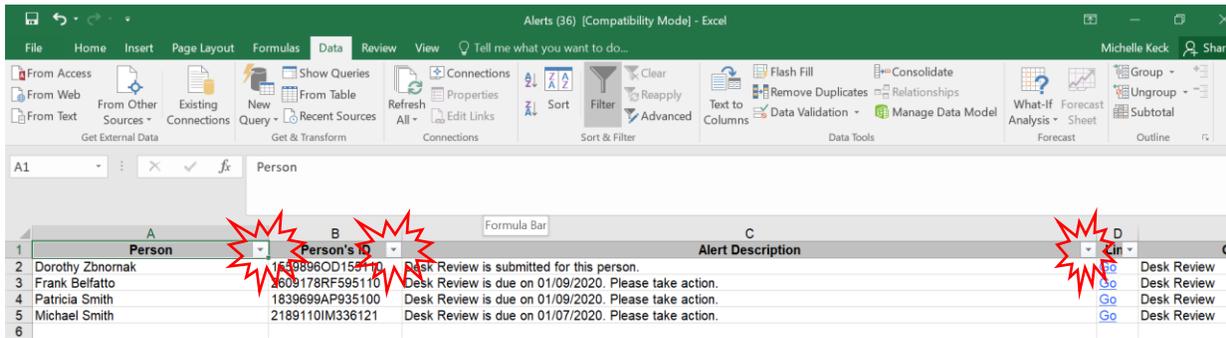
Open the Excel spreadsheet



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 Zbnornak	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 header has a dropdown arrow, and a filter menu is open. The menu options are: Sort A to Z, Sort Z to A, Sort by Color, Clear Filter From "Alert Description", Filter by Color, and Text Filters. The 'Text Filters' option is selected, and a search box is visible. The search results show three items checked: (Select All), Desk Review is due on 01/07/2020. Please take action., and Desk Review is submitted for this person.