

Desk Review Alert- Exporting to Excel and Filtering Columns

Alerts Alerts Home Archived	>	Alerts Start Date:							
Alerts Home Archived	>	Start Date:							
Archived		Start Date:							
		01/02/2020		End Date:	Advance Search		Group Results By: No Grouping	•	Export: 0 Download
		Submit	Clear		1	Mark as: U	Inread	d Acres	Archive
		Person	0 P	'erson's ID 🗘	Alert Description	Category	≎ Date ≎	From	Accepted By
		Dorot Zbnor	hy nak	1559896OD155110	Desk Review is submitted for this person. GO	Desk Review	01/17/2020	DHS Super Use A	ſ
		Frank	Belfatto 2	2609178RF595110	Desk Review is due on 01/09/2020. Please take action. GQ	Desk Review	01/08/2020	Aging Well Supe User A	ər
		Patric	ia Smith	1839699AP935100	Desk Review is due on 01/09/2020. Please take action. GO	Desk Review	01/08/2020	Aging Well Supe User A	эr
		Micha	el Smith	2189110IM336121	Desk Review is due on 01/07/2020. Please take action. GO	Desk Review	01/06/2020	Aging Well Supe User A	ər

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

The Alert report will download into an excel spreadsheet.

per DEPAR	NNSYLVANIA RTMENT OF HUMAN SERVICI	s Pennsylvania	Individ	ualized Assessm	ents - UAT demo Organiz	(On behalf of: Super User A , Aging Well) ation Unit: Aging Well				Menu	Account
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				Person 🗘	Person's ID 🗘	Alert Description	≎ Catego	ory \$	Date \$	From	
				Dorothy Zbnornak	1559896OD155110	Desk Review is submitted for this person. GO	Desk Revie	ew	01/17/2020	DHS Super Use A	ſ
				Frank Belfatto	2609178RF595110	Desk Review is due on 01/09/2020. Please take action. GO	e Desk Revie	ЭW	01/08/2020	Aging Well Supe User A	ſ
				Patricia Smith	1839699AP935100	Desk Review is due on 01/09/2020. Please take action. <u>GO</u>	e Desk Revie	ЭW	01/08/2020	Aging Well Supe User A	r
				Michael Smith	2189110IM336121	Desk Review is due on 01/07/2020. Please take action. <u>GO</u>	e Desk Revie	ЭW	01/06/2020	Aging Well Supe User A	r
			Showin	g 1 to 4 of 4 entries	Show 25	entries	cess: Down	load su	uccessful.		

Open the Excel spreadsheet

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A1	A1 \cdot : $\times \checkmark f_{t}$ Person								
	А	В			С			D	
1	Person	Person's ID			Alert Description		l i i i i i i i i i i i i i i i i i i i	link	C
2	Dorothy Zbnornak	1559896OD155110	Desk Review is submitted	for this person.			G	o Des	k Review
3	Frank Belfatto	2609178RF595110	Desk Review is due on 0	1/09/2020. Please tak	e action.		G	o Des	k Review
4	Patricia Smith	1839699AP935100	Desk Review is due on 07	1/09/2020. Please tak	e action.		G	o Des	k Review
5 6 7	Michael Smith	2189110IM336121	Desk Review is due on 0	1/07/2020. Please tak	e action.		G	o Des	k Review

To filter columns. Click Data then click on Filter ICON

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2 Dorothy Zbnornak	1559896OD155110	Desk Review is sub	mitted for this person.		Go	Desk F	Review
3 Frank Belfatto	2609178RF595110	Desk Review is due	on 01/09/2020. Please take act	ion.	Go	Desk F	Review
4 Patricia Smith	1839699AP935100	Desk Review is due	on 01/09/2020. Please take act	ion.	Go	Desk F	Review
5 Michael Smith 6	2189110IM336121	Desk Review is due	on 01/07/2020. Please take act	ion.	Go	Desk F	Review

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)

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2 Dorothy Zbnornak 16398960D155110 3 Frank Belfatto 16398960D155110 4 Patricia Smith 1839699AP935100	Desk Review is sub Desk Review is due Desk Review is due	mitted for this person. on 01/09/2020. Please take act on 01/09/2020. Please take act	ion. ion.	W	Desk Review Desk Review Desk Review
5 Michael Smith 2189110IM336121 6	Desk Review is due	on 01/07/2020. Please take act	ion.	G	Desk Review



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

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1	Person	Person's ID	Alert Description		Lin	*	C
2	Dorothy Zbnornak	1559896OD155110	Desk Review is submitted for this person.	∮↓ Sort A to Z	Go	Desk I	Review
3	Frank Belfatto	2609178RF595110	Desk Review is due on 01/09/2020. Please take action.	Sort Z to A	Go	Deski	Review
4	Michael Smith	2180110IM336121	Desk Review is due on 01/09/2020. Please take action.	Cast hu Calas	60	Desk	Review
6	Michael Shitti	2109110101330121	Desk Neview is due on 01/01/2020. Please take action.	Sort by Color	00	Deski	Ceview
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14				Desk Review is due on 01/07/2020. Please			
15				Desk Review is due on 01/09/2020. Please			
16				Desk Review is submitted for this person.			
17				< >			
18							
19				OK Cancel			
20					.:		