

# Active Providers List

## Instructions on How to Use Filters in Excel

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Green	Home Modification Providers
Purple	Specialized Equipment Providers
Yellow	Chore Services Providers

You may choose to use the filters to sort by your specific criteria. To do that you must click on the chevron  next to the header at the column you wish to sort by.

- If you want to filter by color (see color legend above) to narrow your search based on the Type/Specialty of the provider take the following steps:
  1. Click on the  at the top of any column
  2. Click 'Filter by color'
  3. Click on the color cell you wish to filter
    - That will leave only the providers with the color you selected.
- If you want to filter by specific information in a column instead of color you take the following steps:
  1. Click on the  at the top of the column.
  2. The s are all checked, so uncheck the boxes you wish to exclude from the list. Or you may click the 'Select All' box to unselect all of the boxes, so you may scroll and check only the boxes you wish to include in your filter.

For example, if you want to view only providers located in Grants Pass, click the  in column F which lists the cities where each provider is located. Click the  next to 'Select All' which unselects all of the cities listed. Scroll down on the list to locate the  next to Grants Pass and click OK. That will filter the providers on the spreadsheet to include only providers located in Grants Pass. To select multiple cities, simply click the  next to the cities you wish to include in the filter. You can apply this same functionality to filter any of the information listed in the columns.