

Data Sort Instructions

The Data Sort instruction sheet was created as a quick reference for sorting your Excel Database Workbook. By carrying out a primary sort prior to submitting the workbook to your Regional VHC, you will be able to identify errors occurring when compiling your chapter's VH hours report.

Sort Information

You can eliminate errors prior to sending in your workbook for review by learning how to sort your data into "like" circumstances. You will learn very quickly why you cannot use "same", "ditto" or "question marks" or leave blank in the required columns. Also, the more accurate you input into column "D" Description of Work, the more precise sort you can accomplish.

Doing a primary sort on the Date column will quickly review any dates that have been entered incorrectly or missed. Sort by Level = C

Doing a primary sort on the Agency Code column will reveal missing or incorrect coding and missing district codes. Sort by Level = E

Doing a primary sort on the District Code column also will reveal missing "A", "B", "D" and "O" codes. Sort by Level = F

Doing a primary sort on the Travel Time column will reveal incorrect entries or entries for travel and mileage in the wrong column. Sort by Level = K

If BCHW/BCHA and chapter officers and committee chairs provide their administrative hours and description accurately, a sort on the description column will help if you are asked to provide the treasurer or volunteer with his/her total administrative hours. It is suggested that you use the same description i.e. BCHW President, BCHA Director, BCHW Secretary, or Chapter President, Chapter Secretary, Newsletter Editor, etc., Sort by level = D

Sorting your information – Always make a copy of your workbook prior to using the sort function.

You can sort your information to meet your needs. However, you can only sort it by how you have entered your information. That is why it is important to be sure that all your entries for **Agency Codes A, B, D & O** have the correct **District Code**. All other agency codes do not require a district code, and you should leave that column blank. Remember, the more accurate your data input, the easier to sort it and generate a better report.

First, decide how you want the information sorted. Example: Sort by agency code. Start at the very first entry (row 8) and take your cursor and place it to the Left of the name box of the first row, left click and continue to hold it down while scrolling down to the very last entry. After all is highlighted let go of the mouse. Move your cursor up to the toolbar and click on the Data Tab. A box will drop down containing the word sort, click on it. Another box should drop down that gives you several options. It is within that box where you can choose which columns (levels) you select to sort your data.

Sort Steps: step by step

Directions from MS Excel Version 2010 if you have a newer version of Excel sort accordingly.

-Highlight the rows you wish to sort i.e. row 8 down to the last row in the database i.e. row 100. Be sure to highlight each row clear through col O. (Info. row 8 to row 23 = page 1, rows 24 – 39 = page 2 etc.)

-Click on the "Data" Tab on top of the spreadsheet.

-Click on Sort

-Select the different columns in which you wish to sort by (adding/deleting levels) i.e. Name = level "A" Agency Code = level "E" and Date = level "C"

-Click OK

Example: If the rows to sort are highlighted from row 8 to row 23 and across from column A to column O, you will be given these Sort Level options. Key: you have to highlight the sections you want sorted.

NAME – LEVEL = A	EDUCATION – LEVEL = I
CHAPTER – LEVEL = B	ADMINISTRATION – LEVEL = J
PROJECT DATE – LEVEL = C	TRAVEL TIME – LEVEL = K
DESCRIPTION OF WORK – LEVEL = D	VEHICLE MILES – LEVEL = L
AGENCY – LEVEL = E	QUANTITY STOCK – LEVEL = M
DISTRICT – LEVEL = F	TOTAL STOCK DAYS – LEVEL = O
BASIC HOURS – LEVEL = G	
SKILLED HOURS – LEVEL = H	