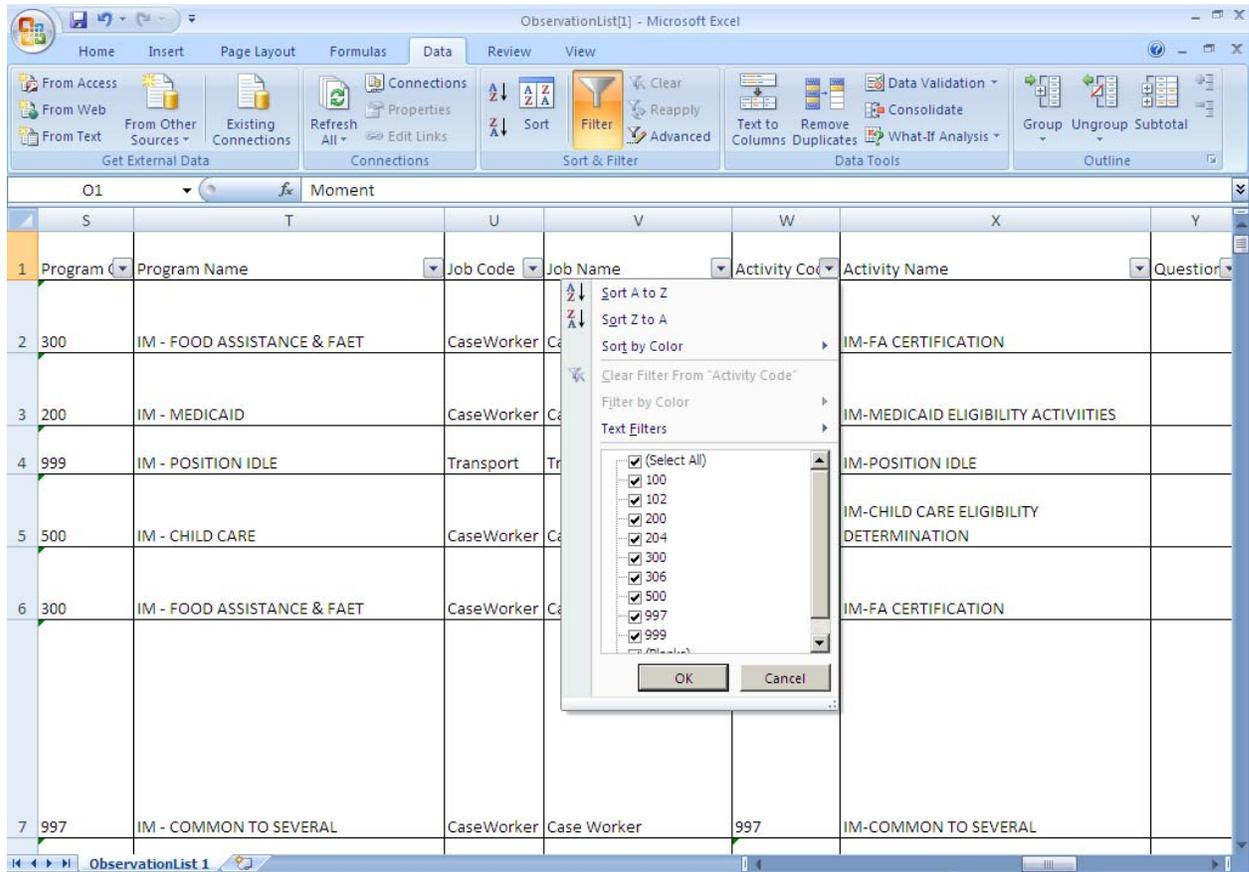


WebRMS RR401 Sample Detail report Excel manipulation example:

To Filter the RR 401 Sample Detail report (Reports>Response Reports) by selected activity codes.



Open the report in Excel -

Place the cursor in row 1 of the spreadsheet, click on the "Data" tab in the tool bar, click on the "Filter" icon (Office 7). In older versions of Excel place the cursor in row 2, click on the "Data" tab, trace to "Filter" and select "Auto-Filter".

The filter function places a button in the lower right hand corner of each cell in row 1. Click on the button to see the filter selection box. Excel defaults to "Select All" (all values), in the example above you would click in the box next to "Select All" to cancel that selection and then proceed to click the box for any data item in the list by which you wish to filter. Click "OK" and only the selected rows will appear in the report.