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ADDING A NEW CONTACT TRACER

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SELECT DUPLICATE FROM MENU



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INPUT NEW CONTACT TRACER'S LAST NAME

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SELECT CELL D2 AND CHANGE TO NEW CONTACT TRACERS NAME



HOVER OVER BOTTOM RIGHT CORNER OF CELL D2 UNTIL CROSSHAIR APPEARS

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CLICK AND DRAG CROSSHAIR UNTIL YOU REACH THE BOTTOM RED LINE



CLICK AND DRAG CROSSHAIR UNTIL YOU REACH THE BOTTOM RED LINE

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CLICK AND HOLD TAB TO DRAG IN ALPHABETICAL ORDER



<u>RIGHT CLICK</u> CTTEMPLATE TAB AND SELECT <u>HIDE</u> FROM MENU

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	1509	ROCK PCG 6/6 d to SM'		
	1510	ROCK PCG 6/6 Phone Number - awaiting school spe	cialist	
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Waiting fo	r acctx notifications acc teams microsoft.com	Give Foodbac		

<u>RIGHT CLICK</u> ON MASTER TAB, SELECT UNHIDE AND SELECT UNSORTED



SCROLL DOWN IN UNSORTED TAB, UNTIL YOU FIND AN EMPTY SLOT SELECT CELL A

(CAN'T GO PAST CELL 2400)

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INPUT FORMULA IN CELL A, =(Lastname!A2:K75)



RIGHT CLICK UNSORTED TAB AND SELECT HIDE FROM MENU

REMOVING A CONTACT TRACER

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MAINTAINING MASTER PAGE

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SELECT REAPPLY ICON

MASTER PAGE EXPLAINED

SORT FUNCTION

SORT FUNCTION IS SORTING DATA THRU A SPECIFIC COLUMN, IN ASCENDING OR DESCENDING ORDER



OPTIONS ARE TRUE TO SORT BY COLUMN OR FALSE TO SORT BY ROW

FILTER FUNCTIONS

HOW TO APPLY FILTERS IF GONE/DELETED

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0	14	0	0	0	Darian Abreu		0	1/0/00		0	0		
D	15	0	0	0	Darian Abreu		0	1/0/00		0	0		1
pps		4											Þ

SELECT ROW 1

	Conta	act List Tem	plate.xlsx	Qs	Search									•
Δ				Your s	status message is showing in (chat and channels when p	eople message	or @mentio	n you. <u>Change status.</u>					×
Activity	File	Home	Insert	Draw Data	 Open in Deskt 	op App 💡 Sear	ch 🖌	۶ 🗸		N	🖵 Conv	ersation		Close
(=) Chat	¢	Wor	kbook Links	£↓		₹ Text to Column	s 街 Flas	h Fill 📘	Remove Duplicates	E Data V	alidation	•E ~	₫ ∃ ~	~
223	A2	v	<i>fx</i> =SORT	(UNSORTED!A2:K	0 Filter • E)									
Teams		А	В	с	D	E	F	G	н	1	J		К	
	1 Fir	rst Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes		
	2 0		0	0	Darian Abreu		0	1/0/00		0	0			
Calendar	3 0		0	0	Darian Abreu		0	1/0/00		0	0			
0	4 0		0	0	Darian Abreu		0	1/0/00		0	0			
S	5 0		0	0	Darian Abreu		0	1/0/00		0	0			
Calls	6 0		0	0	Darian Abreu		0	1/0/00		0	0			
	7 0		0	0	Darian Abreu		0	1/0/00		0	0			
	8 0		0	0	Darian Abreu		0	1/0/00		0	0			
	9 0		0	0	Darian Abreu		0	1/0/00		0	0			
	10 0		0	0	Darian Abreu		0	1/0/00		0	0			
	11 0		0	0	Darian Abreu		0	1/0/00		0	0			
	12 0		0	0	Darian Abreu		0	1/0/00		0	0			
	13 0		0	0	Darian Abreu		0	1/0/00		0	0			
	14 0		0	0	Darian Abreu		0	1/0/00		0	0			
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r de las	4													Þ
0	< >	= Ma	aster Abreu							+				

SELECT FILTER ICON FROM TOOLBAR

	Conta	t List Template.xlsx:	C	ζ Search									
Δ			Yo	ur status message is showing i	in chat and channe	els when people mes	sage or @mei	ntion you. <u>Change status,</u>					×
Activity	File	Home Insert	Draw Dat	ta 🗸 Open in Des	ktop App	Search	0~		ND 🔽	Conv	versation		Close
(=) Chat	۵×	🛃 Workbook Links	Ż↓ Z↓		₹∎ Text to	Columns 🚹	Flash Fill	Remove Duplicates	E Dat	a Validation	el ~	2 8 ~	~
745	C5	✓ <i>f</i> x =sort	(UNSORTED!A2:	:K2400,7,1,FALSE)									
Teams		A B	С	D		E F	G	Н	- I	J		К	
	1 Firs	t Name 🔽 Last Name 🛛	Contact ID	Primary CT	Temp CT	Count	y 🔽 QED	 Cluster 	Follow-U	Status 🔽	Notes		
:::	2 0	0	0	Sort Smallest t	o Largest	0	1/0/	00	0	0			^
Calendar	3 0	0	0	Sort Simaleset	o Largest	0	1/0	00	0	0			
0	4 0	0	0	Sort Largest to	Smallest	Equals	1	00	0	0			
Calls	5 0	0	0	Custom Sort		Development			0	0			
Cons	6 0	0	0	Custom Sort		Does Not Equa	1		0	0			
	7 0	0	0	Sheet View	>	Greater Than			0	0			
	8 0	0	0				1	00	0	0			
	9 0	0	0	Clear Filter fro	m 'Contact ID'	Less Than	1/0/	00	0	0			
	11 0	0	0	Number Eilter	· >	Between	1/0/		0	0			
	12 0	0	0	Number Filter.	· · · ·	bettreetim	1/0/		0	0			
	13 0	0	0	Filter		Top 10	1/0/	00	0	0			
	14 0	0	0	Darian Abreu		Albarra Arrange	1/0/	00	0	0			
B	15 0	0	0	Darian Abreu		Above Average	1/0/	00	0	0			
Apps	4	5	-	2 di latti fibre di		Below Average	1/0/		Ū				•
?	$\langle \rightarrow$	Master Abrea				Custom Filter			+				

<u>SELECT</u> ARROW FROM CONTACT ID COLUMN, NAVIGATE TO <u>NUMBER FILTERS</u> AND GO ON TO <u>DOES NOT EQUAL</u>

	Conta	ct List Template.	xlsx Q s	Search								•
Δ			Your	status message is showing	in chat and channels w	hen people message	or @mention y	ou. <u>Change status.</u>				×
Activity	File	Home In	sert Draw Data	✓ Open in De	sktop App 🛛 🖓	Search 6	9 ~			🖵 Conve	ersation	Close
(=) Chat												~
(4)		✓ f _X										
Teams		A	B C	D	E	F	G	Н	1	J	K	
	1 Firs	st Name 💌 Last N	lame 🔽 Contact ID	Primary CT	Temp CT	County	- QED - C	luster	 Follow-Up 	Status 🔻	Notes	-
:::	2 0	0	0	Darian Abreu		0	1/0/00		0	0		<u></u>
Calendar	3 0	0	0	Darian Abreu					0	0		
0	4 0	0	0	Darian Abreu	Custom Filter		×		0	0		
G	5 0	0	0	Darian Abreu	show items where: Cont	act ID			0	0		
Calls	6 0	0	0	Darian Abreu	does not equal	× 0			0	0		
	7 0	0	0	Darian Abreu	dooo not oquu	0			0	0		
	8 0	0	0	Darian Abreu		OK	Cancel		0	0		
	9 0	0	0	Darian Abreu			Cancel		0	0		
	10 0	0	0	Darian Abreu			1/0/00		0	0		
	11 0	0	0	Darian Abreu		4.	1/0/00		0	0		
	12 0	0	0	Darian Abreu			1/0/00		0	0		
	13 0	0	0	Darian Abreu			1/0/00		0	0		
FR	14 0	0	0	Darian Abreu		U	1/0/00		0	0		
Apps	15 0	0	0	Darian Abreu		0	1/0/00		0	0		
?	< >	■ Master	Abreu						F			,

INPUT ZERO AND SELECT OK

	Contact List Template.xlsx Q Search		
Q	Your status message is showing in chat and channels when pe	eople message or @mention you. <u>Change status,</u>	×
Activity	File Home Insert Draw Data V Open in Desktop App 🖓 Searc	ih 🖉 🗸 🛛 🔛 Fauals	^ Close
Ē	🗛 🕒 Workhook Links 💧 🤾 🖬 🔽 🔽 🖓 🗐 Text to Columns	Equals	
Chat		Before	
	D1137 • <i>f</i> x =SORT(UNSORTED1A2:K2400,7,1,FALSE)	After	
Teams	A B C D E	F G H Betwee	en
	1 First Name 💌 Last Name 💌 Contact ID 📑 Primary CT 💌 Temp CT	County QED Cluster Follo	
	946	ROCK PCG 1/0 Sort Oldest to Newest Tomor	row to CT L
Calendar	947	ROCK PCG	M at 8
0	948	ROCK PCG 1, Sort Newest to Oldest	gned t
Calls	1136	ROCK PCG 1, Yester	day and cle
cons	1137	ROCK PCG 1,070 Custom Soft	ed fro
	1245	ROCK PCG 1/20/: Sheet View > Next V Next V	Veek
	1246	ROCK PCG 1/20/2 This W	/eek
	1247	ROCK PCG 1/2 K Clear Filter from 'QED'	
	1248	PUT PCG Last W	eek 8
	1249	PUT PCG Date Filters	.8
	1250	Filter	ionth 8
	1251	ROCK PCG 1/1/2	onth 1/21
BÊ	1252	PUT PCG 1/23/21 No	6
Apps	1203	PUTPLG 1/23/21 NO Last M	onth 6 •
?	< > = Master Abreu	+ Next C	luarter

SELECT ARROW FROM QED COLUMN, NAVIGATE TO DATE FILTERS AND GO ON TO AFTER...

	Contact List Template.xlsx				
	Your status message is sh	owing in chat and channels when people message or	@mention you. Change status.		×
Activity	File Home Insert Draw Data ~ Open	in Desktop App 💡 Search 🖉	×	Conve	rsation ··· Close
(=) Chat					
745	D1137 • fx =SORT(UNSORTEDIA2:K2400,7,1,FALSE)				
Teams	А В С	D E F	G H	I J	K
_	1 First Name 💌 Last Name 💌 Contact ID 💽 Primary CT	Temp CT County 🔽	QED 🔽 Cluster	Follow-Up Status	Notes
	946 /	ROCK PCG	1/0/00	INTERVIEW 0	Perm reassigned to CT L*
Calendar	947 1			INTERVIEW CLOSED	4/15/21 @ 3:06PM at 8
0	948	Custom Filter	^	INTERVIEW CLOSED	Permanantly assigned t
Calls	1136	Show items where: QED		0 CLOSED	Released from Q and cle
Cons	1137 [is greater than V 6/1/2021		0 CLOSED	Closed and released fro
	1245 H		0	SMS CLOSED	
	1246 1	OK	Cancel	SMS CLOSED	
	1247 J	OK L	o	SMS CLOSED	
	1248 \$	do POTPES	1/22/21 10	SMS CLOSED	Interviewed 01/18
	1249 F	do PUT PCG	1/22/21 No	SMS CLOSED	INterviewed 01/18
	1250 /	do PUT PCG	1/22/21 No	SMS CLOSED	Interviewed 01/18
	1251 /	do ROCK PCG	1/22/21 No	CALL CLOSED	Interviewed 01/21/21
R	1252 1	do PUT PCG	1/23/21 No	SMS CLOSED	Interviewed 01/16
Apps	1253 (do PUT PCG	1/23/21 No	SMS CLOSED	Interviewed 01/16 👻
					•
?	< > Master Abreu			+	

INPUT A RELEVANT DATE AND SELECT OK

Activity	File	Home	Insert	Draw D	ata 🗸	Open	in Desktoj	p App	p 💡 Search		0.	-				Conver	rsation	Close	
(=) Chat	₿~	Work	book Links	Ž↓ Z↓	11 S	7 7	8	3	Text to Columns	1	Flash F	ill 🔜	Remove Duplicates	R	Data Val	idation	ē∃ ~ ē∃	~	~
785	H1512	~	fx =SORT(U	JNSORTED1A	2:K2400,7,1	FALSE)	Reapply												
Teams		A	В		2				E		F	G	н		I.	J		к	
	1	First Name	Last Name	Contact ID		Primar		Te	emp CT	- Cou	nty 📼	QED .	Cluster	- Fo	ollow-Up -	Status 🔻	Notes		
:::	1500):				ROC	K PCG	6/3/21			SMS	CLOSED	No Sympton	ns - Minor	4
Calendar	1501					.t				PUT	PCG	6/5/21	George Fischer Middle	e S	SMS	CLOSED	Minor		
0	1502					1	a a b			ROC	K TVL	6/5/21			0	CLOSED	Left voicema	ul 👘	
B	1503									PUT	PCG	6/5/21			SMS	CLOSED	Agreed to SI	VIS & Email	
Calls	1504									ROC	K PCG	6/6/21	Eldorado Elementary	Sc	SMS	CLOSED	Minor (Span	ish-speakin	i.
	1505									ROC	K PCG	6/6/21			SMS	CLOSED	Initial Interv	iew Comple	É.
	1506									ROC	K PCG	6/6/21		1	NTERVIEW	CLOSED	"Registered	in Error" Pa	i.
	1507									ROC	K PCG	6/6/21			CALL	CLOSED	Invalid Phon	e Number r	

SELECT REAPPLY ICON

CLEANING UP CONTACT TRACER TAB

	Con	tact List Te	emplate.xlsx		Q Search									
\cap					Your status message is sh	owing in chat and chann	els when peop	le message	or @mention you. <u>Change status.</u>					\times
Activity	File	Hom	ne Insert	Draw	Data 🗸 Open	in Desktop App	Search	6	9 ~		D E	Conversation		Close
(=) Chat	ß	• 🕃 w	orkbook Link	s <mark>A↓ Z</mark>		🔓 🗟 Text t		📶 Fla	sh Fill 🛃 Remove Duplicat	es 🗟 D	ata Valida	tion ₪ ~	₫] ~	~
245	К5		~ f _x											
Teams		Α	В	С	D	E	F	G	Н	1	J	1	к	
·	1	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	No	otes	^
:::	2				Darian Abreu		ROCK TVL	6/10/21		SMS	CLOSED	vaccinated & no	sympton	ns
Calendar	3				Darian Abreu		PUT PCG	6/5/21	George Fischer Middle School	SMS	CLOSED	Minor		
0	4				Darian Abreu		ROCK PCG	6/6/21	Eldorado Elementary School	SMS	CLOSED	Minor (Spanish-	speaking))
B	5				Darian Abreu		ROCK PCG	6/13/21	Saint Anthony School	SMS	CLOSED			
Calls	6				Darian Abreu		ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; v	accinated	ł
	7				Darian Abreu		ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; v	accinated	Ŀ
•••	8				Darian Abreu		PUT PCG	6/26/21		SMS	CLOSED	Vaccine verified		
	9				Darian Abreu		PUT TVL	6/28/21		SMS	CLOSED	3x3x2 attempt r	nade	
	10				Darian Abreu		ROCK PCG	6/28/21	Viola Elementary School	SMS	CLOSED	Minor (Spanish-	speaking))
	11				Darian Abreu		PUT PCG	7/17/21	Surprise Lake Camp	INTERVIEW	OPEN	Minor		
	12				Darian Abreu									
	13				Darian Abreu									
ПÔ	14				Darian Abreu									
Anns	15				Darian Abreu									-
,		4								_) b
?		> =	Master Ab	reu						÷				

WANT TO GET RID OF HIGHLIGHTED CONTACTS



AFTER HIGHLIGHTING CONTACTS, **<u>RIGHT CLICK AND SELECT</u>** CLEAR CONTENTS

	Contact List	Template.xlsx	Q Search									
Ω			Your status mes	sage is show	ing in chat and cha	nnels when peop	le message	or @mention you. <u>Change status.</u>				×
Activity	File Ho			Open in	Desktop App	Search	6	9 ~		p p	Conversation C	lose
(=)		Search			Z I II Tout	to Columns	Ø. The	h Fill - Demous Dunliss		ata Valida	tion Elv Elv	
Chat	-	🔀 Cut						sh Fili 📉 Kemove Duplica				~
(i)		Сору										
Teams	A	Dasta Ontions		_	E	F	G	Н	1	J	К	
-	1 First Nam	Paste Options		л	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes	^
Calendar	3		2									
S	5	Insert	>									-
Calls	6 3	Delete	>	eu		ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; vaccinated	
	7	Delete		eu		ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; vaccinated	
••••	8	Clear Contents		eu		PUT PCG	6/26/21		SMS	CLOSED	Vaccine verified	
	9	Cort	、 、	eu		PUT TVL	6/28/21		SMS	CLOSED	3x3x2 attempt made	
	10	3011		eu		ROCK PCG	6/28/21	Viola Elementary School	SMS	CLOSED	Minor (Spanish-speaking)	
	11	t New Comment		eu		PUT PCG	7/17/21	Surprise Lake Camp	INTERVIEW	OPEN	Minor	
	12	,		eu								
	13	Number Format		• eu								
FR .	14			0/								
Apps	15	Calibri ~ 11 ~	A A \$	~ % 7								
	4	B $I \rightarrow \diamond \bullet \bullet A$	~ <u>≡</u> ab. €	.00 🞸			_		_			
?	$\langle \rangle \equiv$								_			

HIGHLIGHT REMAINING CONTACTS, **<u>RIGHT CLICK AND SELECT</u>** CUT AND PASTE TO TOP



FIND AND SELECT THE ENTIRE EMPTY ROW WITH A NAME IN IT

				Your status r	nessage is s	howing in chat and channels when	people messag	e or @mer	ntion you. <u>Change status.</u>				\times
Activity	Fi	e Home	Insert Draw	Data 🗸	Oper	n in Desktop App 🛛 💡 Sea	rch 4	0 ~			Conversation		Close
(=) Chat	R	🖓 🗟 Workbo	ok Links A_↓	Z↓ ↓↑	7 7	😨 🗟 🕄 Text to Colum	ns 街 Fla	ash Fill	Remove Duplicates	o Data Va	lidation • • • 目 ~	Ø 1	~
m	A12	~ <i>f</i> .	Γx										~ X
Teams		D	E	F	G	Н	1	J	К	L	M	Ν	0
·	2	Darian Abreu		ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; vaccinated				
:::	3	Darian Abreu		ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; vaccinated				
Calendar	4	Darian Abreu		PUT PCG	6/26/21		SMS	CLOSED	Vaccine verified				
	5	Darian Abreu		PUT TVL	6/28/21		SMS	CLOSED	3x3x2 attempt made				
C	6	Darian Abreu		ROCK PCG	6/28/21	Viola Elementary School	SMS	CLOSED	Minor (Spanish-speaking)				
Calls	7	Darian Abreu		PUT PCG	7/17/21	Surprise Lake Camp	INTERVIEW	OPEN	Minor				
	8												
	9												
	10												
	11												
	12	Darian Abreu											
	13	Darian Abreu											
	14	Darian Abreu											
	15	Darian Abreu											
B	16	Darian Abreu											
Apps		4											÷.
?		> Master	Abreu										

HOVER OVER BOTTOM RIGHT CORNER OF CELL L UNTIL CROSSHAIR APPEARS



CLICK AND DRAG CROSSHAIR UP OR DOWN UNTIL ALL CELLS ARE FILLED WITH A NAME

EDITING DATA VALIDATION (COUNTIES, FOLLOW UP & STATUS)

	Contact Li	ist Template.xlsx	Q Search										
			Your status n	nessage is showing in	chat an	d channels when peop	e message or @	mention	/ou. <u>Change status.</u>				\times
Activity	File	Home Insert I	Draw Page Layou	t Formulas	Data	✓ Open ir	n Desktop App	b Q	Search		Conve	rsation	Close
(=) Chat	l∂∼ [Workbook Links		7 🕅 🔀	3	Text to Columns	街 🛙 Flash Fi	ill 🛃	Remove Duplicates	🗟 Data Val	idation	ē∃~ ē∃~	~
683	D1501	✓ <i>f</i> x =sort(U	NSORTED!A2:K1701,7,	1,FALSE)									
Teams		A B	С	D		E	F	G	н	1	J	K	
_	1 First I	Name 💌 Last Name 💌	Contact ID	Primary CT	- T	Temp CT	County 💌	QED 🧾	Cluster	Follow-Up	Status 💌	Notes	
	1500	1 1.	P1404777-006		_		ROCK PCG	6/3/21		SMS	CLOSED	No Symptoms	- Minor 🔺
Calendar	1501	Insert	948-024		_		PUT PCG	6/5/21	George Fischer Middle	S SMS	CLOSED	Minor	
0	1502		3				ROCK TVL	6/5/21		0	CLOSED	Left voicemail	
S	1503	Delete	948-025				PUT PCG	6/5/21		SMS	CLOSED	Agreed to SMS	6 & Email
Calls	1504	Rename	573-031				ROCK PCG	6/6/21	Eldorado Elementary S	ic SMS	CLOSED	Minor (Spanis	h-speakin
	1505 .		573-006				ROCK PCG	6/6/21		SMS	CLOSED	Initial Intervie	w Comple
	1506	Reorder	573-021				ROCK PCG	6/6/21		INTERVIEW	CLOSED	"Registered in	Error" Pa
	1507	Duplicato	573-031	,			ROCK PCG	6/6/21		CALL	CLOSED	Invalid Phone	Number r
	1508	Duplicate	573-034				ROCK PCG	6/6/21		INTERVIEW	CLOSED	Tranferred to	CT Bonnie
	1509	Tab Color	> 573-007				ROCK PCG	6/6/21		SMS	CLOSED	Agreed to SMS	6 & Email
	1510		573-030				ROCK PCG	6/6/21		0	CLOSED	Invalid Phone	Number -
	1511 local	Hide	573-025				ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantin	e-Minor S
FR .	1512	Unhide	573-002				ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantin	e-Minor
Apps	1513	Offinide	071-004				PUT PCG	6/7/21		0	CLOSED	Transferred to	Putnam 🔻
		🚺 🖌 🔣 Show Cha	nges		_								•
?	$\langle \rangle =$												
Help	Calculation N	Node: Automatic Workb	oook Statistics						*	Give Fee	dback to Mi	crosoft —	100% +

RIGHT CLICK ON MASTER TAB AND SELECT UNHIDE FROM MENU

	Contact List Template.xlsx	Q Search				
		Your status message is showing in chat and chan	els when people message or @ment	tion you. <u>Change status.</u>		×
Activity	File Home Insert Draw	Page Layout $$ Formulas $$ Data $$ $$	Open in Desktop App	♀ Search	🖓 🗖 Cor	versation ···· Close
(=) Chat		B ⊞ ~ △ ~ A ~ · ·				
	D1503 - fx =SORT(UNSORTED					
Teams	A B	C P	F F G	н	I J	К
·	1 First Name 🔽 Last Name 🔽 Contact	ID Prima CT Unhide		× uster	Follow-Up Status	▼ Notes
	1501	Pamel Select a sheet to un	hide		SMS CLOS	ED Agreed to SMS & Email *
Calendar	1502	Select d sheet to dh	inde	dorado Elementary S	c SMS CLOS	ED Minor (Spanish-speakin
Q	1503	UST		^	SMS CLOS	ED Initial Interview Comple
Calls	1504	CTTEMPLATE (BAC	KUP)		INTERVIEW CLOS	ED "Registered in Error" Pa
	1505	Abreu2			CALL CLOS	ED Invalid Phone Number r
	1506				INTERVIEW CLOS	ED Tranferred to CT Bonnie
	1507	1		-	SMIS CLOS	ED Agreed to SIVIS & Email
	1500			•	SMS ODE	N Will guerenting Miner 6
	1510				SMS OPE	N Will guarantine-Minor
	1511		OK Cano	el		FD Transferred to Putnam a
	1512	1	PUT PCG 6/9/	/21	SMS CLOS	ED Agreed to QO, QR - Min
	1513 :		PUT PCG 6/9/	/21	SMS CLOS	ED Agreed to QO, QR - Min
	1514	20	ROCK TVL 6/10)/21	SMS CLOS	ED vaccinated & no symptor
Ahha	4					Þ
(?)	K > E Master CTTEMPLATE (2)	CTTEMPLATE Abreu				

SELECT LIST FROM MENU

	Con	tact List Template.	xlsx	Q Search															
	CO Your status message is showing in chat and channels when people message or @mention you. <u>Change status</u> ,																2	×	
Activity	File	Home In	sert Draw	Page Layout	Formulas	Data	\sim	Open i	n Desktop	Арр	Searc	h 🖌	1~	D E	Convers	ation	Clos	e	
(=) Chat	Ŀ	🗸 🗟 Workbook	Links AJ Z		<u>k</u> <u>e</u>	5	Text to C	Columns	🚹 Flas	sh Fill	Remov	e Duplicate	is 🗟	Data Valida	ation	ē∃∨ ē ∃	~	~	
	A2	A2 v fx putnam																	
Teams		А	В	С	[E	F	G	Н	- I	J	К	L	Μ	Ν	0		
	1	County	Follow Up	Status	;													*	
	2	PUTNAM	SMS	OPEN															
Calendar	3		CALL	CLOSE	D														
R	4	ROCKLAND	INTERVIEW																
Calls	5	OPANCE	PUI																
	7	LIISTER																	
	8	DUTCHESS																	
	9	SULLIVAN																	
	10	WESTCHESTER																	
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EDIT COUNTIES, FOLLOW UPS OR STATUS AS NEEDED (JUST INPUT VALUE BEFORE ROW 15; ROW 20 FOR COUNTIES)

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