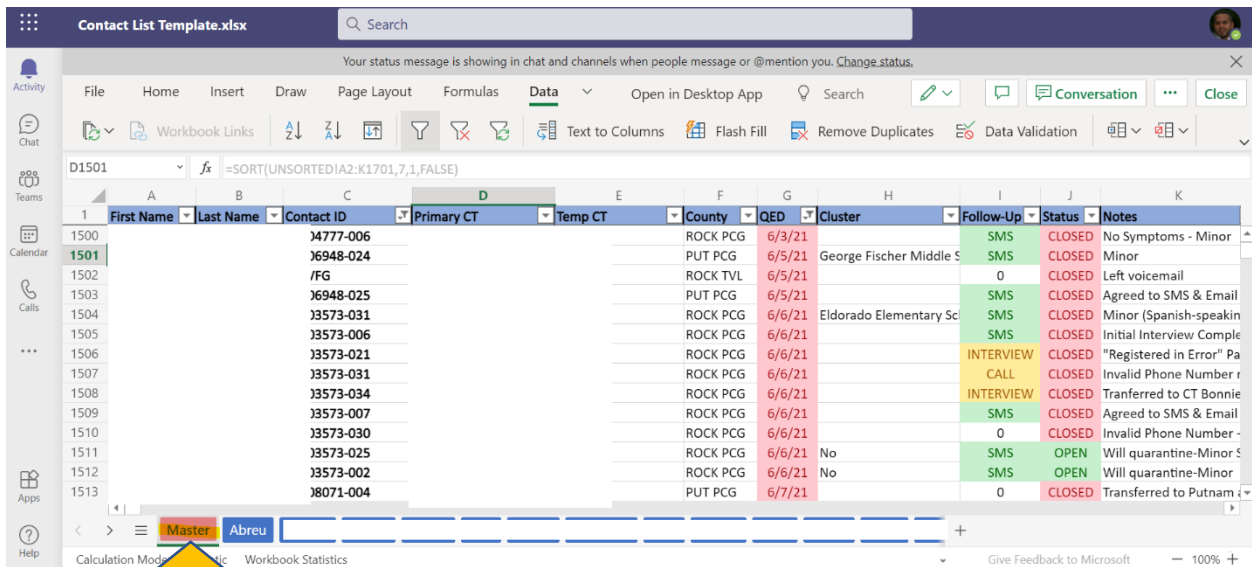


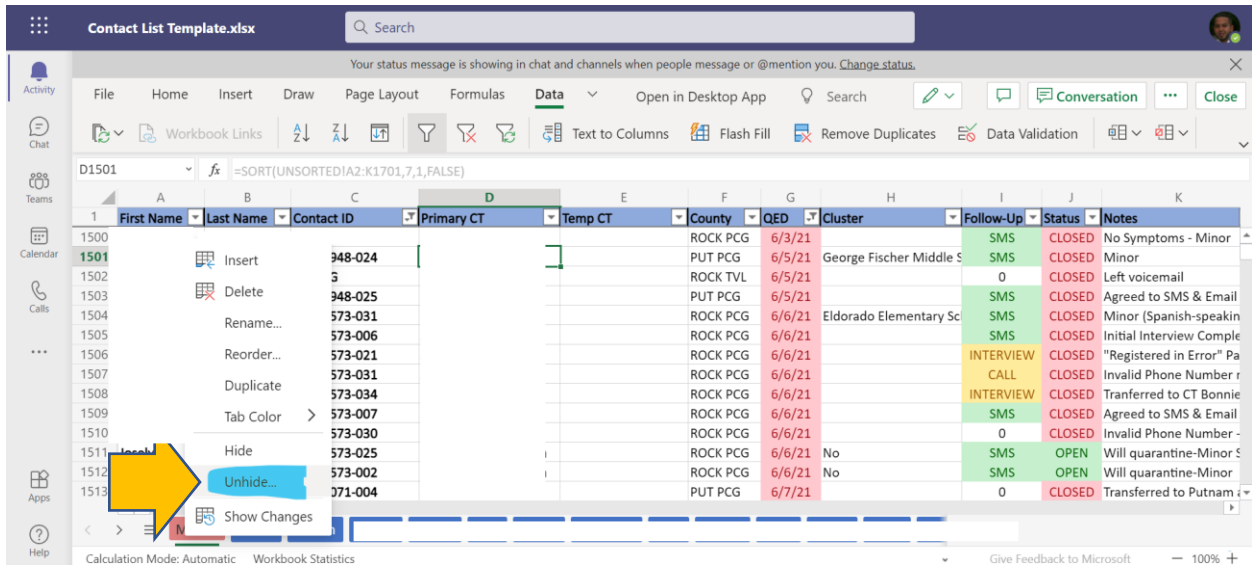
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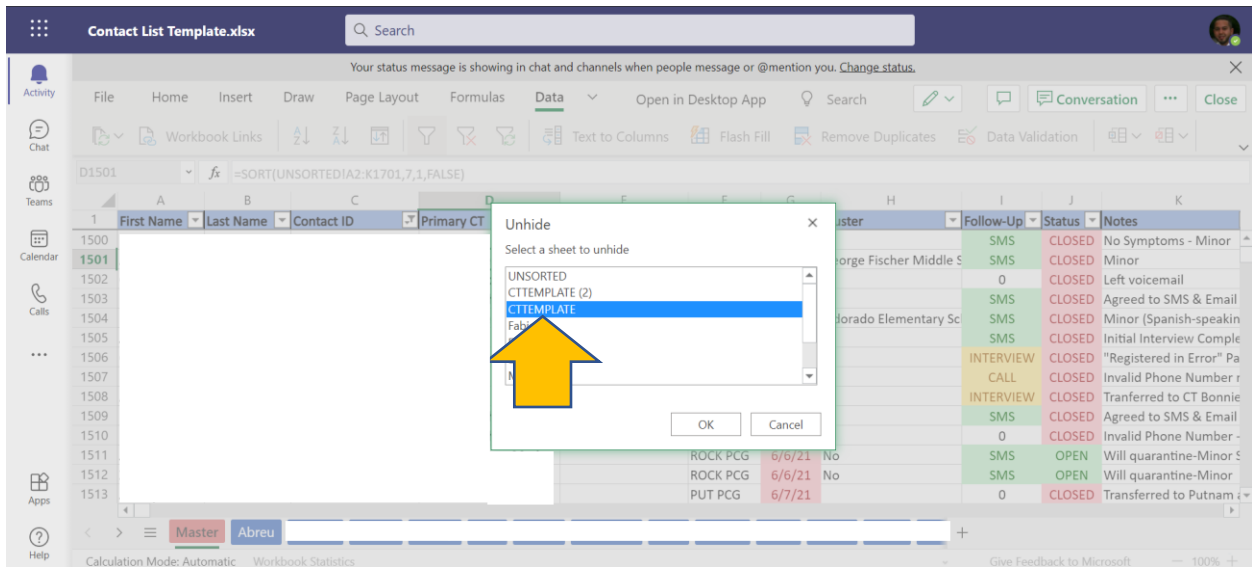
ADDING A NEW CONTACT TRACER



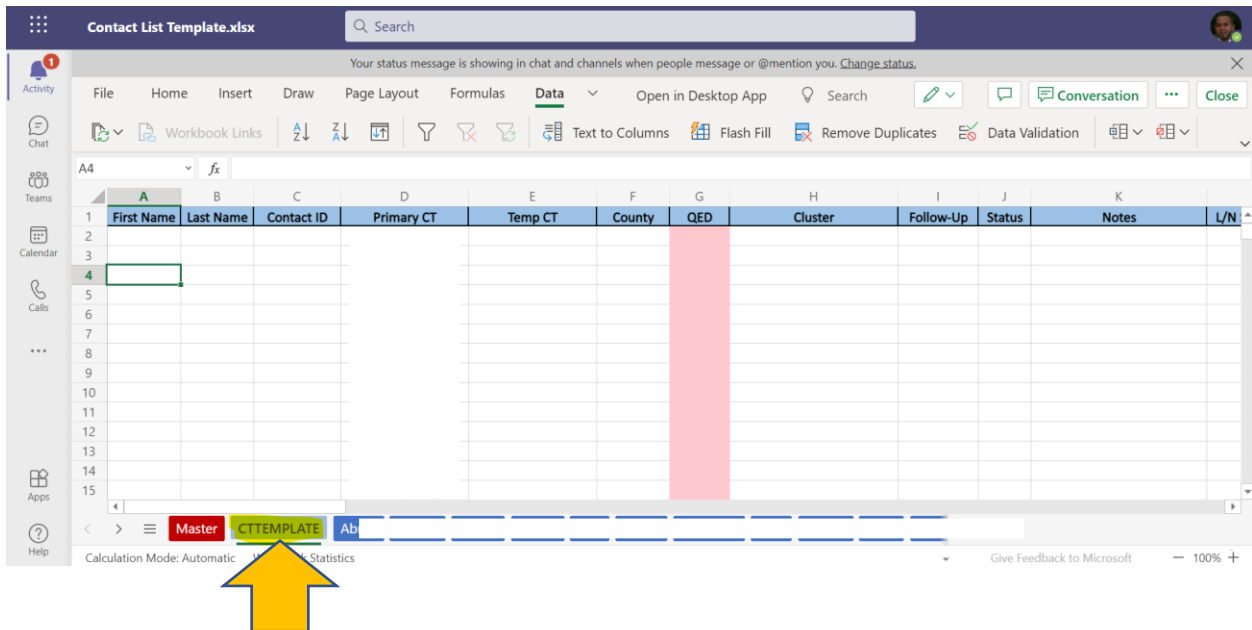
RIGHT CLICK ON MASTER TAB



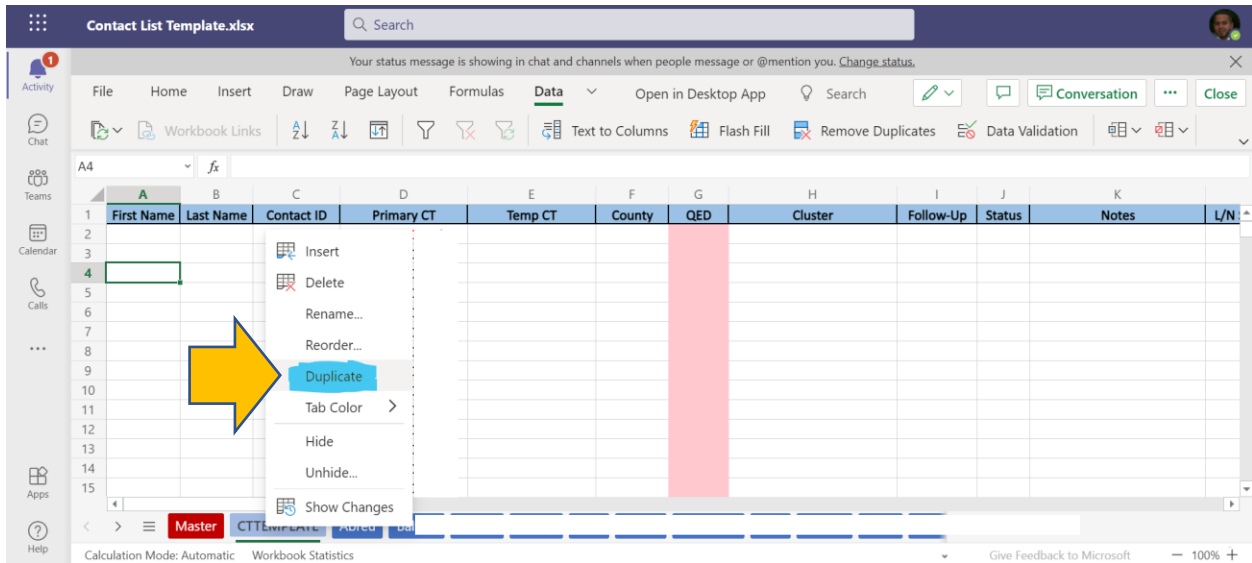
SELECT UNHIDE FROM MENU



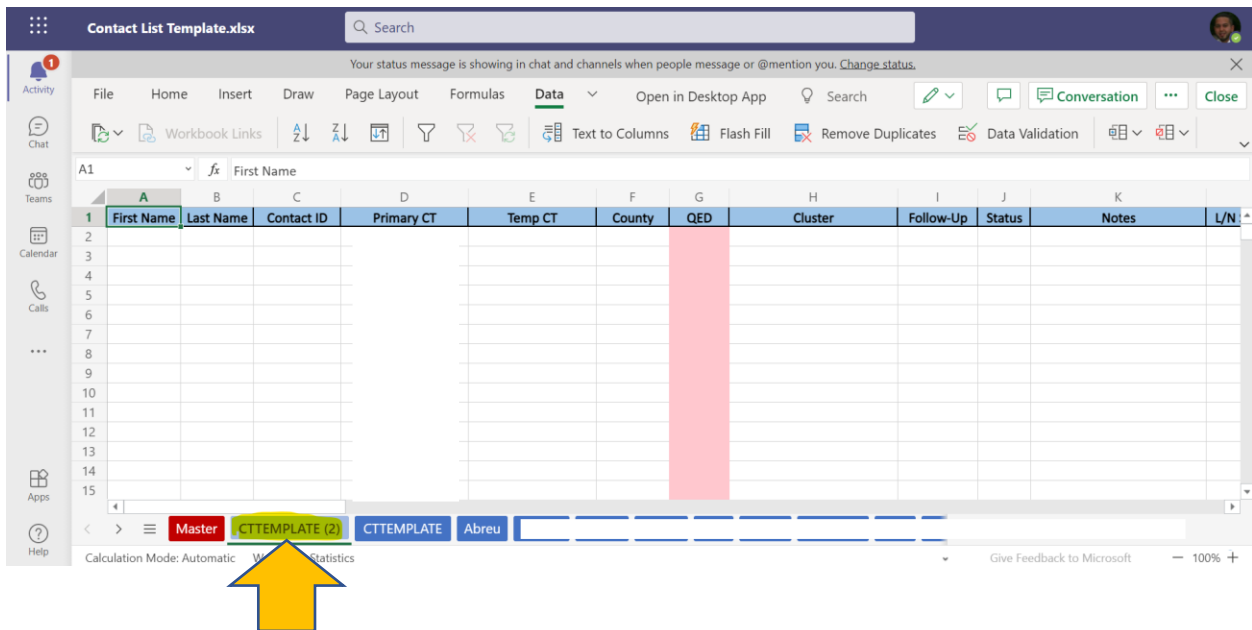
SELECT **CTTEMPLATE** FROM MENU



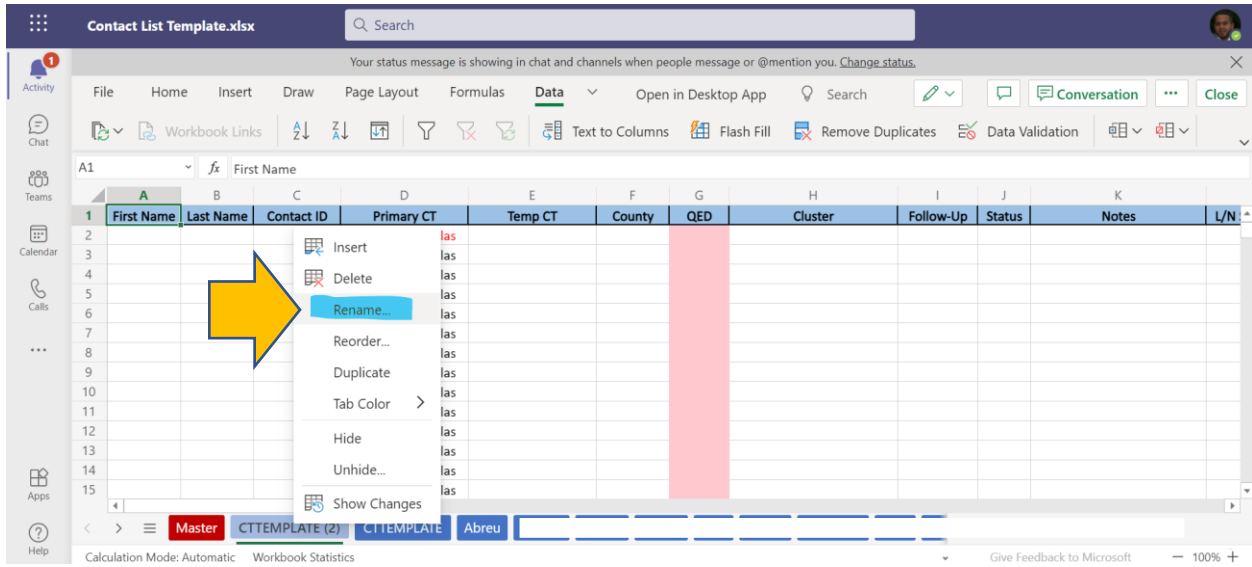
RIGHT CLICK ON CTTEMPLATE TAB



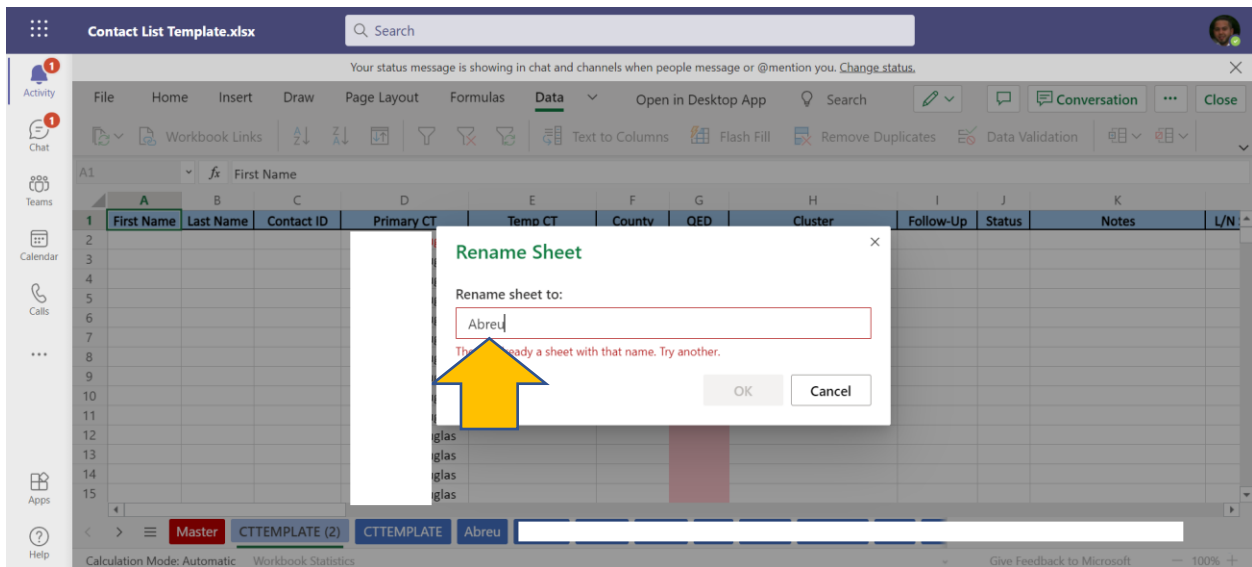
SELECT **DUPLICATE** FROM MENU



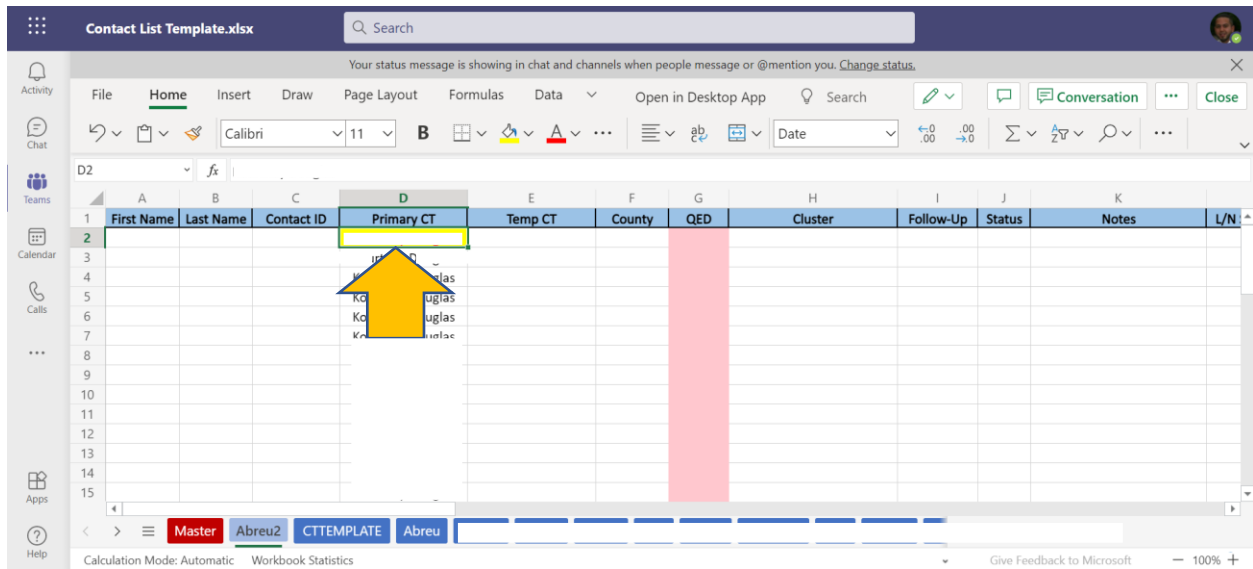
RIGHT CLICK ON CTTEMPLATE(2) TAB



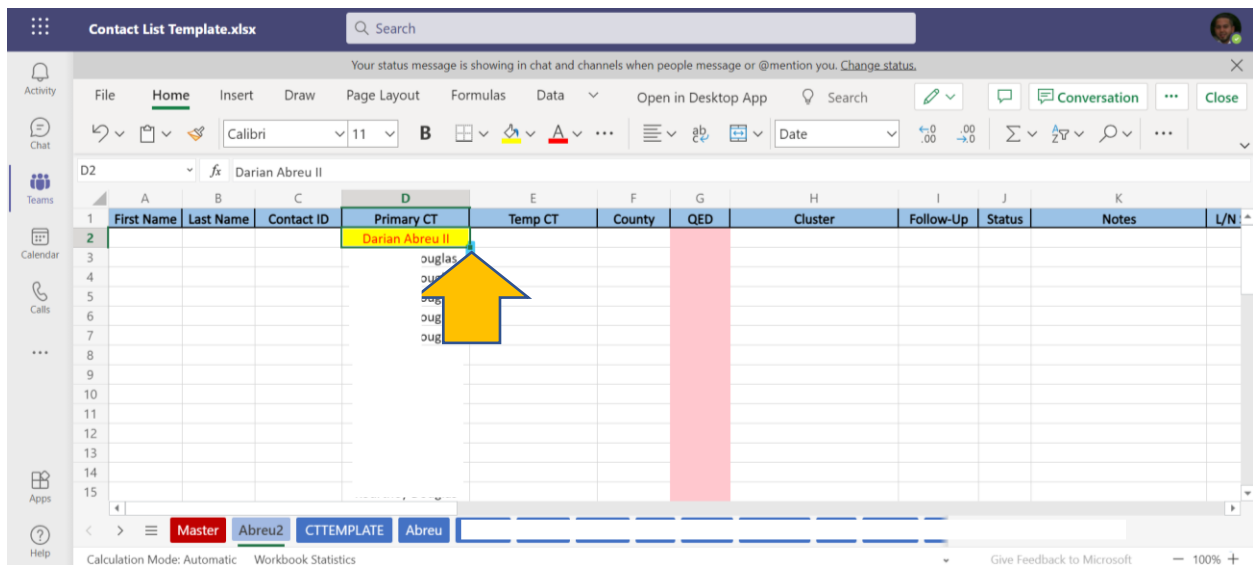
SELECT **RENAME** FROM MENU



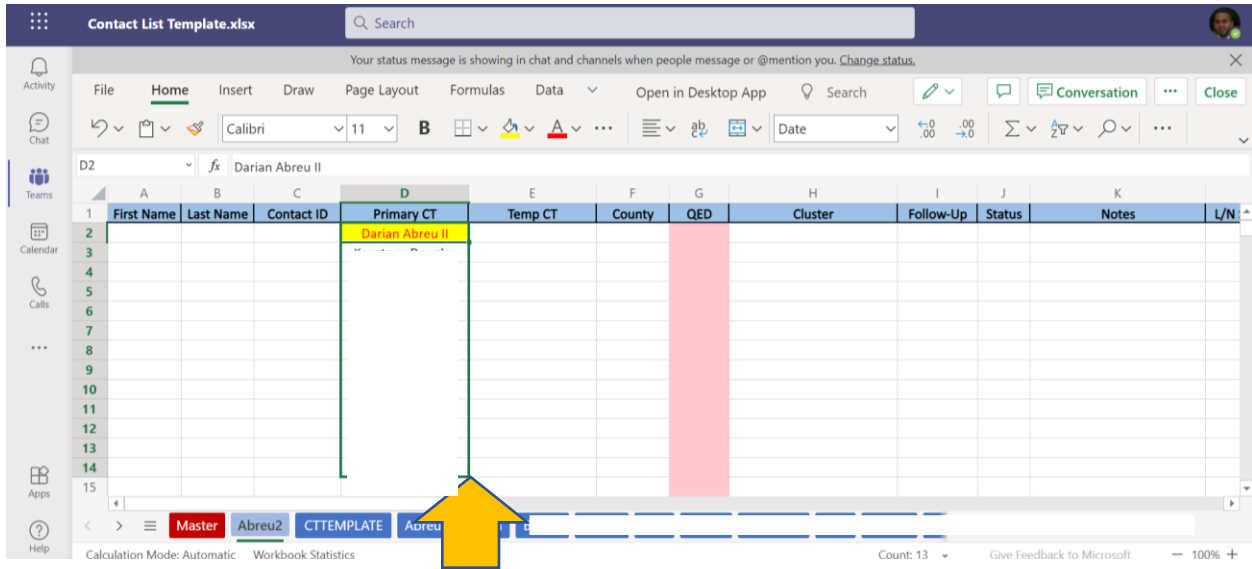
INPUT NEW CONTACT TRACER'S LAST NAME



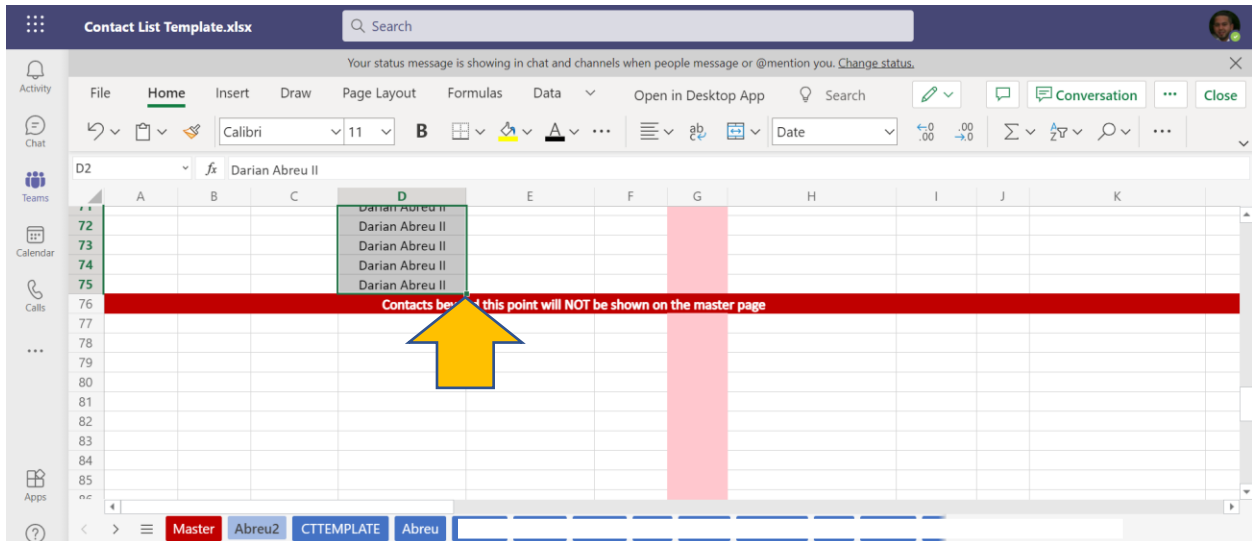
SELECT **CELL D2** AND CHANGE TO NEW CONTACT TRACERS NAME



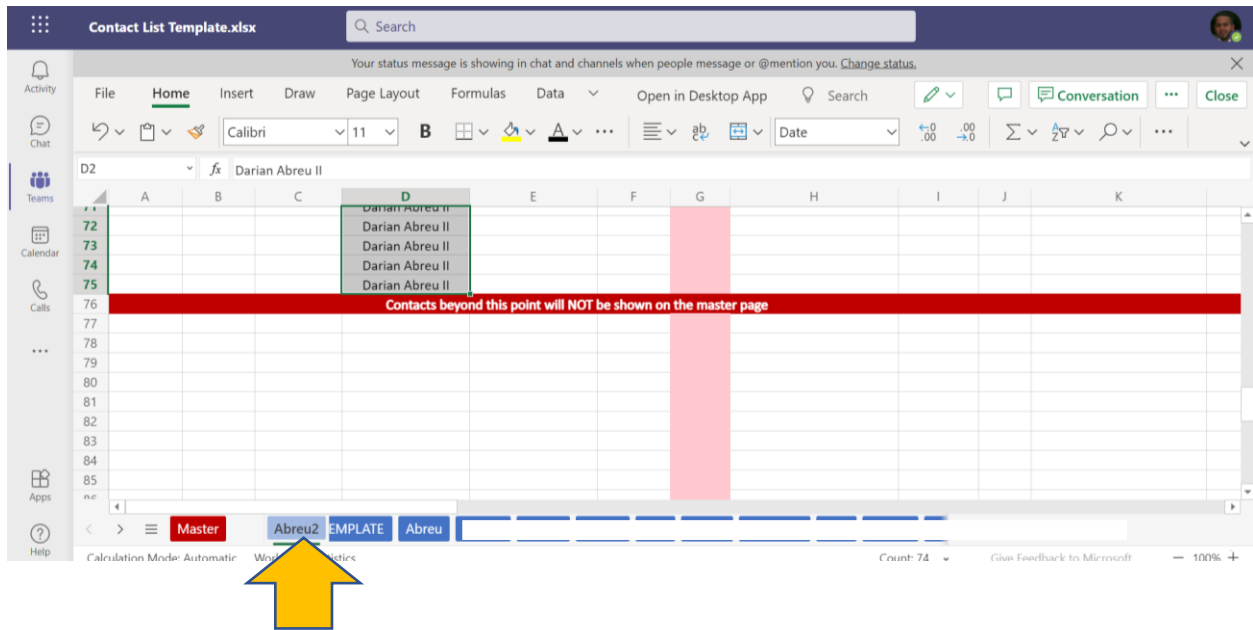
HOVER OVER BOTTOM RIGHT CORNER OF **CELL D2** UNTIL CROSSHAIR APPEARS



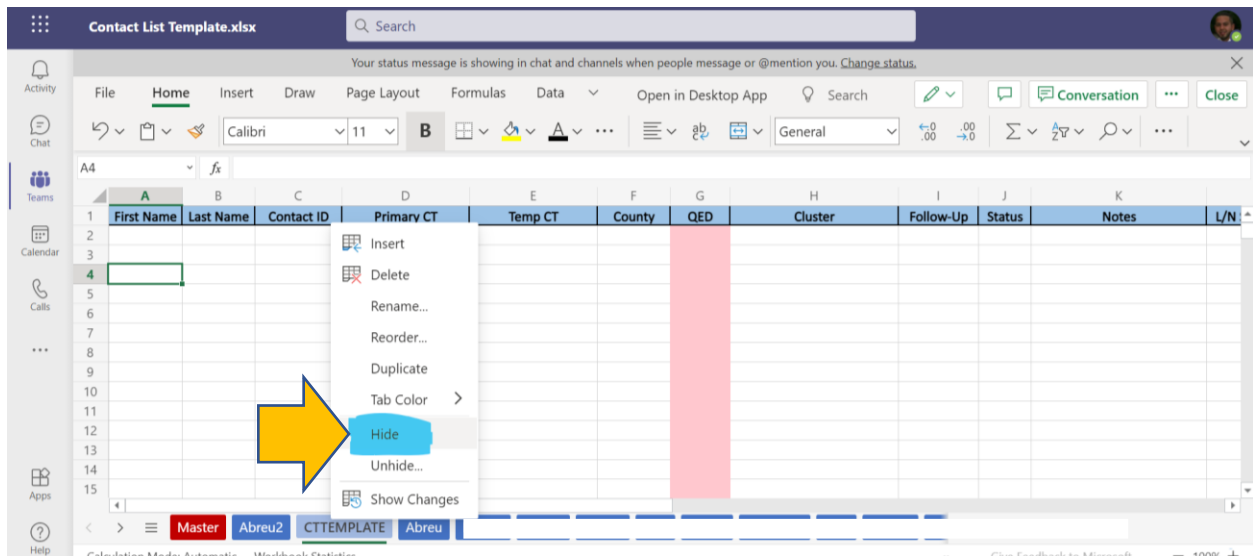
CLICK AND DRAG CROSSHAIR UNTIL YOU REACH THE BOTTOM RED LINE



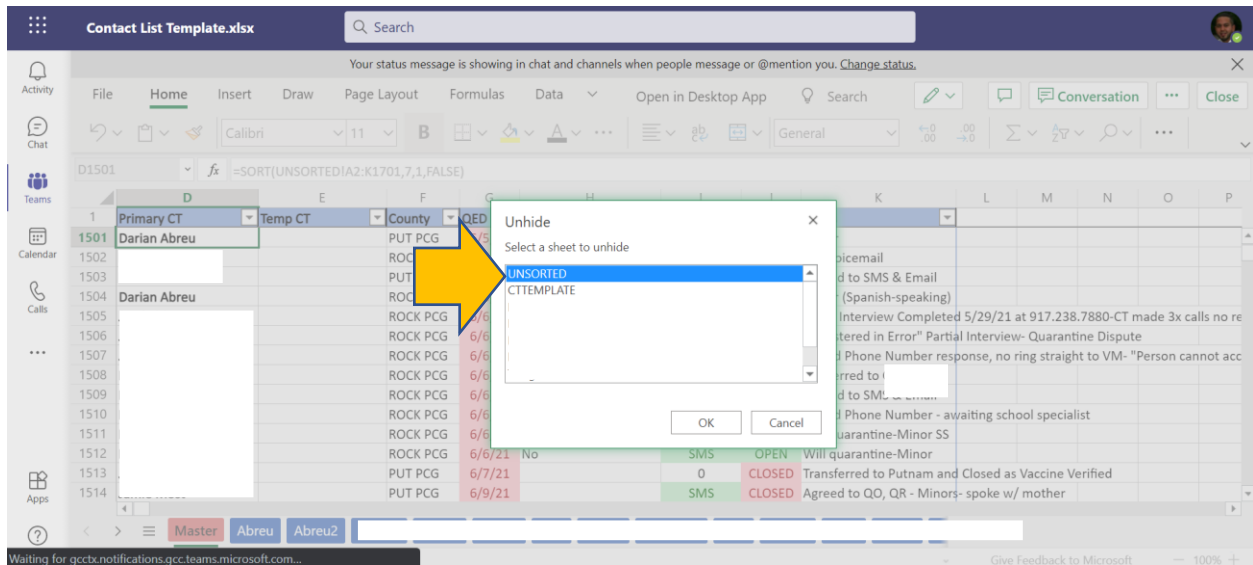
CLICK AND DRAG CROSSHAIR UNTIL YOU REACH THE BOTTOM RED LINE



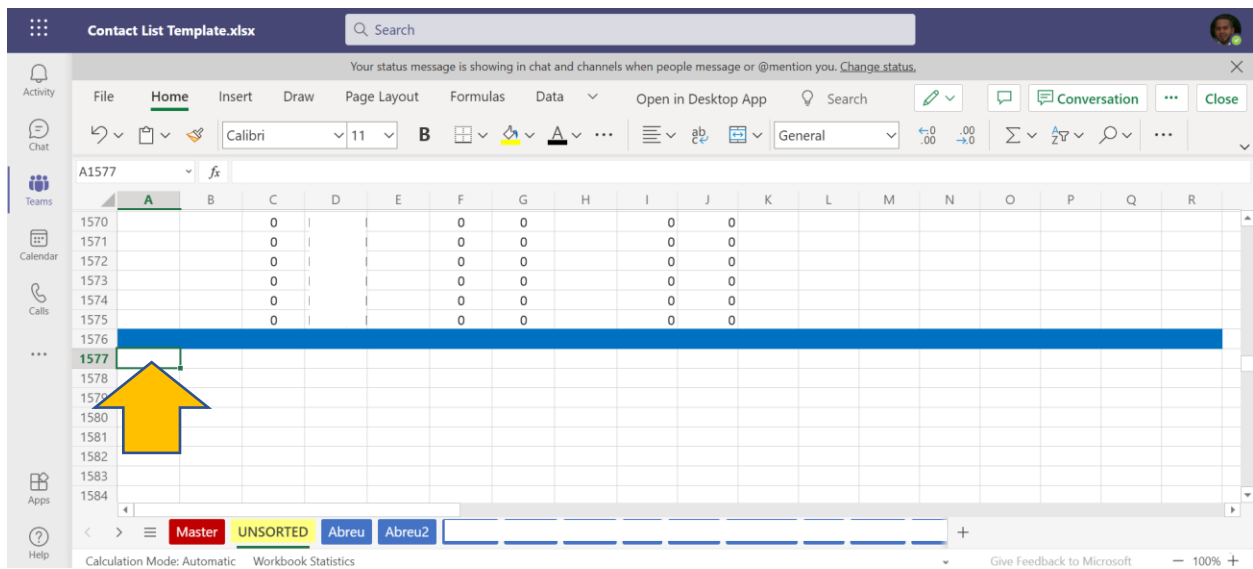
CLICK AND HOLD TAB TO DRAG IN ALPHABETICAL ORDER



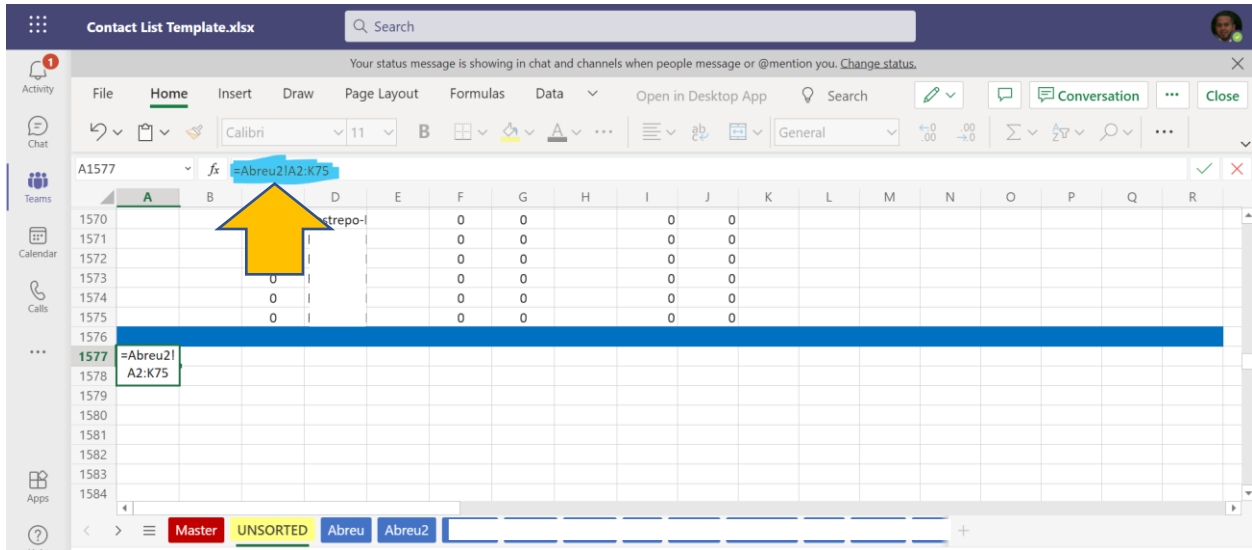
RIGHT CLICK CTTEMPLATE TAB AND SELECT **HIDE** FROM MENU



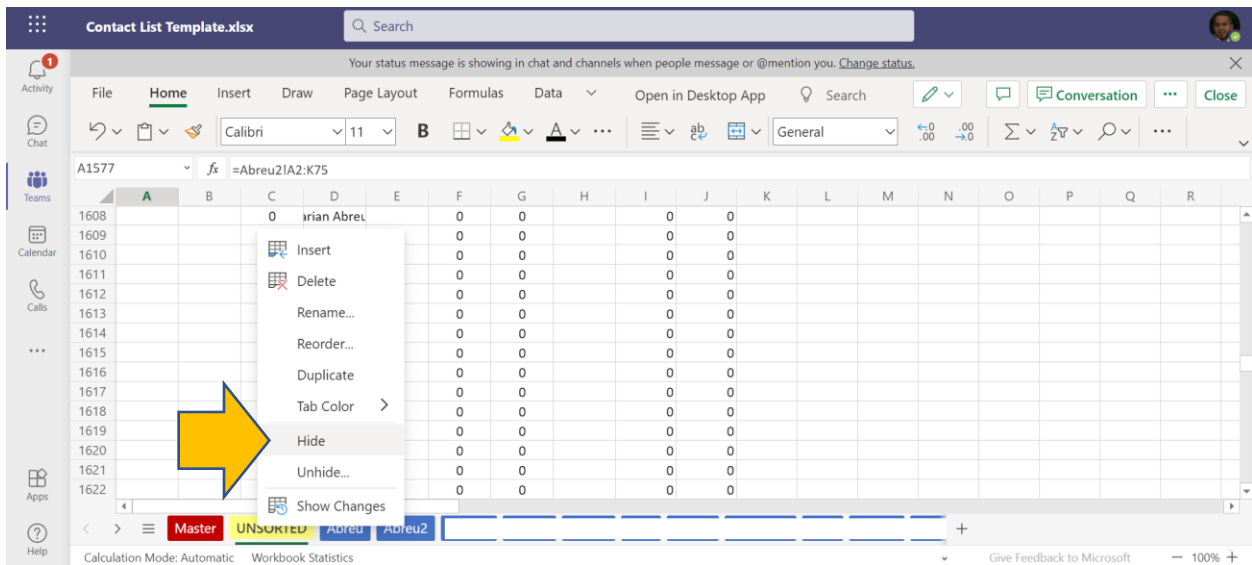
RIGHT CLICK ON MASTER TAB, SELECT UNHIDE AND SELECT UNSORTED



SCROLL DOWN IN UNSORTED TAB, UNTIL YOU FIND AN EMPTY SLOT SELECT CELL A
 (CAN'T GO PAST CELL 2400)

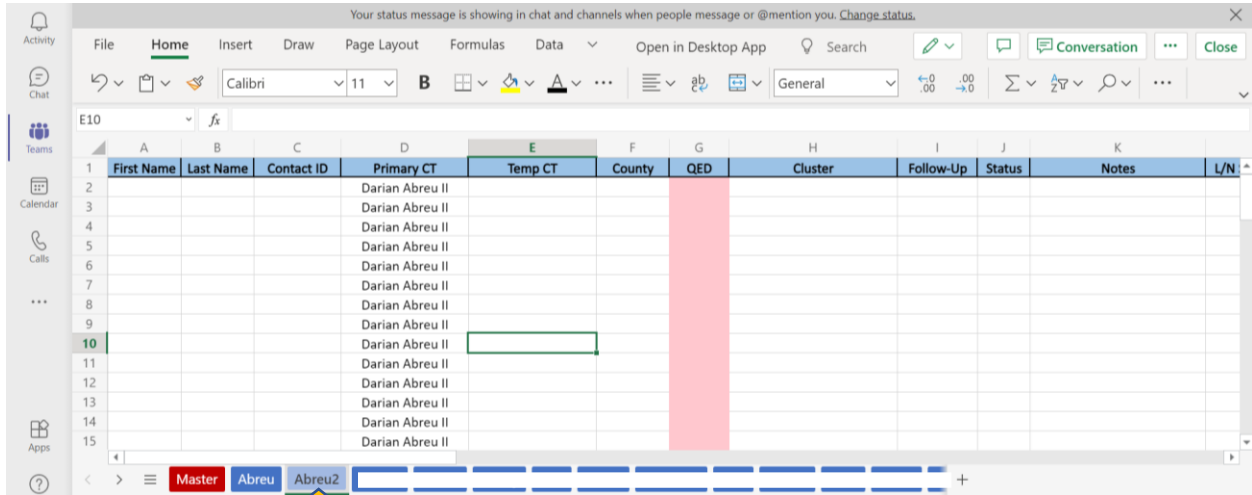


INPUT FORMULA IN CELL A, =(Lastname!A2:K75)

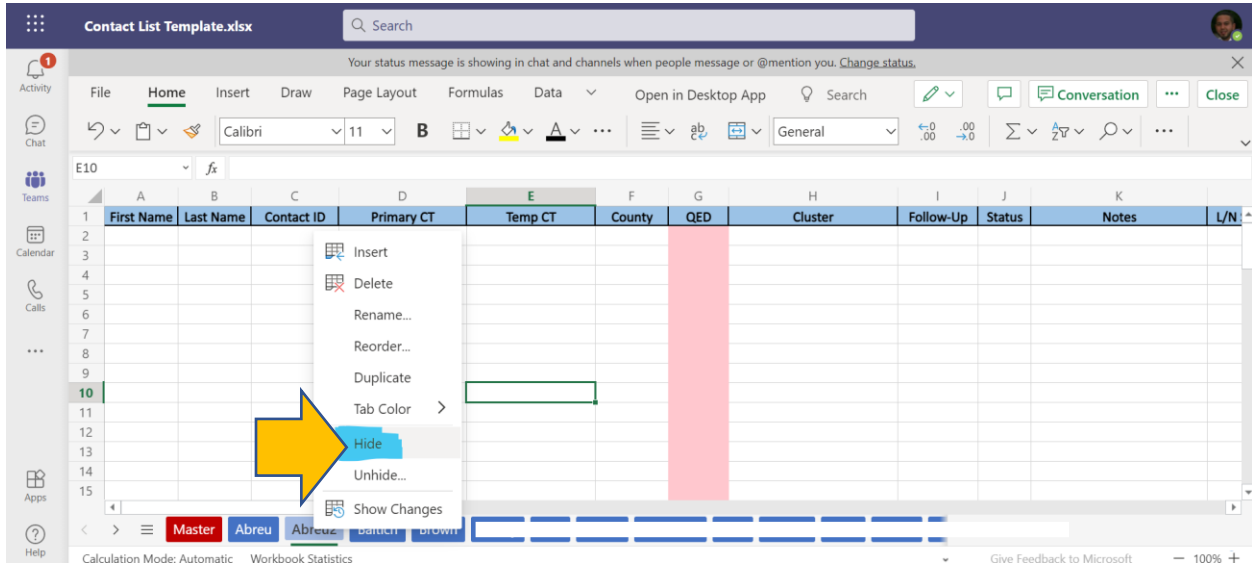


RIGHT CLICK UNSORTED TAB AND SELECT **HIDE** FROM MENU

REMOVING A CONTACT TRACER



RIGHT CLICK ON CONTACT TRACER TAB



SELECT **HIDE** FROM MENU

Excel interface showing a spreadsheet with columns: First Name, Last Name, Contact ID, Primary CT, Temp CT, County, QED, Cluster, Follow-Up, Status, Notes. The 'Master' tab is highlighted in the bottom navigation bar.

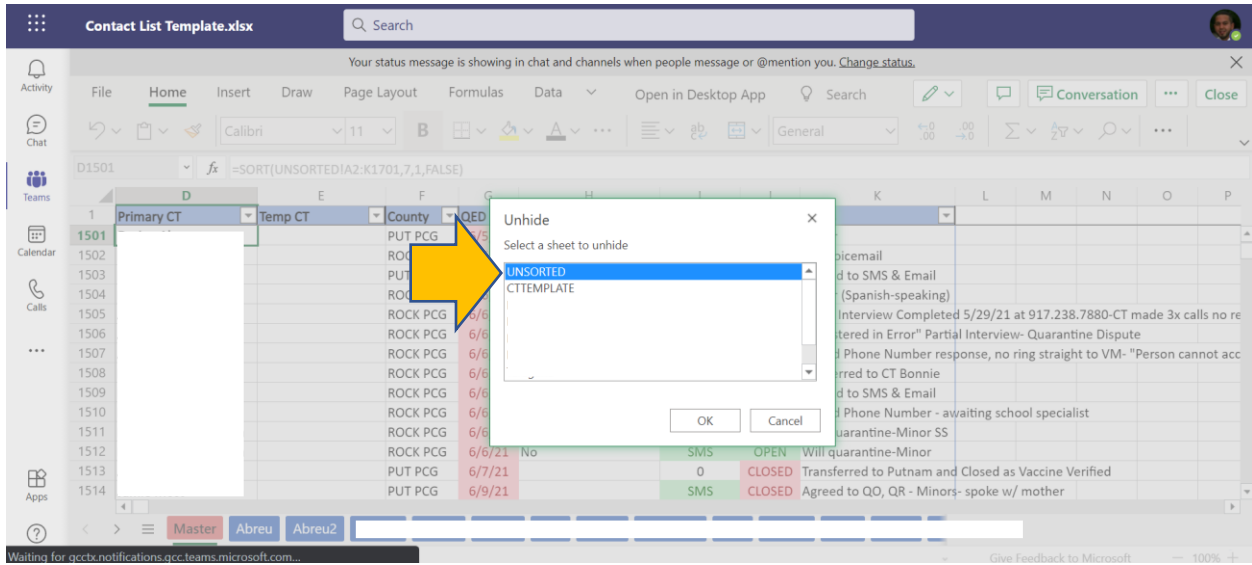
	A	B	C	D	E	F	G	H	I	J	K
	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes
1500						ROCK PCG	6/3/21		SMS	CLOSED	No Symptoms - Minor
1501						PUT PCG	6/5/21	George Fischer Middle S	SMS	CLOSED	Minor
1502						ROCK TVL	6/5/21		0	CLOSED	Left voicemail
1503						PUT PCG	6/5/21		SMS	CLOSED	Agreed to SMS & Email
1504						ROCK PCG	6/6/21	Eldorado Elementary Sc	SMS	CLOSED	Minor (Spanish-speakin
1505						ROCK PCG	6/6/21		SMS	CLOSED	Initial Interview Comple
1506						ROCK PCG	6/6/21		INTERVIEW	CLOSED	"Registered in Error" Pa
1507						ROCK PCG	6/6/21		CALL	CLOSED	Invalid Phone Number r
1508						ROCK PCG	6/6/21		INTERVIEW	CLOSED	Transferred to CT Bonnie
1509						ROCK PCG	6/6/21		SMS	CLOSED	Agreed to SMS & Email
1510						ROCK PCG	6/6/21		0	CLOSED	Invalid Phone Number -
1511						ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S
1512						ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S
1513						PUT PCG	6/7/21		0	CLOSED	Transferred to Putnam

RIGHT CLICK ON MASTER TAB

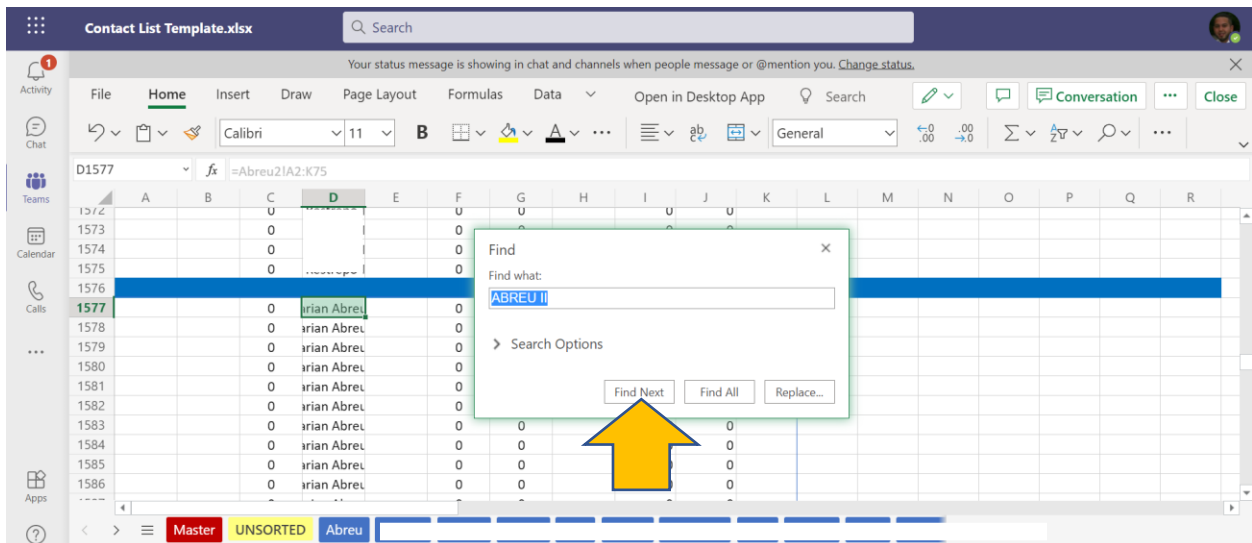
Excel interface showing a context menu over the 'Master' tab. The 'Unhide...' option is highlighted.

	A	B	C	D	E	F	G	H	I	J	K
	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes
1500			348-024			ROCK PCG	6/3/21		SMS	CLOSED	No Symptoms - Minor
1501			348-024			PUT PCG	6/5/21	George Fischer Middle S	SMS	CLOSED	Minor
1502			348-025			ROCK TVL	6/5/21		0	CLOSED	Left voicemail
1503			573-031			PUT PCG	6/5/21		SMS	CLOSED	Agreed to SMS & Email
1504			573-006			ROCK PCG	6/6/21	Eldorado Elementary Sc	SMS	CLOSED	Minor (Spanish-speakin
1505			573-021			ROCK PCG	6/6/21		SMS	CLOSED	Initial Interview Comple
1506			573-021			ROCK PCG	6/6/21		INTERVIEW	CLOSED	"Registered in Error" Pa
1507			573-031			ROCK PCG	6/6/21		CALL	CLOSED	Invalid Phone Number r
1508			573-034			ROCK PCG	6/6/21		INTERVIEW	CLOSED	Transferred to CT Bonnie
1509			573-007			ROCK PCG	6/6/21		SMS	CLOSED	Agreed to SMS & Email
1510			573-030			ROCK PCG	6/6/21		0	CLOSED	Invalid Phone Number -
1511			573-025			ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S
1512			573-002			ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S
1513			071-004			PUT PCG	6/7/21		0	CLOSED	Transferred to Putnam

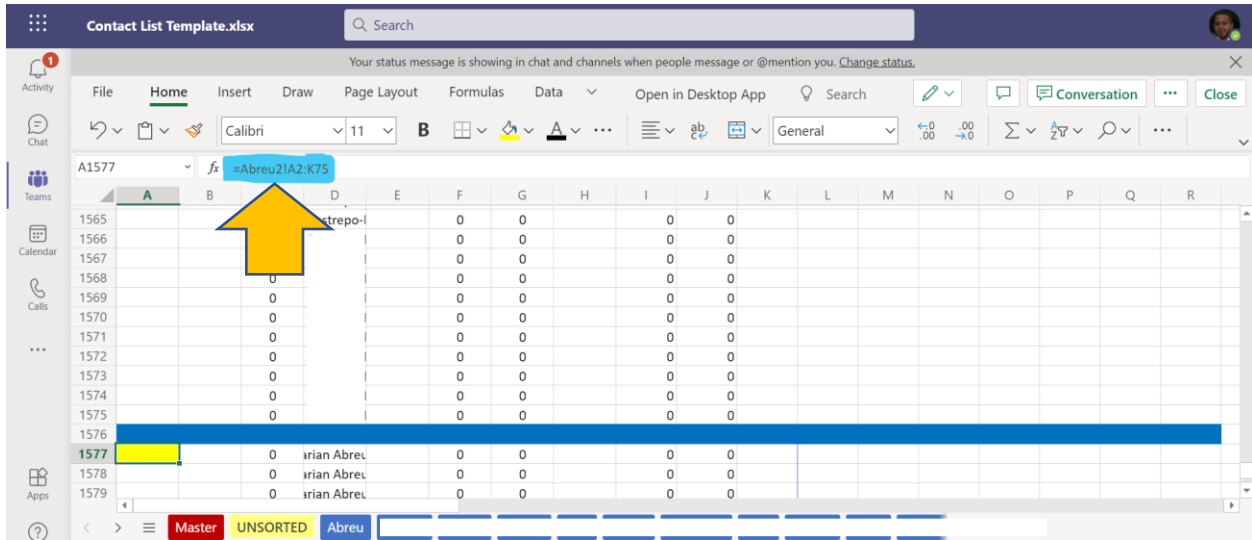
SELECT UNHIDE FROM MENU



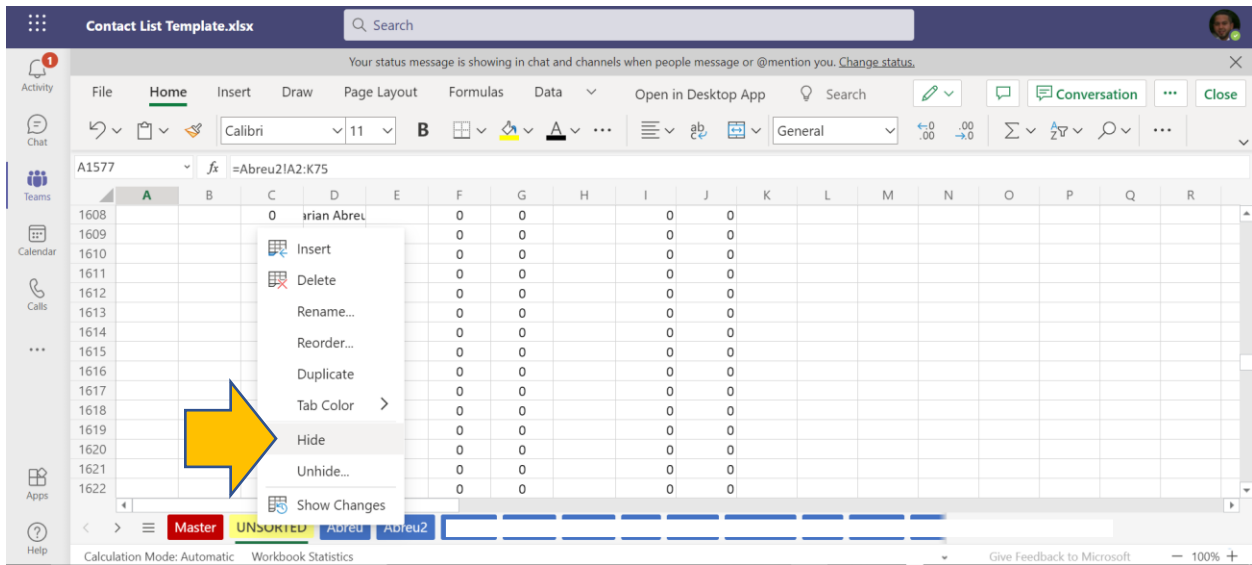
SELECT UNSORTED FROM MENU



HIT CTRL+F & SEARCH FOR CONTACT TRACER'S LAST NAME



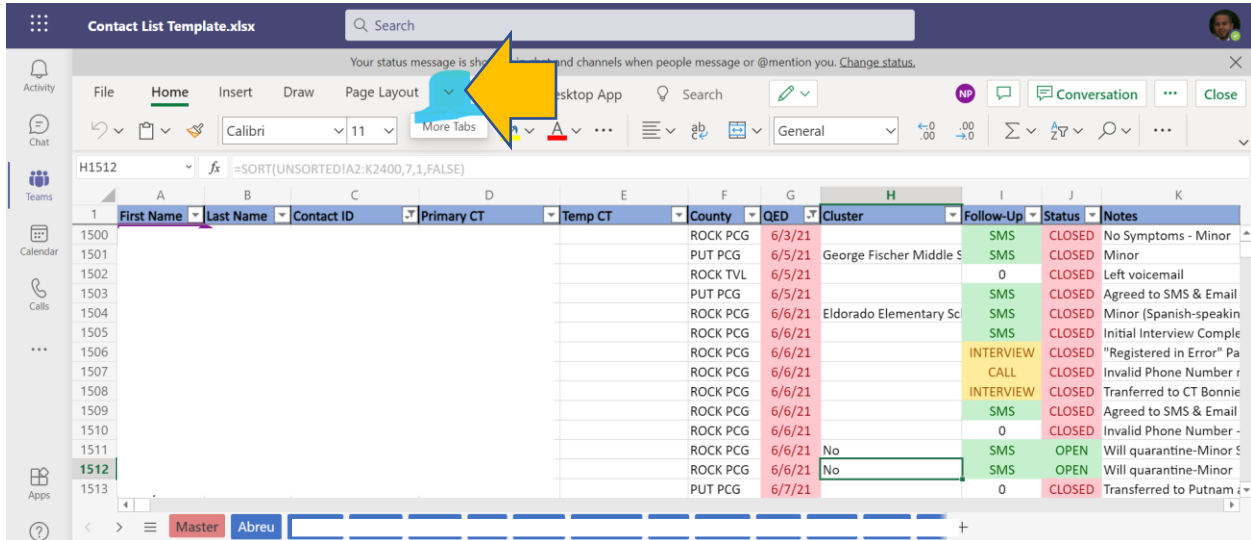
SELECT TOP CELL A & REMOVE FORMULA



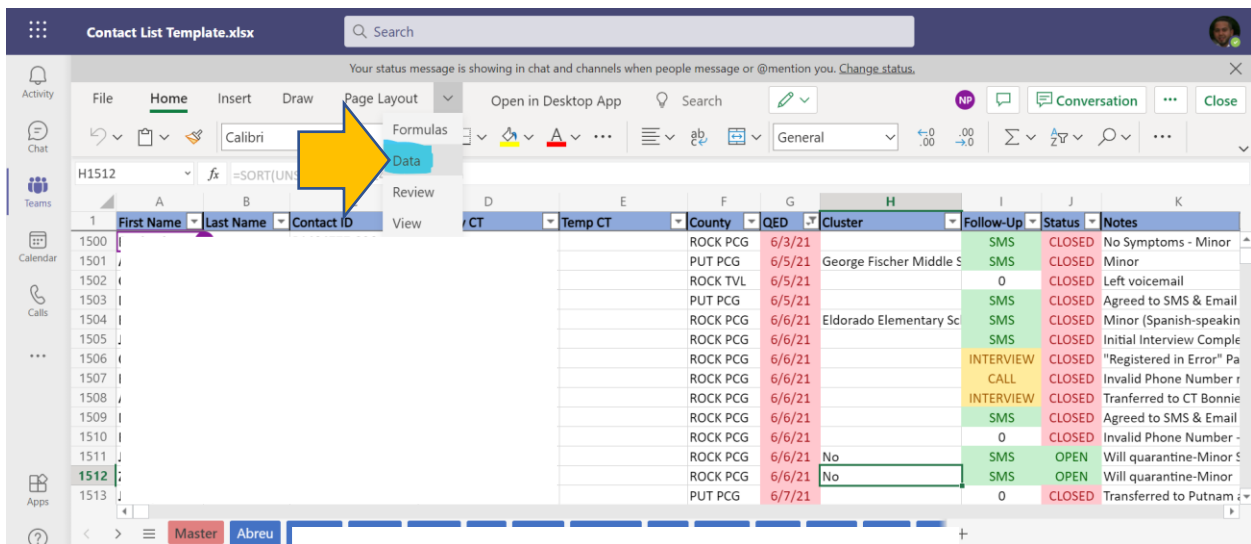
RIGHT CLICK UNSORTED TAB AND SELECT HIDE FROM MENU

MAINTAINING MASTER PAGE

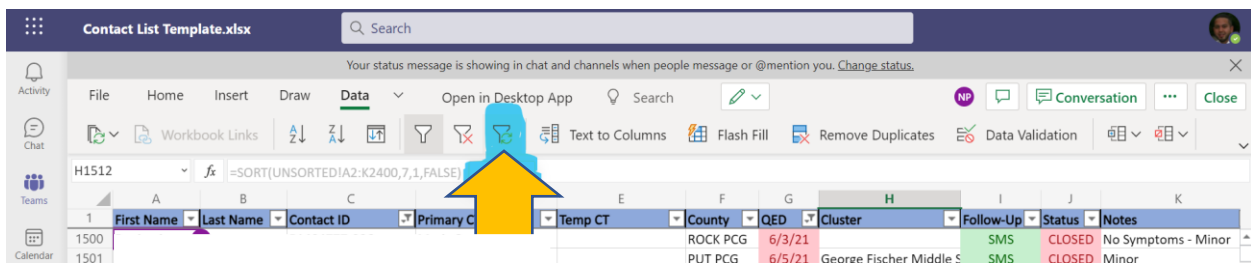
IF MASTER PAGE IS SHOWING A BUNCH OF ZEROS OR DATED INFORMATION, FILTERS NEED REFRESH



SELECT ARROW ON TOP HEADER OF MASTER PAGE



SELECT DATA FROM MENU



SELECT REAPPLY ICON

MASTER PAGE EXPLAINED

SORT FUNCTION

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



fx =SORT(UNSORTED!A2:K2400,7,1,FALSE)



fx =SORT(UNSORTED!A2:K2400,7,1,FALSE)

= SORT(**TABLEOFDATA**,**COLUMNNUMBER**, **1 FOR ASCENDING**, **FALSE TO SORT BY ROW**)

❖ **NAMEOFTAB!A2:K2400; IN THIS CASE THE TAB IS CALLED UNSORTED**

○ **AND MAX ROWS ALLOWED ARE 2400**

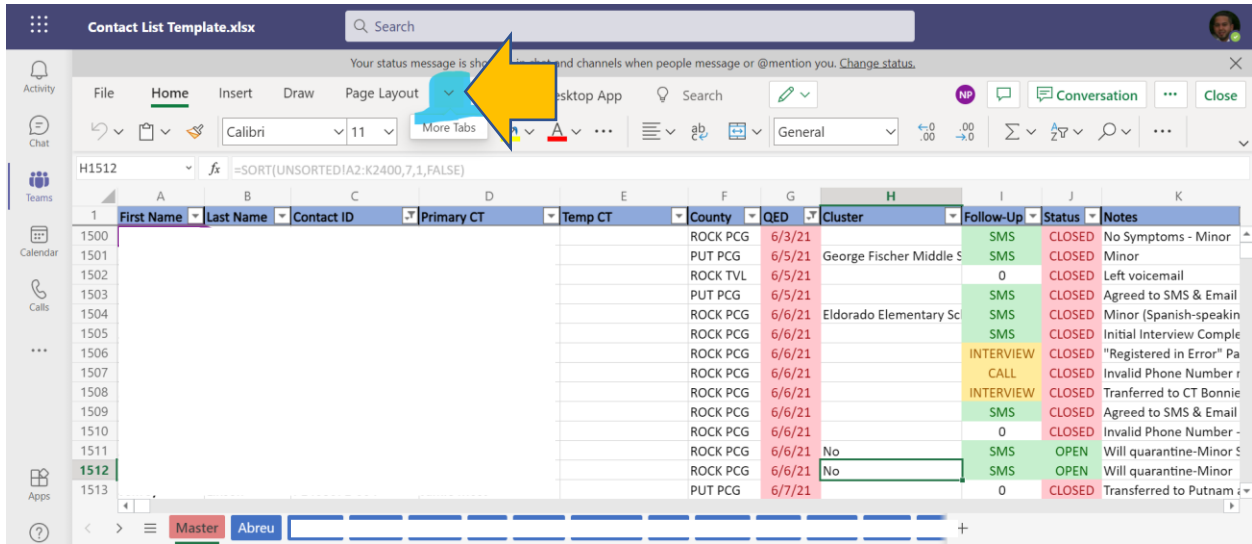
❖ **COLUMN A = 1, B = 2, C = 3, ETC; IN THIS CASE IT'S 7 FOR QED, OR COLUMN G**

❖ **OPTIONS ARE 1 TO SORT BY ASCENDING ORDER OR -1 TO SORT BY DESCENDING ORDER**

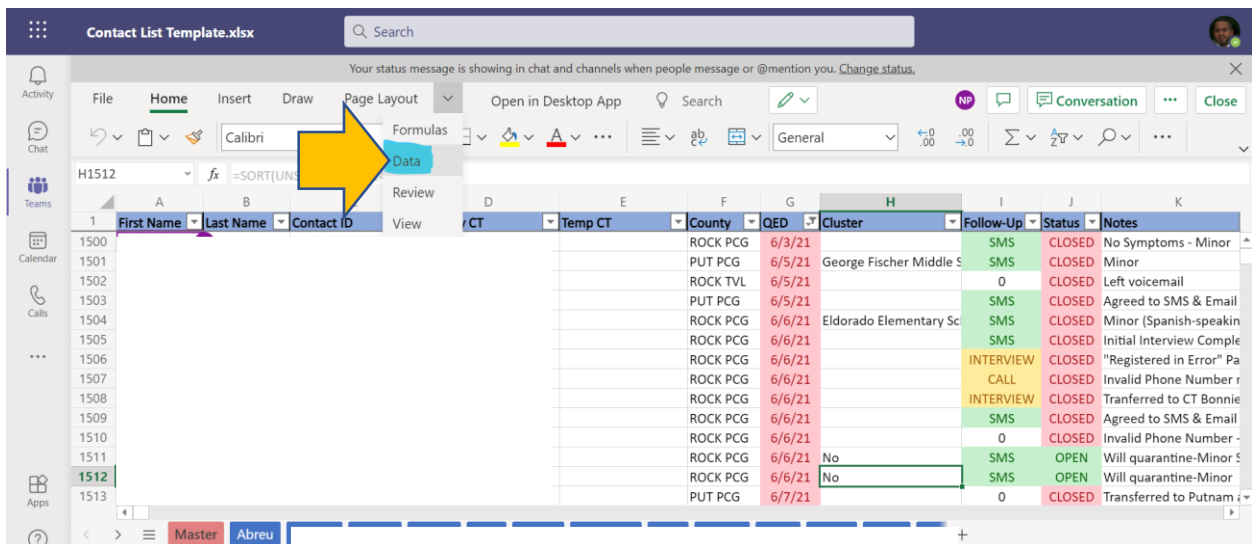
❖ **OPTIONS ARE TRUE TO SORT BY COLUMN OR FALSE TO SORT BY ROW**

FILTER FUNCTIONS

HOW TO APPLY FILTERS IF GONE/DELETED



SELECT ARROW ON TOP HEADER OF MASTER PAGE



SELECT DATA FROM MENU

Microsoft Excel interface showing a contact list template. The active cell is A1, containing the formula =FIRSTNAME. The data table has the following columns: First Name, Last Name, Contact ID, Primary CT, Temp CT, County, QED, Cluster, Follow-Up, Status, and Notes. The first row of data (row 1) is highlighted with a yellow arrow.

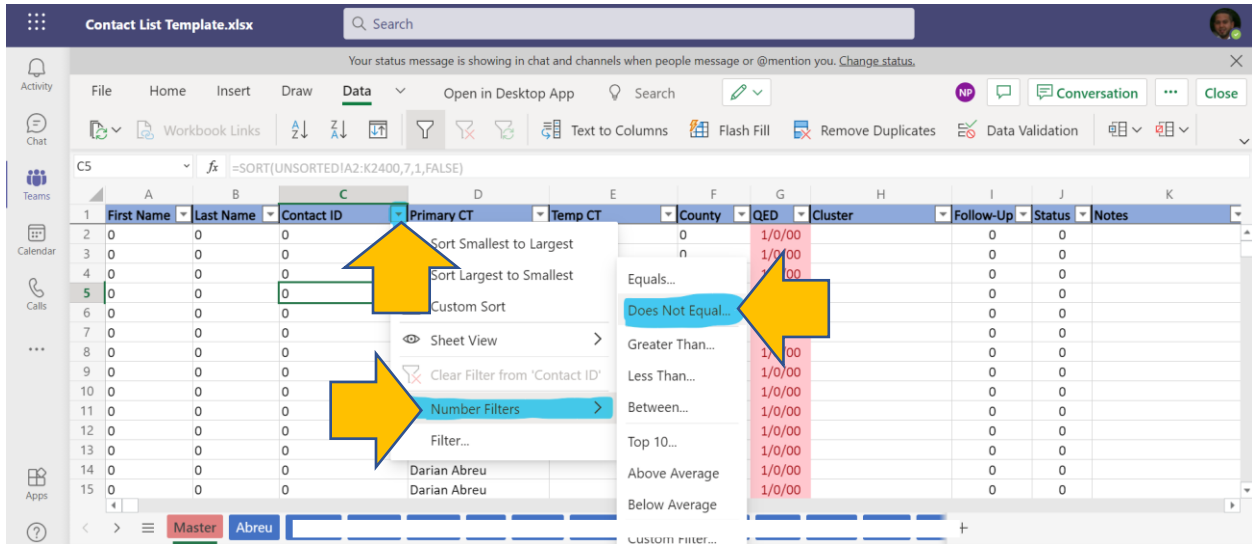
	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes
2	0	0	0	Darian Abreu		0	1/0/00		0	0	
3	0	0	0	Darian Abreu		0	1/0/00		0	0	
4	0	0	0	Darian Abreu		0	1/0/00		0	0	
5	0	0	0	Darian Abreu		0	1/0/00		0	0	
6	0	0	0	Darian Abreu		0	1/0/00		0	0	
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	
15	0	0	0	Darian Abreu		0	1/0/00		0	0	

SELECT ROW 1

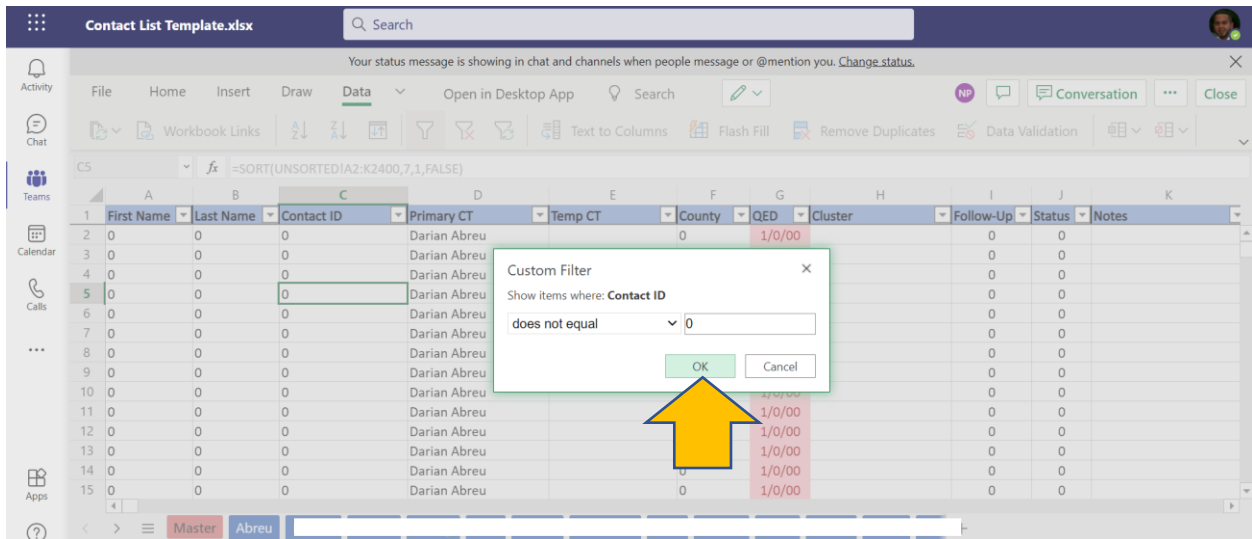
Microsoft Excel interface showing a contact list template. The active cell is A2, containing the formula =SORT(UNSORTED!A2:K15). The filter icon in the Data tab toolbar is highlighted with a yellow arrow.

	A	B	C	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
2	0	0	0	Darian Abreu		0	1/0/00		0	0	
3	0	0	0	Darian Abreu		0	1/0/00		0	0	
4	0	0	0	Darian Abreu		0	1/0/00		0	0	
5	0	0	0	Darian Abreu		0	1/0/00		0	0	
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	
15	0	0	0	Darian Abreu		0	1/0/00		0	0	

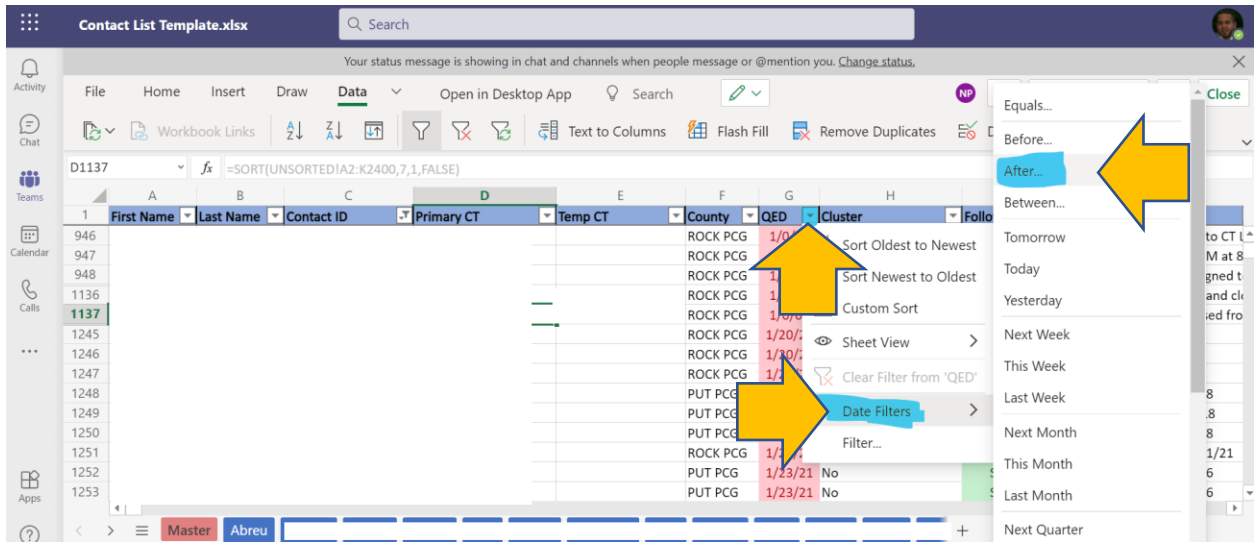
SELECT FILTER ICON FROM TOOLBAR



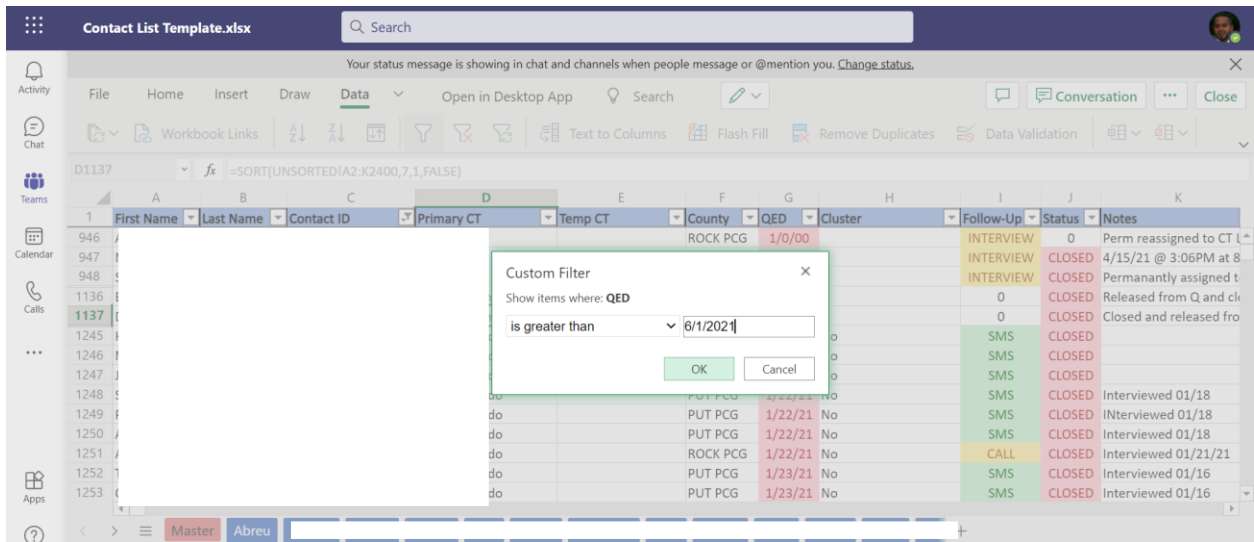
SELECT ARROW FROM CONTACT ID COLUMN, NAVIGATE TO **NUMBER FILTERS** AND GO ON TO **DOES NOT EQUAL**



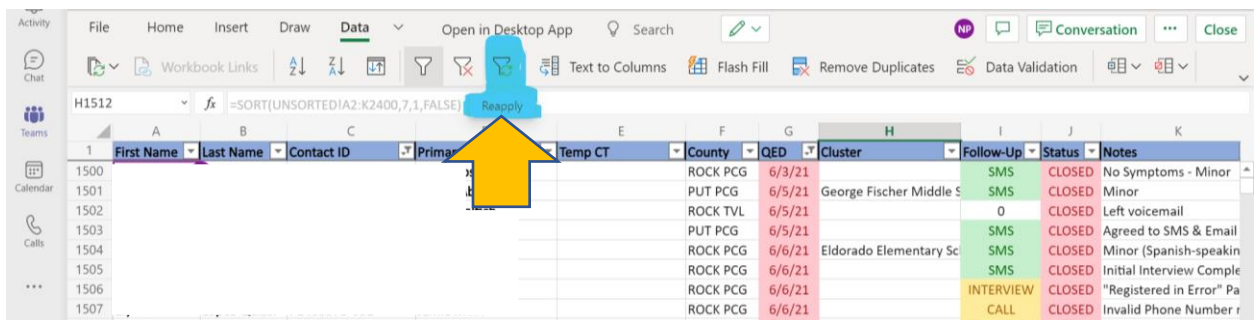
INPUT ZERO AND SELECT OK



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



INPUT A RELEVANT DATE AND SELECT OK



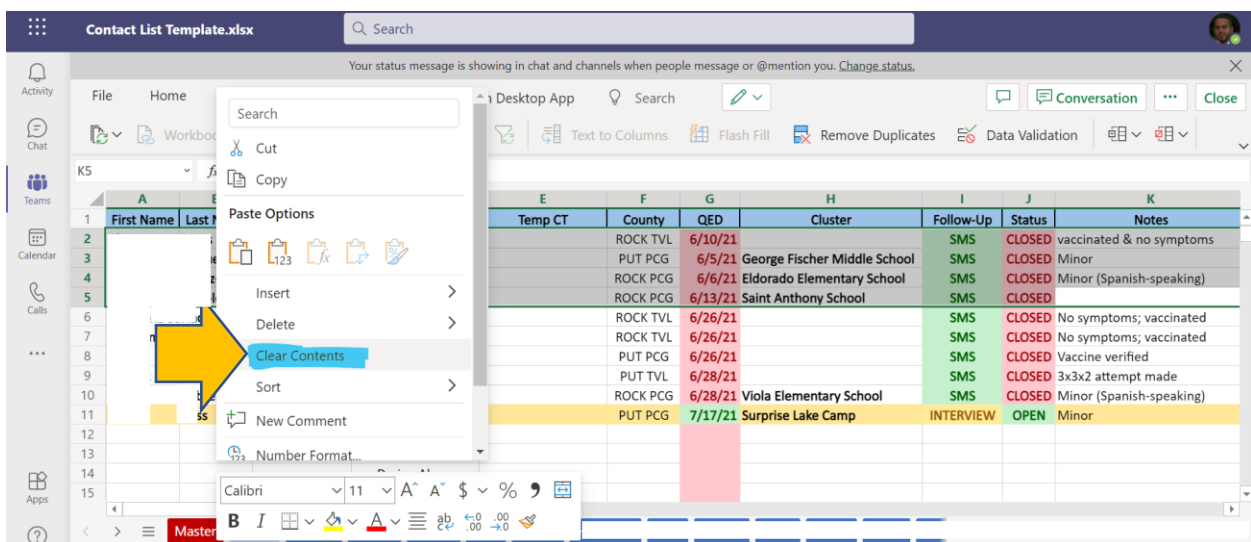
SELECT REAPPLY ICON

CLEANING UP CONTACT TRACER TAB

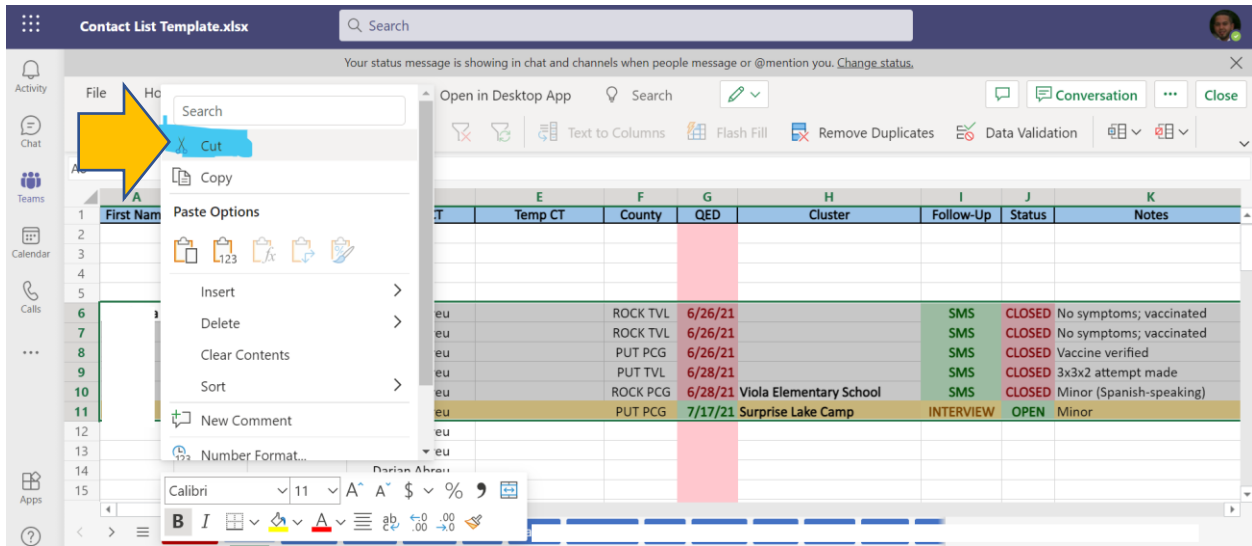
The screenshot shows an Excel spreadsheet titled "Contact List Template.xlsx" with a search bar and a status message. The spreadsheet has columns: First Name, Last Name, Contact ID, Primary CT, Temp CT, County, QED, Cluster, Follow-Up, Status, and Notes. Rows 2 through 15 contain contact data for "Darian Abreu". Rows 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11 are highlighted in yellow. Row 11 is also highlighted in orange. The status bar at the bottom shows "Master" and "Abreu".

	A	B	C	D	E	F	G	H	I	J	K
	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes
2	Darian	Abreu				ROCK TVL	6/10/21		SMS	CLOSED	vaccinated & no symptoms
3	Darian	Abreu				PUT PCG	6/5/21	George Fischer Middle School	SMS	CLOSED	Minor
4	Darian	Abreu				ROCK PCG	6/6/21	Eldorado Elementary School	SMS	CLOSED	Minor (Spanish-speaking)
5	Darian	Abreu				ROCK PCG	6/13/21	Saint Anthony School	SMS	CLOSED	
6	Darian	Abreu				ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; vaccinated
7	Darian	Abreu				ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; vaccinated
8	Darian	Abreu				PUT PCG	6/26/21		SMS	CLOSED	Vaccine verified
9	Darian	Abreu				PUT TVL	6/28/21		SMS	CLOSED	3x3x2 attempt made
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									
14	Darian	Abreu									
15	Darian	Abreu									

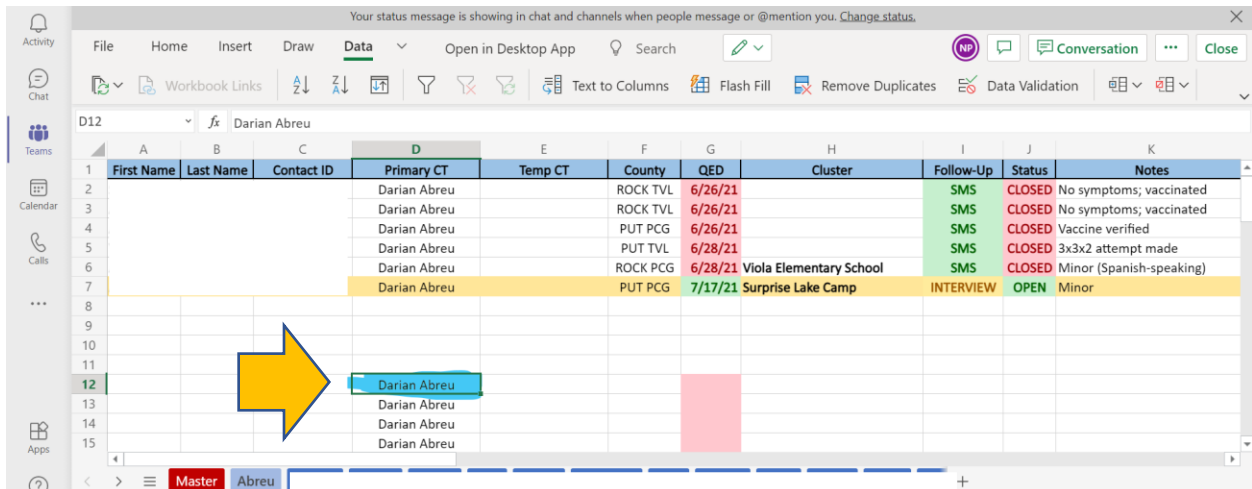
WANT TO GET RID OF HIGHLIGHTED CONTACTS



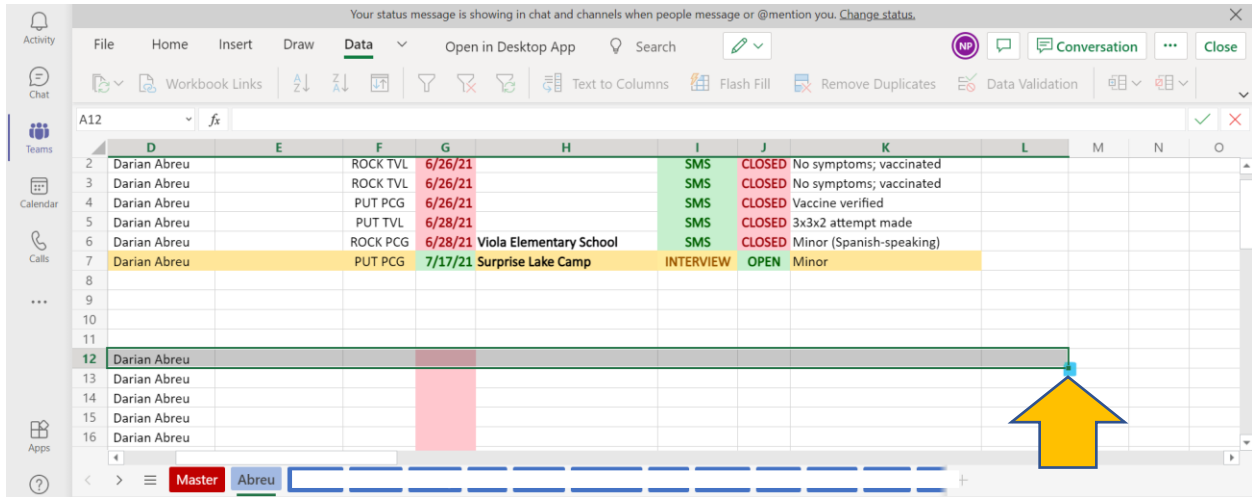
AFTER HIGHLIGHTING CONTACTS, **RIGHT CLICK AND SELECT** CLEAR CONTENTS



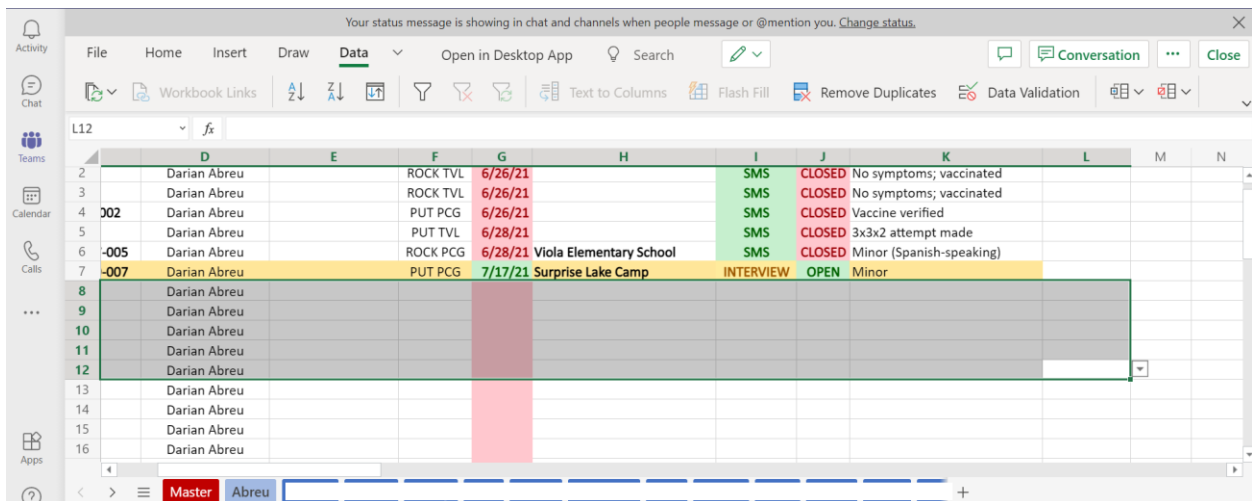
HIGHLIGHT REMAINING CONTACTS, **RIGHT CLICK AND SELECT** CUT AND PASTE TO TOP



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



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

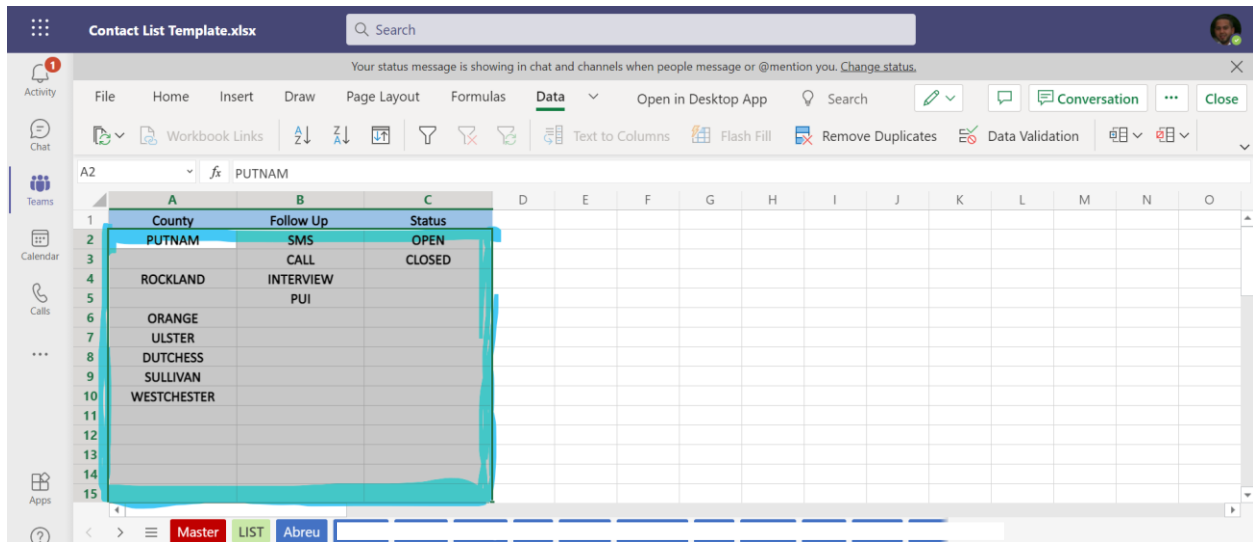
EDITING DATA VALIDATION (COUNTIES, FOLLOW UP & STATUS)

The screenshot shows the Microsoft Excel interface with the 'Contact List Template.xlsx' workbook open. The 'Data' ribbon is active, and the 'Data Validation' tool is visible. A right-click context menu is open over the 'Master' tab, with the 'Unhide...' option highlighted in blue. A yellow arrow points to this option. The spreadsheet data is visible in the background, showing columns for 'First Name', 'Last Name', 'Contact ID', 'Primary CT', 'Temp CT', 'County', 'QED', 'Cluster', 'Follow-Up', 'Status', and 'Notes'.

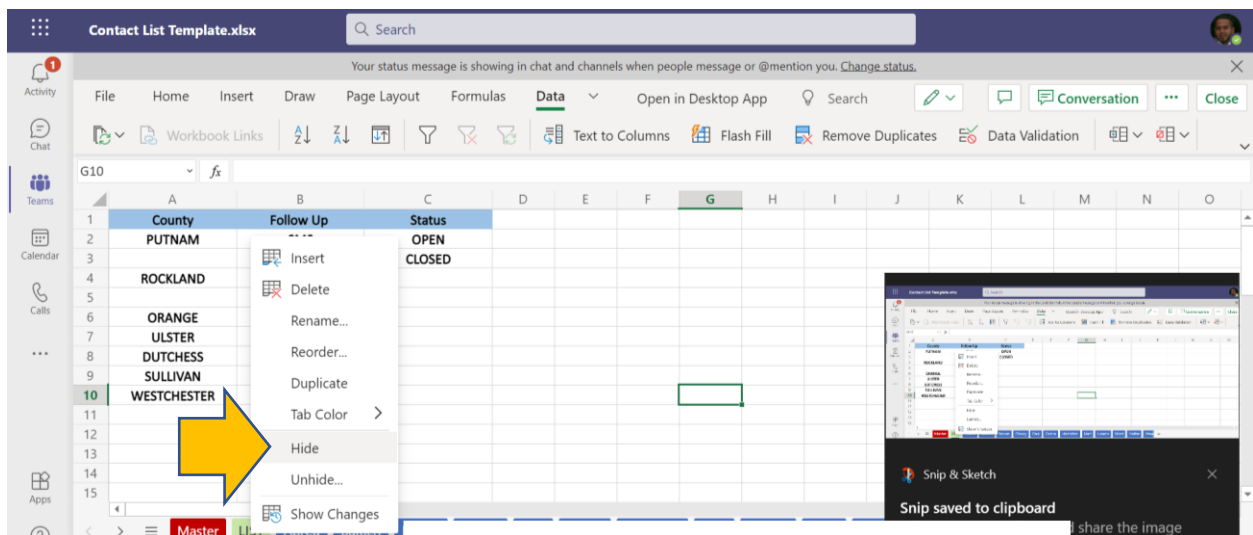
RIGHT CLICK ON MASTER TAB AND SELECT **UNHIDE** FROM MENU

The screenshot shows the Microsoft Excel interface with the 'Contact List Template.xlsx' workbook open. The 'Home' ribbon is active. The 'Unhide' dialog box is open, showing a list of sheets to unhide. The 'LIST' option is selected in the list, and a yellow arrow points to it. The spreadsheet data is visible in the background, showing columns for 'First Name', 'Last Name', 'Contact ID', 'Primary CT', 'Temp CT', 'County', 'QED', 'Cluster', 'Follow-Up', 'Status', and 'Notes'.

SELECT LIST FROM MENU



EDIT COUNTIES, FOLLOW UPS OR STATUS AS NEEDED (JUST INPUT VALUE BEFORE ROW 15; ROW 20 FOR COUNTIES)



RIGHT CLICK ON LIST TAB AND **SELECT** HIDE