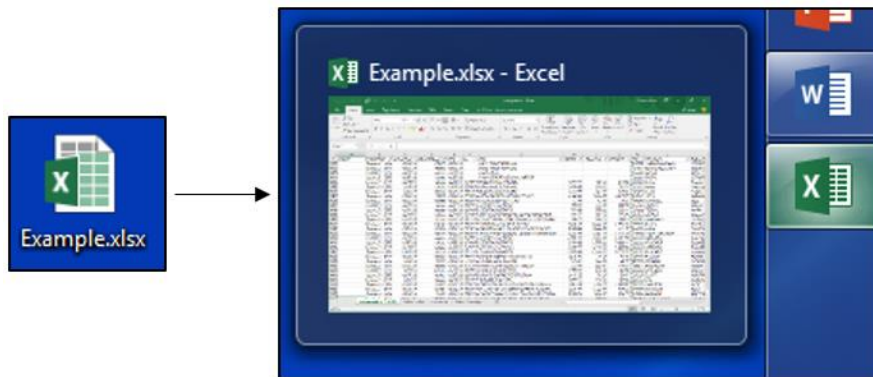


Program Instructions

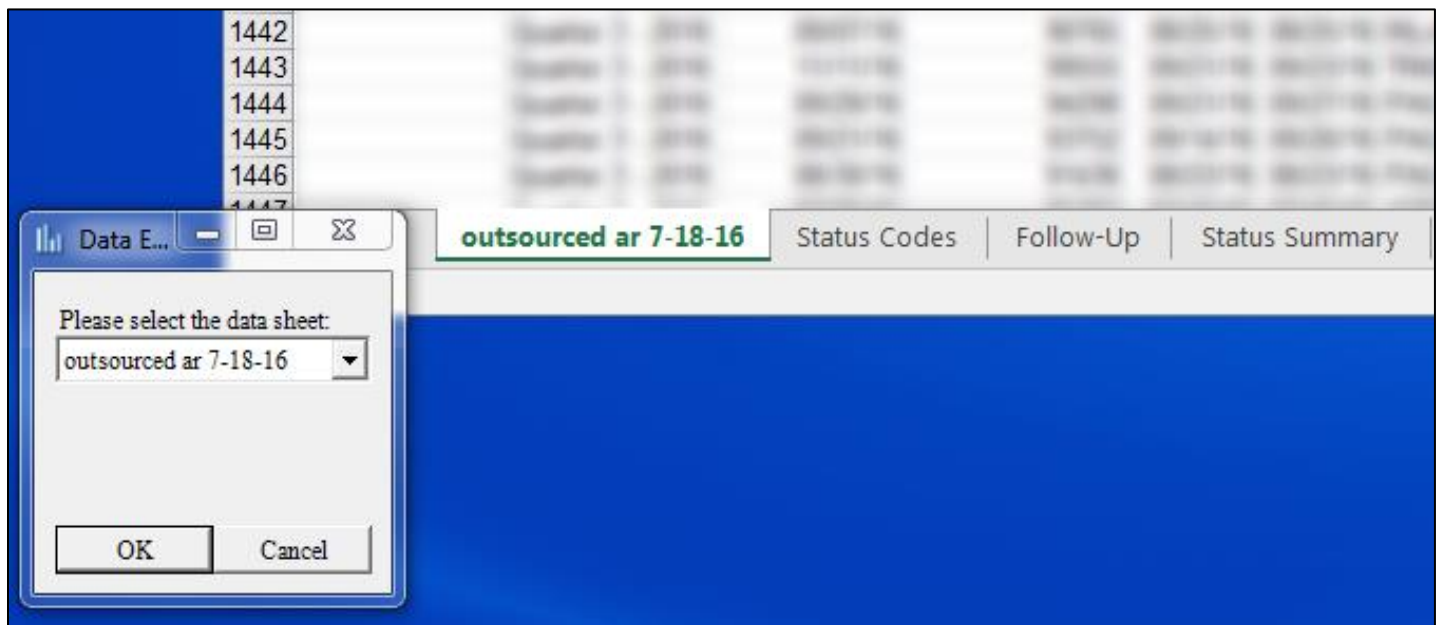
1. Open Excel file and ensure that it is the only file open at the time.



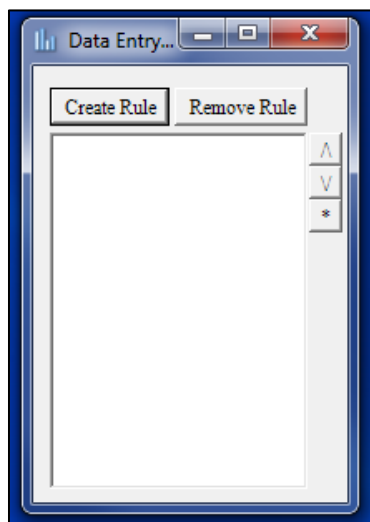
2. Run the program by double clicking the TANYR Healthcare program.

Name	Date modified	Type	Size
Files	7/27/2017 3:48 PM	File folder	
Output	7/27/2017 2:48 PM	File folder	
TANYR Healthcare.vbs	6/21/2017 9:49 AM	VBScript Script File	1 KB
TANYR.bat	7/10/2017 2:07 PM	Windows Batch File	1 KB

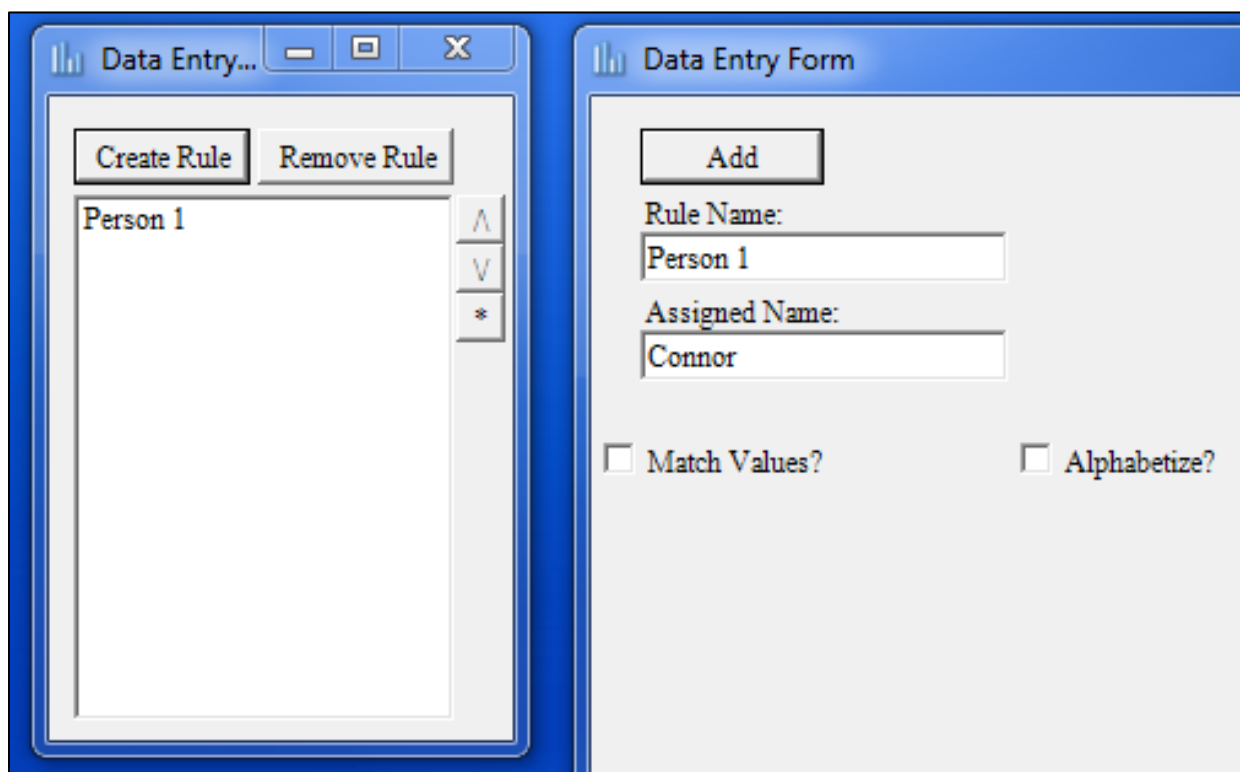
3. Press the “Select Sheet” button, select the sheet from the Excel file that has the unsorted data, and then press “OK.”



4. Click "Manage Rules." This tab will house our custom filter rules.



5. Click "Create Rule" to create a new rule for our filter. "Rule Name" will be the name listed in the rules list and "Assigned Name" will be the name inserted into the excel file.



6. The “Match Values” check box will open the region where you can insert A, what column you want to search, and B, what items in that column you would like to give to Connor (Assigned Name).

Data Entry Form

Rule Name: Person 1

Assigned Name: Connor

Column to match: Placement

☒ Match Values? ☐ Alphabetize?

Add Remove

Quarter 1 - 2016

Names	Placement
1	Quarter 1 - 2016
2	Quarter 1 - 2016
3	Quarter 2 - 2016
4	Quarter 2 - 2016
5	Quarter 1 - 2016
6	Quarter 1 - 2016
7	Quarter 1 - 2016
8	Quarter 1 - 2016
9	Quarter 1 - 2016
10	Quarter 1 - 2016
11	Quarter 1 - 2016
12	Quarter 1 - 2016
13	Quarter 2 - 2016
14	Quarter 2 - 2016
15	Quarter 2 - 2016
16	Quarter 2 - 2016
17	Quarter 2 - 2016
18	Quarter 2 - 2016
19	Quarter 2 - 2016
20	Quarter 2 - 2016
21	Quarter 2 - 2016
22	Quarter 2 - 2016
23	Quarter 2 - 2016
24	Quarter 2 - 2016
25	Quarter 2 - 2016
26	Quarter 2 - 2016
27	Quarter 2 - 2016
28	Quarter 2 - 2016
29	Quarter 2 - 2016
30	Quarter 2 - 2016

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Ready

7. The “Alphabetize” check box will open the region where you can insert A, what column you would like to be searched alphabetically, and B, what range of letters you would like to give to Connor (Assigned Name).

Data Entry Form

Rule Name: Person 1

Assigned Name: Connor

Column to match: org

Range to match: A to G

☐ Match Values? ☒ Alphabetize?

Add Remove

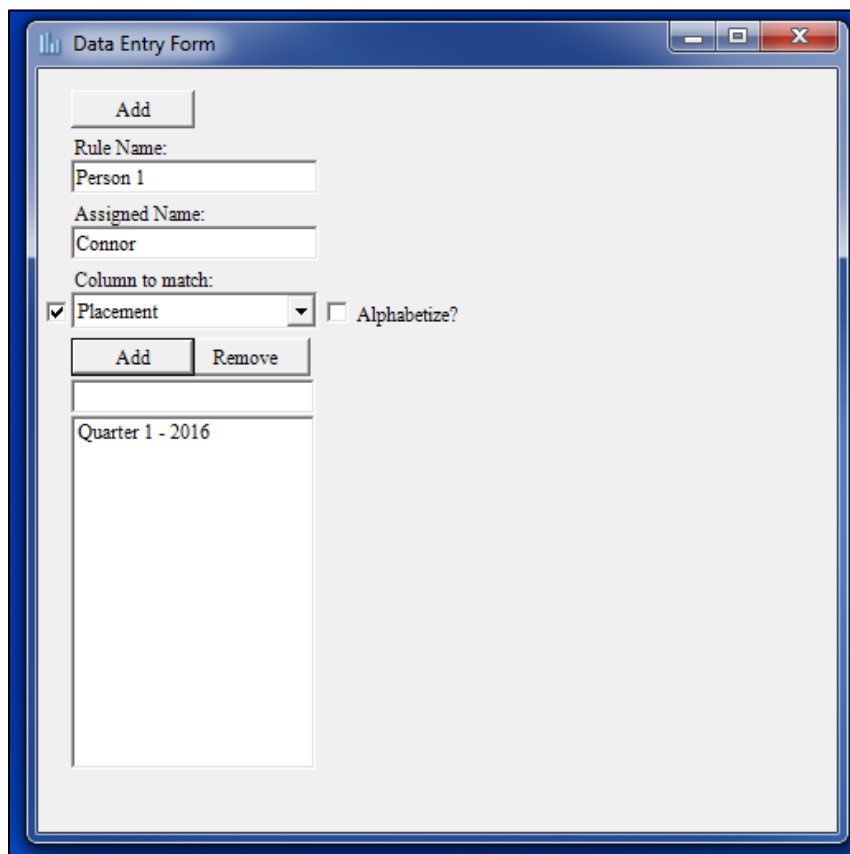
Names	org
1	V
2	C
3	C
4	B
5	B
6	B
7	B
8	B
9	H
10	H
11	V
12	A
13	H
14	A
15	H
16	H
17	H
18	H
19	H
20	H
21	H
22	H
23	H
24	H
25	C
26	H
27	C
28	H
29	B
30	B

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Status Codes Follow-Up

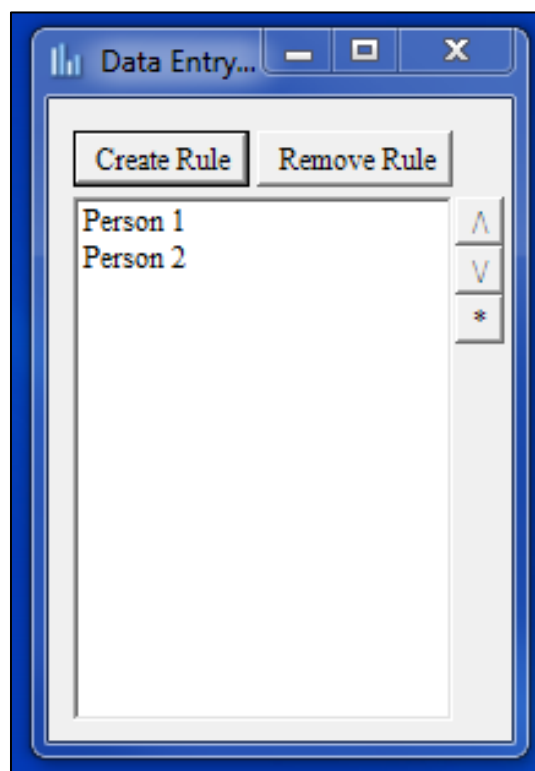
Ready

8. After a rule is finalized, press the “Add” button.



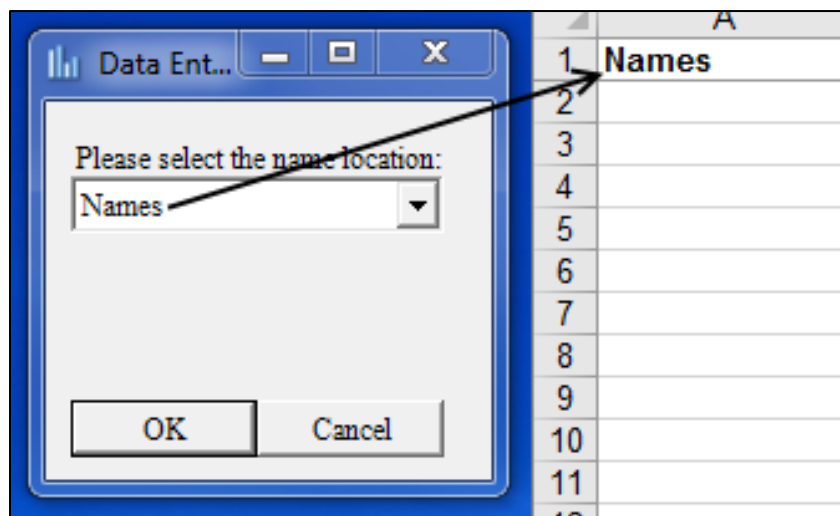
The screenshot shows a window titled "Data Entry Form" with a blue title bar. Inside, there is an "Add" button at the top left. Below it are three text input fields: "Rule Name:" containing "Person 1", "Assigned Name:" containing "Connor", and "Column to match:" with a dropdown menu showing "Placement". To the right of the dropdown is an unchecked checkbox labeled "Alphabetize?". Below these fields are "Add" and "Remove" buttons. At the bottom, there is a list box containing the text "Quarter 1 - 2016".

9. When your list of rules is finished, close the panel and then click the “Apply Rules” button.



The screenshot shows a window titled "Data Entry..." with a blue title bar. It features two buttons at the top: "Create Rule" and "Remove Rule". Below these is a list box containing "Person 1" and "Person 2". To the right of the list box are three buttons: an up arrow (^), a down arrow (v), and an asterisk (*).

10. Now select the column that the names will go in and then press “OK.”



11. A new file has now been saved inside of the Program folder with the additional names inserted.

Name	Date modified	Type	Size
Files	7/28/2017 9:53 AM	File folder	
Output	7/27/2017 2:48 PM	File folder	
Example.xlsx	7/28/2017 9:53 AM	Microsoft Excel W...	165 KB
TANYR Healthcare.vbs	6/21/2017 9:49 AM	VBScript Script File	1 KB
TANYR.bat	7/10/2017 2:07 PM	Windows Batch File	1 KB

12. Below are a few examples of rules that can be applied.

Data Entry Form

Change Rule

Rule Name: Person 1

Assigned Name: Connor

Column to match: Placement ☐ Alphabetize?

Add Remove

Quarter 1 - 2016

	Names	Placemen
1	Connor	Quarter 1
2		Quarter 2
3		Quarter 2
4		Quarter 2
5	Connor	Quarter 1
6	Connor	Quarter 1
7	Connor	Quarter 1
8	Connor	Quarter 1
9	Connor	Quarter 1
10	Connor	Quarter 1
11	Connor	Quarter 1
12	Connor	Quarter 1
13		Quarter 2
14		Quarter 2
15		Quarter 2
16		Quarter 2
17		Quarter 2
18		Quarter 2
19		Quarter 2
20		Quarter 2
21		Quarter 2
22		Quarter 2
23		Quarter 2
24		Quarter 2
25		Quarter 2
26		Quarter 2

Ready

Data Entry Form

Change Rule

Rule Name: Person 1

Assigned Name: Connor

☐ Match Values? ☒ Column to match: org

Range to match: A to G

	Names	org
1		V
2	Connor	C.
3	Connor	C.
4	Connor	Bl
5	Connor	Bl
6	Connor	Bl
7	Connor	Bl
8	Connor	Bl
9		H
10		H
11		V
12	Connor	A
13		H
14	Connor	A
15		H
16		H
17		H
18		H
19		H
20		H
21		H
22		H
23		H
24		H
25	Connor	C.
26		H

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Ready

It's important to take note on this rule; if both options are selected, the Assigned Name will only be placed on those entries that match **both** rules. For instance, in row 9, while the placement matches, the org column is not between A-G so it does not get the name Connor.

Change Rule

Rule Name:
Person 1

Assigned Name:
Connor

Column to match:

☒ Placement

Column to match:

☒ org

Add

Remove

Quarter 1 - 2016

1	Names	Placement	org
2		Quarter 1 - 2016	V
3		Quarter 2 - 2016	C
4		Quarter 2 - 2016	C
5	Connor	Quarter 1 - 2016	B
6	Connor	Quarter 1 - 2016	B
7	Connor	Quarter 1 - 2016	B
8	Connor	Quarter 1 - 2016	B
9		Quarter 1 - 2016	H
10		Quarter 1 - 2016	H
11		Quarter 1 - 2016	V
12	Connor	Quarter 1 - 2016	A
13		Quarter 2 - 2016	H
14		Quarter 2 - 2016	A
15		Quarter 2 - 2016	H
16		Quarter 2 - 2016	H
17		Quarter 2 - 2016	H
18		Quarter 2 - 2016	H
19		Quarter 2 - 2016	H
20		Quarter 2 - 2016	H
21		Quarter 2 - 2016	H
22		Quarter 2 - 2016	H
23		Quarter 2 - 2016	H
24		Quarter 2 - 2016	H
25		Quarter 2 - 2016	C
26		Quarter 2 - 2016	H

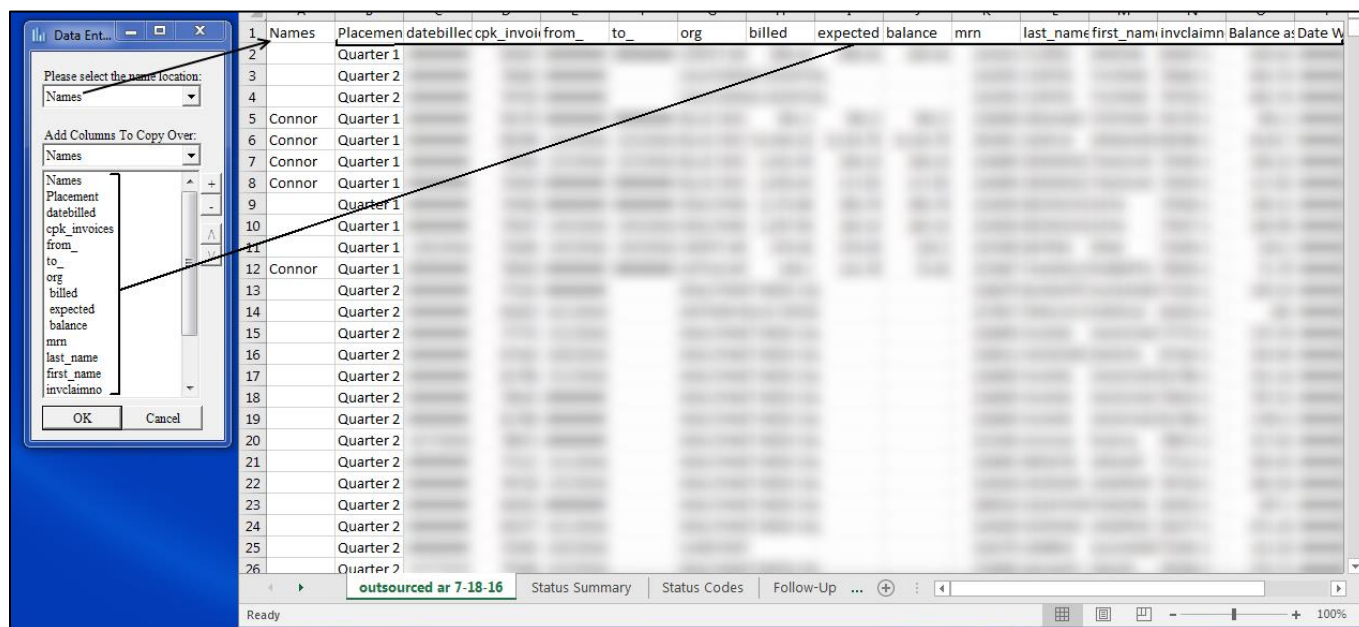
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Status Summary

Status Codes

Ready

13. After you are satisfied with the designation of names in the excel file, press the “Sort Tabs” button. At the top, select the row where the names were assigned into the document. At the bottom, select all the columns you would like copied over to the new tabs. After these settings have been finalized, press “OK.”

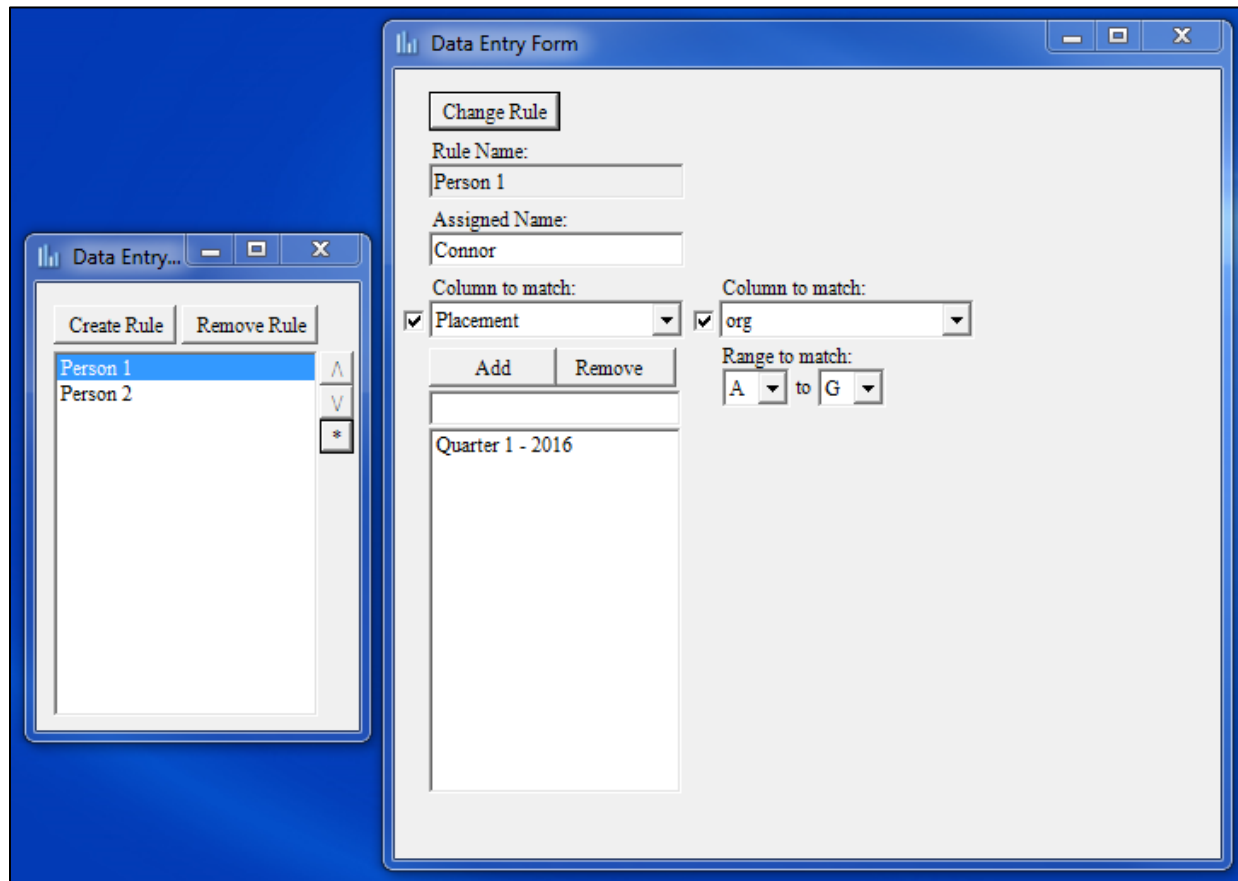


14. Afterwards, new tabs will be created with the names of the employees listed in the various rules.

	A	B	C
1	Names	Placemen	datebillec
2	Connor	Quarter 1	
3	Connor	Quarter 1	
4	Connor	Quarter 1	
5	Connor	Quarter 1	
6	Connor	Quarter 1	
7	Connor	Quarter 1	
8	Connor	Quarter 1	
9	Connor	Quarter 1	
10	Connor	Quarter 1	
11	Connor	Quarter 1	
12	Connor	Quarter 1	
13	Connor	Quarter 1	
14	Connor	Quarter 1	
15	Connor	Quarter 1	
16	Connor	Quarter 1	
17	Connor	Quarter 1	
18	Connor	Quarter 1	
19	Connor	Quarter 1	
20	Connor	Quarter 1	
21	Connor	Quarter 1	
22	Connor	Quarter 1	
23	Connor	Quarter 1	
24	Connor	Quarter 1	
25	Connor	Quarter 1	
26	Connor	Quarter 1	

Ready

15. Later on, if you decide you want to change some of the rules, select the rule(s) in question and press the “*” button and an edit window will appear that can be manipulated and saved.



P.S. While I don't see it being a problem, older versions of Powershell (windows' programing application) may not function as quickly as the one that comes with Windows 10 (Version 5.0). If the program appears to be running slowly or breaking completely, first check that the input settings are correct and then if the problem persists, update Powershell to version 5.0 (<https://www.microsoft.com/en-us/download/details.aspx?id=50395>).