**Totals**

WRAP\_V: Wrap Number \_ visit number

Tester No.: Tester Number

CC Initials: Cross calculator’s initials. Use the same letters. Ex: don’t write “AZK” and then “AK” for two different entries. This will make the filters on other sheets less reliable.

Visit date: Date of visit

MKE/LAX: If the test took place in Milwaukee or La Crosse. 0 = no, 1 = yes.

MMSE – WASI: 0 = no error, 1 = error.

Start: time you started entering data

End: time you stopped entering

Duration: calculated field (do not need to type in it)

(MKE/LAX only) 0-unreviewed…: 0 = chart has just been cross calculated. 1 = coordinator reviewed the cross scoring. 2 = the chart has now been moved to be data entered.

Comments for Students: MKE/LAX coordinators can write comments for students here instead of writing on the scoring checklist. Students can see these comments using filters in a different sheet.

**Chart Errors Search**

The “visit date” slider allows you to click on a month in a year. If there are any charts that have a date entered in this time period, they will appear. All other charts will be filtered out.

The “Tester No.” filter allows you to pick a tester number and filter out all other testers.

The “Calculated # Errors” filter allows you to filter out charts that have 0 errors. Unfortunately, this one is slightly more complicated. To make sure it works, click on the small arrow next to it. Click “Select Multiple Items”, and then uncheck the box next to 0. This should show all results other than charts with 0 errors.

**Tester Calculations**

The “Tester No.” filter allows you to filter results to show only one tester.

The “visit date” slider allows you to filter to a certain month by clicking on it.

The “Values” table and “Total” graph display the same data in two different formats.

**MKE-LAX Charts to Review**

For the “MKE/LAX” filter, select 1. 0 means not MKE/LAX while 1 means MKE/LAX.

The second filter “(MKE/LAX only)…” allows you to look at certain groups of MKE/LAX. Group 0 are all charts that have been cross calculated but have not been reviewed by a coordinator. Group 1 are charts that have been cross calculated and reviewed by a coordinator. Group 2 are charts that have been cross calculated, reviewed, and moved to data entry.

The third filter allows you to view certain tester numbers.

**Comments for Students**

The “visit date” filter allows students to click on a month to see recent comments if desired.

The “CC Initials” filter allows students to find charts that they cross calculated.

By filtering these two items, students can find recent feedback from MKE/LAX coordinators, and students can view feedback over time.