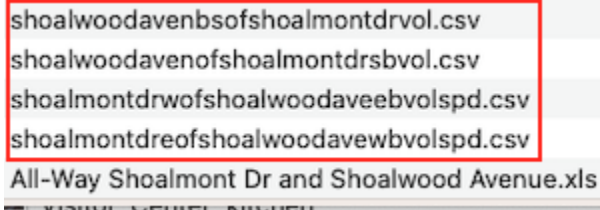


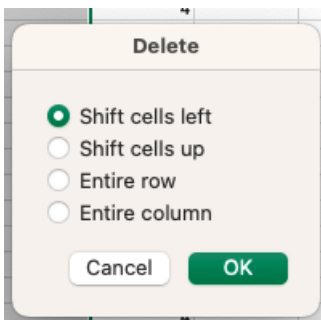
# Pivot Table for 24 Hour Intersection Volume Report

1. Open volume reports for each side of the intersection



2. Confirm that the table with Date, Time, and directional volume has no extra blank columns
  - a. If there are blank columns, delete them and shift cells left

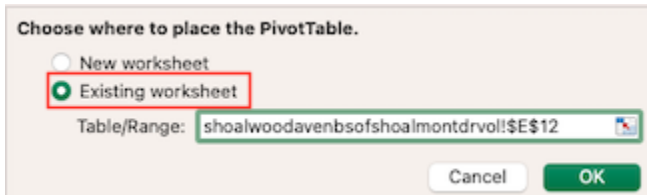
DATE	TIME America/Chicago	NB Volume
8/29/23	7:00	1
8/29/23	7:15	1
8/29/23	7:30	5
8/29/23	7:45	8
8/29/23	8:00	5
8/29/23	8:15	4
8/29/23	8:30	
8/29/23	8:45	
8/29/23	9:00	
8/29/23	9:15	
8/29/23	9:30	
8/29/23	9:45	
8/29/23	10:00	
8/29/23	10:15	
8/29/23	10:30	
8/29/23	10:45	
8/29/23	11:00	
8/29/23	11:15	
8/29/23	11:30	
8/29/23	11:45	
8/29/23	12:00	
8/29/23	12:15	
8/29/23	12:30	
8/29/23	12:45	
8/29/23	13:00	
8/29/23	13:15	
8/29/23	13:30	
8/29/23	13:45	
8/29/23	14:00	
8/29/23	14:15	
8/29/23	14:30	
8/29/23	14:45	
8/29/23	15:00	
8/29/23	15:15	
8/29/23	15:30	



3. Highlight the entire table of Date, Time, and directional volume

4. Under the `Insert` tab, click **"Pivot Table"**

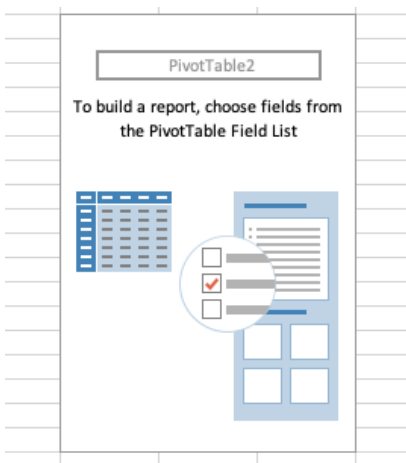
- a. Select a Table or Range should autopopulate to the columns highlighted on the spreadsheet
- b. Under the `choose where to place the PivotTable`, select **Existing worksheet**



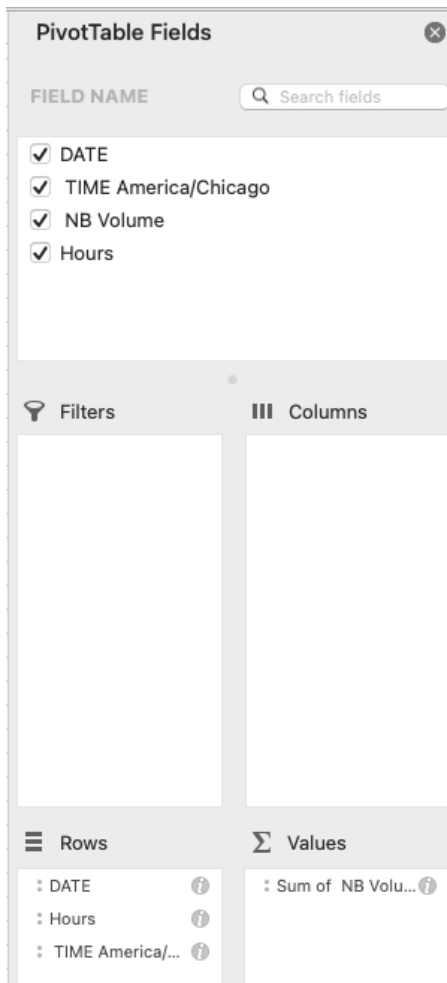
- c. Click into the `Table/Range` field and select a blank cell to the right of the Date, Time, and Directional Volume table (should look like screenshot below)

DATE	TIME America/Chicago	NB Volume
8/29/23	7:00	1
8/29/23	7:15	1
8/29/23	7:30	5
8/29/23	7:45	8
8/29/23	8:00	5
8/29/23	8:15	4
8/29/23	8:30	4
8/29/23	8:45	11
8/29/23	9:00	4
8/29/23	9:15	4
8/29/23	9:30	3
8/29/23	9:45	2
8/29/23	10:00	4
8/29/23	10:15	3
8/29/23	10:30	3
8/29/23	10:45	0
8/29/23	11:00	3
8/29/23	11:15	3
8/29/23	11:30	4
8/29/23	11:45	3
8/29/23	12:00	3
8/29/23	12:15	9

- d. Then click `OK` and blank pivot table should show up



5. Under the **"PivotTable Fields"** options that show up on the right side of the spreadsheet, Click and drag the following (in the order of these instructions)
- a. **`Date`** into the Rows section
  - b. **`TIME America/Chicago`** into the Rows section
  - c. **`Directional Volume`** into the Values section



6. The Pivot table should populate with the sum of volume counts based on time and date. This information can be directly inserted into the 24 HOUR INTERSECTION VOLUME REPORT spreadsheet
7. Repeat these steps for all the raw volume reports.
8. DONE 🍌🍌