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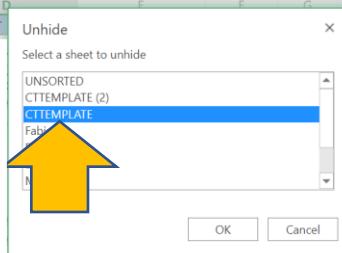
ADDING A NEW CONTACT TRACER

RIGHT CLICK ON MASTER TAB

	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			34777-006		ROCK PCG	6/3/21		SMS	CLOSED	No Symptoms - Minor	
1501	1501		36948-024	/FG	PUT PCG	6/5/21	George Fischer Middle S	SMS	CLOSED	Minor	
1502			36948-025		ROCK TVL	6/5/21		0	CLOSED	Left voicemail	
1503			33573-031		PUT PCG	6/5/21		SMS	CLOSED	Agreed to SMS & Email	
1504			33573-006		ROCK PCG	6/6/21	Eldorado Elementary Sc	SMS	CLOSED	Minor (Spanish-speakin	
1505			33573-021		ROCK PCG	6/6/21		SMS	CLOSED	Initial Interview Complete	
1506			33573-031		ROCK PCG	6/6/21		INTERVIEW	CLOSED	"Registered in Error" Pa	
1507			33573-034		ROCK PCG	6/6/21		CALL	CLOSED	Invalid Phone Number r	
1508			33573-007		ROCK PCG	6/6/21		INTERVIEW	CLOSED	Tranferred to CT Bonnie	
1509			33573-030		ROCK PCG	6/6/21		SMS	CLOSED	Agreed SMS & Email	
1510			33573-025		ROCK PCG	6/6/21		0	CLOSED	Invalid Phone Number -	
1511			33573-002		ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S	
1512			38071-004		ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor	
1513					PUT PCG	6/7/21		0	CLOSED	Transferred to Putnam	

SELECT UNHIDE FROM MENU

	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	1501		348-025		PUT PCG	6/5/21	George Fischer Middle S	SMS	CLOSED	Minor	
1502			573-031		ROCK TVL	6/5/21		0	CLOSED	Left voicemail	
1503			573-006		PUT PCG	6/5/21		SMS	CLOSED	Agreed to SMS & Email	
1504			573-021		ROCK PCG	6/6/21	Eldorado Elementary Sc	SMS	CLOSED	Minor (Spanish-speakin	
1505			573-031		ROCK PCG	6/6/21		SMS	CLOSED	Initial Interview Complete	
1506			573-034		ROCK PCG	6/6/21		INTERVIEW	CLOSED	"Registered in Error" Pa	
1507			573-007		ROCK PCG	6/6/21		CALL	CLOSED	Invalid Phone Number r	
1508			573-030		ROCK PCG	6/6/21		INTERVIEW	CLOSED	Tranferred to CT Bonnie	
1509			573-025		ROCK PCG	6/6/21		SMS	CLOSED	Agreed SMS & Email	
1510			573-002		ROCK PCG	6/6/21	No	0	CLOSED	Invalid Phone Number -	
1511			38071-004		ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S	
1512					PUT PCG	6/7/21		SMS	OPEN	Will quarantine-Minor	
1513								0	CLOSED	Transferred to Putnam	



Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. [Change status](#).

File Home Insert Draw Page Layout Formulas Data Open in Desktop App Search Conversation Close

D1501 =SORT(UNSORTED!A2:K1701,7,1,FALSE)

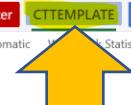
First Name Last Name Contact ID Primary CT

	First Name	Last Name	Contact ID	Primary CT	Cluster	Follow-Up	Status	Notes
1500					George Fischer Middle S	SMS	CLOSED	No Symptoms - Minor
1501					0	SMS	CLOSED	Minor
1502					Dorado Elementary Sc	CLOSED	Left voicemail	
1503						SMS	CLOSED	Agreed to SMS & Email
1504						SMS	CLOSED	Minor (Spanish-speakin
1505						SMS	CLOSED	Initial Interview Complete
1506					INTERVIEW	CLOSED	"Registered in Error" Pa	
1507					CALL	CLOSED	Invalid Phone Number r	
1508					INTERVIEW	CLOSED	Transferred to CT Bonnie	
1509					0	CLOSED	Agreed to SMS & Email	
1510						SMS	CLOSED	Invalid Phone Number -
1511						SMS	OPEN	Will quarantine-Minor S
1512						SMS	OPEN	Will quarantine-Minor
1513						0	CLOSED	Transferred to Putnam

Master Abreu

Calculation Mode: Automatic Workbook Statistics Give Feedback to Microsoft 100%

SELECT CTTEMPLATE FROM MENU



Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. [Change status](#).

File Home Insert Draw Page Layout Formulas Data Open in Desktop App Search Conversation Close

A4

First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes	L/N
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Master CTTEMPLATE Abreu

Calculation Mode: Automatic Workbook Statistics Give Feedback to Microsoft 100%

RIGHT CLICK ON CTTTEMPLATE TAB

A screenshot of Microsoft Excel showing a context menu for cell A4. The menu options are: Insert, Delete, Rename..., Reorder..., Duplicate (which is highlighted with a blue box), Tab Color >, Hide, and Unhide... A large yellow arrow points to the 'Duplicate' option. The Excel ribbon shows the 'Data' tab selected. The worksheet has columns labeled First Name, Last Name, Contact ID, Primary CT, Temp CT, County, QED, Cluster, Follow-Up, Status, and Notes.

SELECT **DUPLICATE** FROM MENU

Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. Change status.

File Home Insert Draw Page Layout Formulas Data Open in Desktop App Search Conversation ... Close

Workbook Links Text to Columns Flash Fill Remove Duplicates Data Validation

A1 First Name

	A	B	C	D	E	F	G	H	I	J	K	L/N
1	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes	
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

Master CTTEMPLATE (2)

Calculation Mode: Automatic Workbook Statistics

Give Feedback to Microsoft 100% +

RIGHT CLICK ON CTTEMPLATE(2) TAB

Screenshot of Microsoft Excel showing a context menu for column A1. The menu options include Insert, Delete, Rename..., Reorder..., Duplicate, Tab Color, Hide, Unhide..., and Show Changes. A large yellow arrow points to the 'Rename...' option.

First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes	L/N	
1	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes	L/N
2				las								
3				las								
4				las								
5				las								
6				las								
7				las								
8				las								
9				las								
10				las								
11				las								
12				las								
13				las								
14				las								
15				las								

SELECT RENAME FROM MENU

Screenshot of Microsoft Excel showing the 'Rename Sheet' dialog box. The dialog box asks 'Rename sheet to:' and has a text input field containing 'Abreu'. Below the input field, a message says 'There's already a sheet with that name. Try another.' A yellow arrow points to the input field.

The 'Rename Sheet' dialog box is open over the Excel spreadsheet. The input field contains 'Abreu'. A yellow arrow points to this input field.

INPUT NEW CONTACT TRACER'S LAST NAME

The screenshot shows a Microsoft Excel spreadsheet titled "Contact List Template.xlsx". The spreadsheet has a header row with columns labeled "First Name", "Last Name", "Contact ID", "Primary CT", "Temp CT", "County", "QED", "Cluster", "Follow-Up", "Status", and "Notes". The "Primary CT" column is highlighted with a yellow background. A yellow arrow points from the "Primary CT" header to a dropdown menu that is open over the cell. The dropdown menu contains the options "Temp CT", "Ko", "Ko", "Ko", and "Ko". The "Temp CT" option is highlighted with a blue border. The rest of the spreadsheet is mostly empty, with some rows having thin borders.

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

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

Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. Change status.

D2

	A	B	C	D	E	F	G	H	I	J	K	L/N
1	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes	
2				Darian Abreu II								
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

Calculation Mode: Automatic Workbook Statistics Count: 13 Give Feedback to Microsoft 100% +

CLICK AND DRAG CROSSHAIR UNTIL YOU REACH THE BOTTOM RED LINE

Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. Change status.

D2

	A	B	C	D	E	F	G	H	I	J	K	L/N
1	First Name	Last Name	Contact ID	Darian Abreu II								
2				Darian Abreu II								
3				Darian Abreu II								
4				Darian Abreu II								
5				Darian Abreu II								
6				Darian Abreu II								
7												
8												
9												
10												
11												
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13												
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15												
16												
17												
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92												
93												
94												
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96												
97												
98												
99												
100												

CLICK AND DRAG CROSSHAIR UNTIL YOU REACH THE BOTTOM RED LINE

Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. [Change status](#).

File Home Insert Draw Page Layout Formulas Data Open in Desktop App Search ... Conversation Close

D2 A B C D E F G H I J K

72
73
74
75 Darian Abreu II
Darian Abreu II
Darian Abreu II
Darian Abreu II
Darian Abreu II

76 Contacts beyond this point will NOT be shown on the master page

77
78
79
80
81
82
83
84
85

Master Abreu2 CTTEMPLATE Abreu

Calculation Mode: Automatic Workbook Statistics Count: 74 Give Feedback to Microsoft 100%

CLICK AND HOLD TAB TO DRAG IN ALPHABETICAL ORDER

Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. [Change status](#).

File Home Insert Draw Page Layout Formulas Data Open in Desktop App Search ... Conversation Close

A4 A B C D E F G H I J K L/N

1 First Name Last Name Contact ID Primary CT Temp CT County QED Cluster Follow-Up Status Notes L/N

2

3

4

5

6

7

8

9

10

11

12

13

14

15

Insert
Delete
Rename...
Reorder...
Duplicate
Tab Color >
Hide
Unhide...
Show Changes

Master Abreu2 CTTEMPLATE Abreu

Calculation Mode: Automatic Workbook Statistics Show Changes in Millions 100%

RIGHT CLICK CTTEMPLATE TAB AND SELECT [HIDE](#) FROM MENU

The screenshot shows a Microsoft Excel spreadsheet titled "Contact List Template.xlsx". The spreadsheet contains two visible sheets: "Master" and "Abreu". The "Abreu" sheet is active, displaying a list of contacts with columns for Primary CT, Temp CT, County, QOD, and various status indicators. A yellow arrow points from the "Abreu" sheet to a "Unhide" dialog box. The dialog box is titled "Unhide" and asks "Select a sheet to unhide". It lists "UNSORTED CTTEMPLATE" as the sheet to be unhidden. The "OK" button is highlighted with a blue box.

RIGHT CLICK ON MASTER TAB, SELECT UNHIDE AND SELECT UNSORTED

Your status message is showing in chat and channels when people message or @mention you. [Change status](#).

A1577

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1570		0				0	0		0	0								
1571		0				0	0		0	0								
1572		0				0	0		0	0								
1573		0				0	0		0	0								
1574		0				0	0		0	0								
1575		0				0	0		0	0								
1576																		
1577																		
1578																		
1579																		
1580																		
1581																		
1582																		
1583																		
1584																		

Master UNSORTED Abreu Abreu2

Calculation Mode: Automatic Workbook Statistics

Give Feedback to Microsoft 100% +

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

(CAN'T GO PAST CELL 2400)

A screenshot of Microsoft Excel showing a formula being entered into cell A1577. The formula is =Abreu2!A2:K75. A yellow arrow points from the formula bar down to the cell A1577. The status bar at the bottom shows 'Calculation Mode: Automatic' and 'Workbook Statistics'. The ribbon tabs include File, Home, Insert, Draw, Page Layout, Formulas, Data, Open in Desktop App, Search, and Conversation.

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

A screenshot of Microsoft Excel showing a context menu open over cell A1577. The menu options include Insert, Delete, Rename..., Reorder..., Duplicate, Tab Color, Hide, and Unhide... A yellow arrow points from the bottom left towards the menu. The status bar at the bottom shows 'Calculation Mode: Automatic' and 'Workbook Statistics'. The ribbon tabs include File, Home, Insert, Draw, Page Layout, Formulas, Data, Open in Desktop App, Search, and Conversation.

RIGHT CLICK UNSORTED TAB AND SELECT HIDE FROM MENU

REMOVING A CONTACT TRACER

Your status message is showing in chat and channels when people message or @mention you. [Change status](#).

File Home Insert Draw Page Layout Formulas Data Open in Desktop App Search Conversation Close

E10 A B C D E F G H I J K L/N

	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes	L/N
1	Darian Abreu II											
2	Darian Abreu II											
3	Darian Abreu II											
4	Darian Abreu II											
5	Darian Abreu II											
6	Darian Abreu II											
7	Darian Abreu II											
8	Darian Abreu II											
9	Darian Abreu II											
10	Darian Abreu II											
11	Darian Abreu II											
12	Darian Abreu II											
13	Darian Abreu II											
14	Darian Abreu II											
15	Darian Abreu II											

< > = Master Abreu Abreu2 +

RIGHT CLICK ON CONTACT TRACER TAB

Contact List Template.xlsx Search

Your status message is showing in chat and channels when people message or @mention you. [Change status](#).

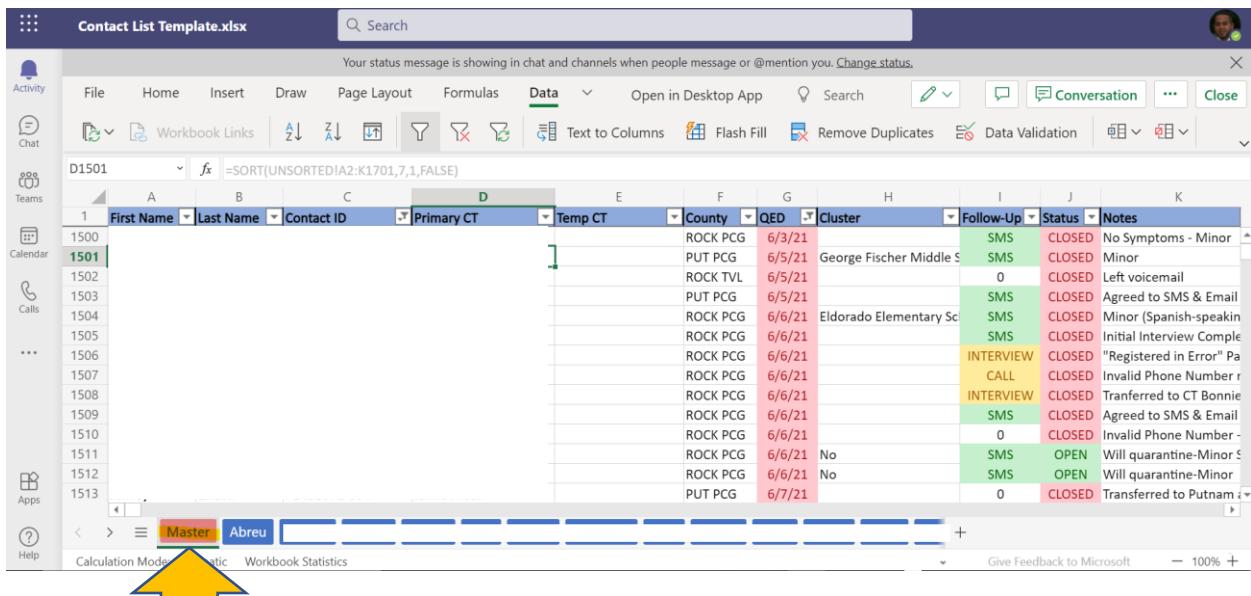
File Home Insert Draw Page Layout Formulas Data Open in Desktop App Search Conversation Close

E10 A B C D E F G H I J K L/N

	First Name	Last Name	Contact ID	Primary CT	Temp CT	County	QED	Cluster	Follow-Up	Status	Notes	L/N
1	Darian Abreu II											
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

< > = Master Abreu Abreuz +

SELECT HIDE FROM MENU



Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. Change status.

File Home Insert Draw Page Layout Formulas Data Open in Desktop App Search Conversation Close

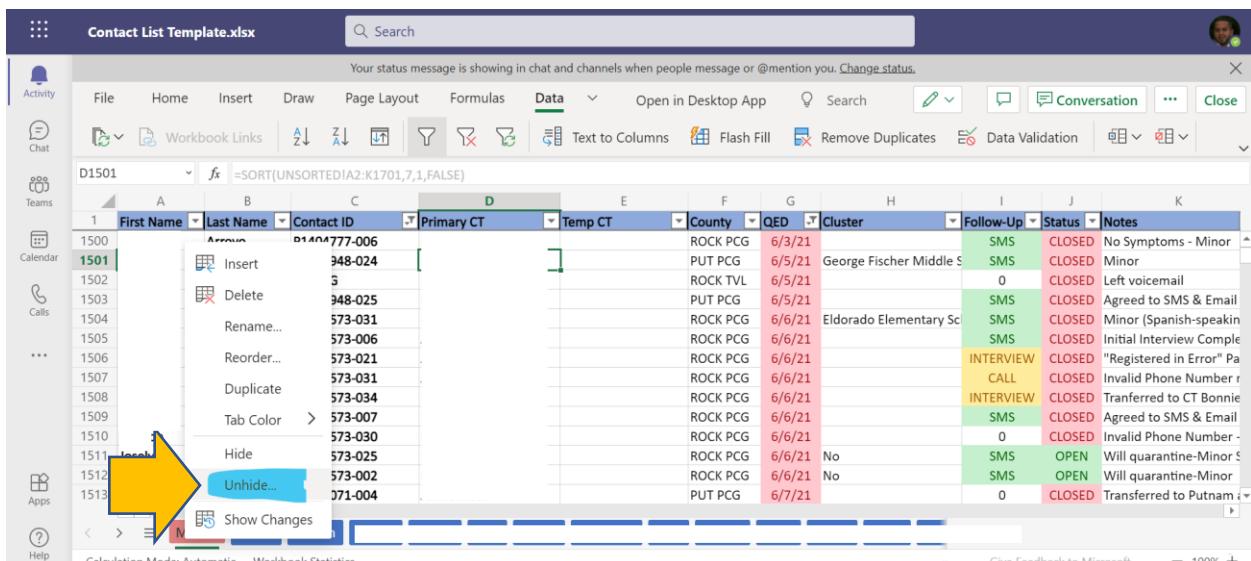
D1501 =SORT(UNSORTED!A2:K1701,7,1,FALSE)

	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
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	Eldorado Elementary Sc	SMS	CLOSED	Agreed to SMS & Email		
1504				ROCK PCG	6/6/21		SMS	CLOSED	Minor (Spanish-speaking)		
1505				ROCK PCG	6/6/21		SMS	CLOSED	Initial Interview Complete		
1506				ROCK PCG	6/6/21		INTERVIEW	CLOSED	"Registered in Error" Pa		
1507				ROCK PCG	6/6/21		CALL	CLOSED	Tranferred to CT Bonnie		
1508				ROCK PCG	6/6/21		SMS	CLOSED	Agreed to SMS & Email		
1509				ROCK PCG	6/6/21		0	CLOSED	Invalid Phone Number -		
1510				ROCK PCG	6/6/21		SMS	OPEN	Will quarantine-Minor S		
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		

Master Abreu

Calculation Mode: Automatic Workbook Statistics

RIGHT CLICK ON MASTER TAB



Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. Change status.

File Home Insert Draw Page Layout Formulas Data Open in Desktop App Search Conversation Close

D1501 =SORT(UNSORTED!A2:K1701,7,1,FALSE)

	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
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	Eldorado Elementary Sc	SMS	CLOSED	Agreed to SMS & Email		
1504				ROCK PCG	6/6/21		SMS	CLOSED	Minor (Spanish-speaking)		
1505				ROCK PCG	6/6/21		INTERVIEW	CLOSED	Initial Interview Complete		
1506				ROCK PCG	6/6/21		CALL	CLOSED	"Registered in Error" Pa		
1507				ROCK PCG	6/6/21		SMS	CLOSED	Tranferred to CT Bonnie		
1508				ROCK PCG	6/6/21		0	CLOSED	Agreed to SMS & Email		
1509				ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S		
1510				ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S		
1511				PUT PCG	6/7/21		0	CLOSED	Transferred to Putnam		

Master

Calculation Mode: Automatic Workbook Statistics

Insert
Delete
Rename...
Reorder...
Duplicate
Tab Color
Local
Hide
Unhide...
Show Changes

SELECT UNHIDE FROM MENU

Screenshot of Microsoft Excel showing the 'Unhide' dialog box. The dialog box is titled 'Unhide' and says 'Select a sheet to unhide'. It lists 'UNSORTED' and 'CTTEMPLATE' as hidden sheets. A yellow arrow points from the 'Temp CT' sheet in the background to the 'Unhide' dialog box.

SELECT UNSORTED FROM MENU

The screenshot shows a Microsoft Excel spreadsheet titled "Contact List Template.xlsx". The spreadsheet contains a list of contacts with columns for ID, First Name, Last Name, and Phone Number. A search dialog box is open over the spreadsheet, with the text "ABREU II" entered in the "Find what:" field. Below the dialog are "Search Options" and three buttons: "Find Next", "Find All", and "Replace...". A large yellow arrow points to the "Find Next" button.

ID	First Name	Last Name	Phone Number
1577	0	arien Abreu	0
1578	0	arien Abreu	0
1579	0	arien Abreu	0
1580	0	arien Abreu	0
1581	0	arien Abreu	0
1582	0	arien Abreu	0
1583	0	arien Abreu	0
1584	0	arien Abreu	0
1585	0	arien Abreu	0
1586	0	arien Abreu	0

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

A screenshot of Microsoft Excel showing a formula bar with the formula '=Abreu2!A2:K75'. A yellow arrow points upwards from the formula bar towards the top of the screen, indicating the location of the 'Home' tab in the ribbon.

SELECT TOP CELL A & REMOVE FORMULA

A screenshot of Microsoft Excel showing a context menu open over cell A1577. The 'Hide' option is highlighted with a yellow arrow. The context menu includes options like Insert, Delete, Rename..., Reorder..., Duplicate, Tab Color, Hide, Unhide..., and Show Changes.

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

A screenshot of Microsoft Excel showing a master page with zeros and dated information. The ribbon is visible at the top, and a yellow arrow points to the 'More Tabs' button in the ribbon.

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-speaking)
1505					ROCK PCG	6/6/21		SMS	CLOSED	Initial Interview Complete
1506					ROCK PCG	6/6/21		INTERVIEW	CLOSED	"Registered in Error" Pa
1507					ROCK PCG	6/6/21		CALL	CLOSED	Invalid Phone Number -
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

SELECT ARROW ON TOP HEADER OF MASTER PAGE

A screenshot of Microsoft Excel showing a master page with zeros and dated information. The ribbon is visible at the top, and a yellow arrow points to the 'Data' tab in the ribbon.

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		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-speaking)
1505					ROCK PCG	6/6/21		SMS	CLOSED	Initial Interview Complete
1506					ROCK PCG	6/6/21		INTERVIEW	CLOSED	"Registered in Error" Pa
1507					ROCK PCG	6/6/21		CALL	CLOSED	Invalid Phone Number -
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	No	0	CLOSED	Invalid Phone Number -
1511					ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S
1512					PUT PCG	6/7/21	No	SMS	OPEN	Will quarantine-Minor S
1513								0	CLOSED	Transferred to Putnam

SELECT DATA FROM MENU

A screenshot of Microsoft Excel showing a master page with zeros and dated information. The ribbon is visible at the top, and a yellow arrow points to the 'Data' tab in the ribbon.

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

SELECT REAPPLY ICON

MASTER PAGE EXPLAINED

SORT FUNCTION

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



= SORT(TABLEOFTAB,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

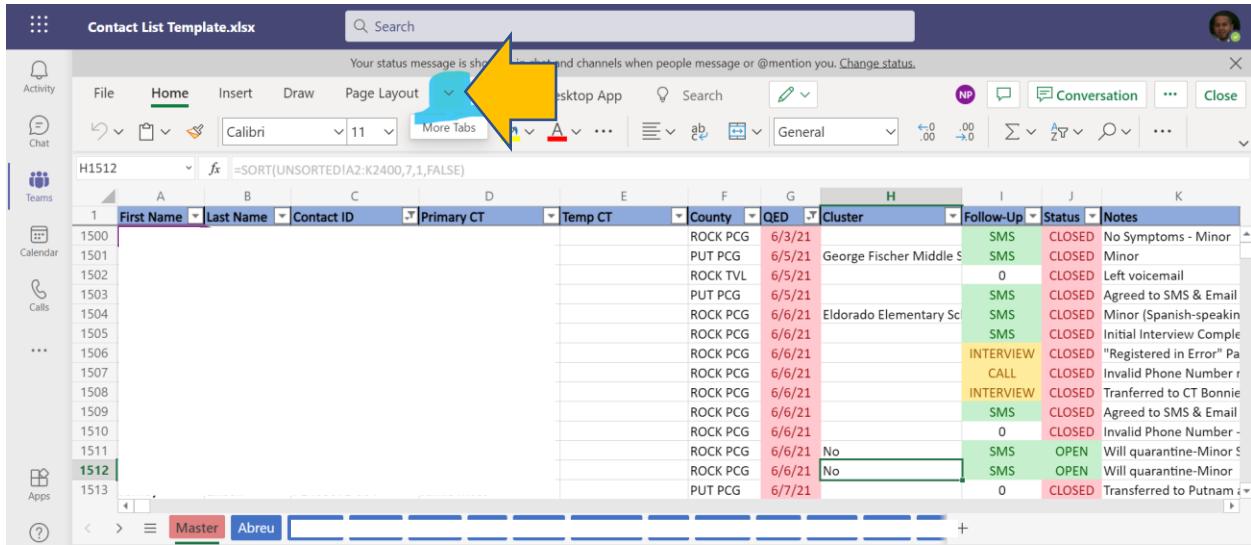
❖ COLUMN A = 1, B = 2, C = 3, ETC; IN THIS CASE IT'S 7 FOR QED, OR COLUMN G

❖ 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

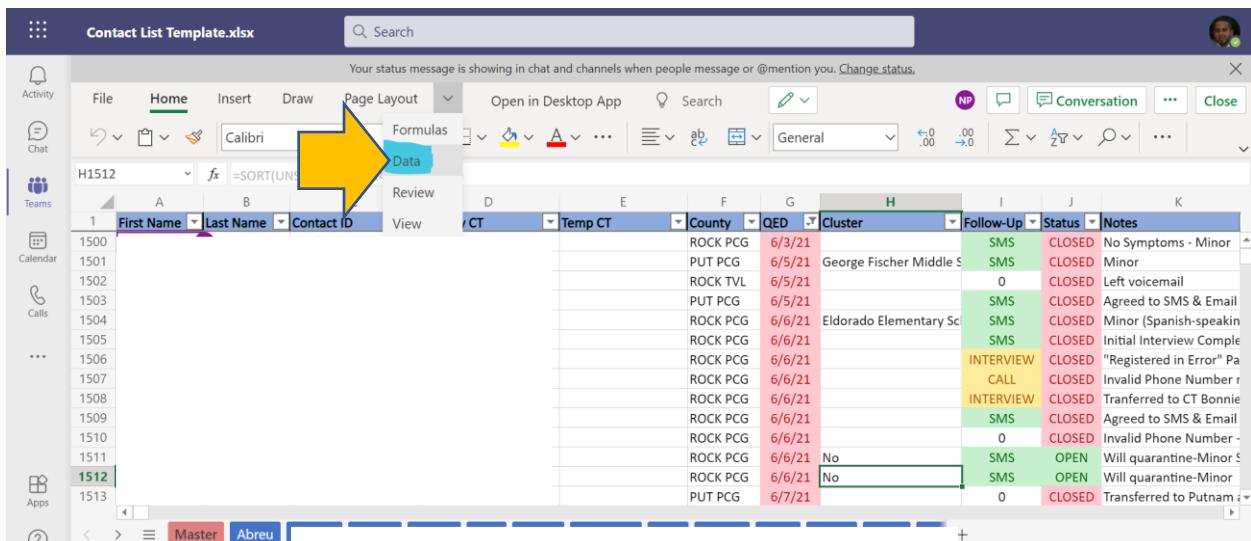
HOW TO APPLY FILTERS IF GONE/DELETED



A screenshot of Microsoft Excel showing a contact list template named "Contact List Template.xlsx". The ribbon is visible at the top, and a yellow arrow points to the "More Tabs" button in the ribbon bar.

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-speaking)
1505					ROCK PCG	6/6/21		SMS	CLOSED	Initial Interview Complete
1506					ROCK PCG	6/6/21		INTERVIEW	CLOSED	"Registered in Error" Pa
1507					ROCK PCG	6/6/21		CALL	CLOSED	Invalid Phone Number
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		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

SELECT ARROW ON TOP HEADER OF MASTER PAGE



A screenshot of Microsoft Excel showing the same contact list template. A yellow arrow points to the "Data" tab in the ribbon.

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-speaking)
1505					ROCK PCG	6/6/21		INTERVIEW	CLOSED	Initial Interview Complete
1506					ROCK PCG	6/6/21		CALL	CLOSED	"Registered in Error" Pa
1507					ROCK PCG	6/6/21		INTERVIEW	CLOSED	Invalid Phone Number
1508					ROCK PCG	6/6/21		SMS	CLOSED	Transferred to CT Bonnie
1509					ROCK PCG	6/6/21		0	CLOSED	Agreed to SMS & Email
1510					ROCK PCG	6/6/21	No	SMS	OPEN	Invalid Phone Number
1511					ROCK PCG	6/6/21	No	SMS	OPEN	Will quarantine-Minor S
1512					PUT PCG	6/7/21		0	CLOSED	Transferred to Putnam
1513										

SELECT DATA FROM MENU

Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. [Change status](#).

File Home Insert Draw **Data** Open in Desktop App Search

Activity Chat Apps

Workbook Links **Z** **A** Text to Columns Flash Fill Remove Duplicates Data Validation

A1 First Name

	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

The screenshot shows a Microsoft Excel spreadsheet titled "Contact List Template.xlsx". The formula bar displays the formula `=SORT(UNSORTED!A2:K15)`. The "Data" tab is selected in the ribbon. A large yellow arrow points from the formula bar towards the "Data" tab. The main content area shows a table with columns: First Name, Last Name, Contact ID, Primary CT, Temp CT, County, QED, Cluster, Follow-Up, Status, and Notes. All rows except the header have "Darian Abreu" in the first three columns and "0" in the other columns. The "QED" column is highlighted in red.

	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	0	1/0/00	0	0	0	0
3	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
4	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
5	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
6	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
7	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
8	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
9	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
10	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
11	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
12	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
13	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
14	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0
15	0	0	0	Darian Abreu	0	0	1/0/00	0	0	0	0

SELECT FILTER ICON FROM TOOLBAR

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

Screenshot of Microsoft Excel showing a contact list template. The 'Data' tab is selected. A 'Custom Filter' dialog box is open over the data range, with the condition 'does not equal' set to '0'. A large yellow arrow points from the bottom left towards the 'OK' button in the dialog.

	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	0	
4	0	0	0	Darian Abreu					0	0	
5	0	0	0	Darian Abreu					0	0	
6	0	0	0	Darian Abreu					0	0	
7	0	0	0	Darian Abreu					0	0	
8	0	0	0	Darian Abreu					0	0	
9	0	0	0	Darian Abreu					0	0	
10	0	0	0	Darian Abreu					0	0	
11	0	0	0	Darian Abreu					0	0	
12	0	0	0	Darian Abreu					0	0	
13	0	0	0	Darian Abreu					0	0	
14	0	0	0	Darian Abreu					0	0	
15	0	0	0	Darian Abreu					0	0	

INPUT ZERO AND SELECT OK

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

Screenshot of Microsoft Excel showing a contact list template. The spreadsheet includes columns for First Name, Last Name, Contact ID, Primary CT, Temp CT, County, QED, Cluster, Follow-Up, Status, and Notes. A 'Custom Filter' dialog box is open, showing a dropdown menu set to 'is greater than' with the value '6/1/2021'. The notes column contains various status updates, including 'Perm reassigned to CT L' and 'Interviewed 01/18'.

INPUT A RELEVANT DATE AND SELECT OK

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Contact ID	Primary	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

SELECT REAPPLY ICON

CLEANING UP CONTACT TRACER TAB

WANT TO GET RID OF HIGHLIGHTED CONTACTS

A screenshot of Microsoft Excel showing a context menu open over a table. The table has columns labeled Temp CT, County, QED, Cluster, Follow-Up, Status, and Notes. The rows contain various school names and their details. A yellow arrow points to the 'Clear Contents' option in the context menu.

E	F	G	H	I	J	K
Temp CT	County	QED	Cluster	Follow-Up	Status	Notes
ROCK TVL	6/10/21			SMS	CLOSED	vaccinated & no symptoms
PUT PCG	6/5/21	George Fischer Middle School		SMS	CLOSED	Minor
ROCK PCG	6/6/21	Eldorado Elementary School		SMS	CLOSED	Minor (Spanish-speaking)
ROCK PCG	6/13/21	Saint Anthony School		SMS	CLOSED	
ROCK TVL	6/26/21			SMS	CLOSED	No symptoms; vaccinated
ROCK TVL	6/26/21			SMS	CLOSED	No symptoms; vaccinated
PUT PCG	6/26/21			SMS	CLOSED	Vaccine verified
PUT TVL	6/28/21			SMS	CLOSED	3x3x2 attempt made
ROCK PCG	6/28/21	Viola Elementary School		SMS	CLOSED	Minor (Spanish-speaking)
PUT PCG	7/17/21	Surprise Lake Camp		INTERVIEW	OPEN	Minor

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

Contact List Template.xlsx

Your status message is showing in chat and channels when people message or @mention you. Change status.

File Home Insert Draw Data **Cut** Search Open in Desktop App Search Flash Fill Remove Duplicates Data Validation Conversation Close

Activity Chat Teams Calendar Calls ... Apps

First Name Temp CT County QED Cluster Follow-Up Status Notes

eu	ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; vaccinated				
eu	ROCK TVL	6/26/21		SMS	CLOSED	No symptoms; vaccinated				
eu	PUT PCG	6/26/21		SMS	CLOSED	Vaccine verified				
eu	PUT TVL	6/28/21		SMS	CLOSED	3x3x2 attempt made				
eu	ROCK PCG	6/28/21	Viola Elementary School	SMS	CLOSED	Minor (Spanish-speaking)				
eu	PUT PCG	7/17/21	Surprise Lake Camp	INTERVIEW	OPEN	Minor				
eu										

B I A \$ %

HIGHLIGHT REMAINING CONTACTS, **CUT AND PASTE TO TOP**

D12

Your status message is showing in chat and channels when people message or @mention you. Change status.

File Home Insert Draw Data **Select Row** Workbook Links **Abreu** Open in Desktop App Search Flash Fill Remove Duplicates Data Validation Conversation Close

Activity Chat Teams Calendar Calls ... Apps

First Name Last Name Contact ID Primary CT Temp CT County QED Cluster Follow-Up Status Notes

Darian Abreu			ROCK TVL	6/26/21	SMS	CLOSED	No symptoms; vaccinated
Darian Abreu			ROCK TVL	6/26/21	SMS	CLOSED	No symptoms; vaccinated
Darian Abreu			PUT PCG	6/26/21	SMS	CLOSED	Vaccine verified
Darian Abreu			PUT TVL	6/28/21	SMS	CLOSED	3x3x2 attempt made
Darian Abreu			ROCK PCG	6/28/21	SMS	CLOSED	Minor (Spanish-speaking)
Darian Abreu			PUT PCG	7/17/21	INTERVIEW	OPEN	Minor
Darian Abreu							
Darian Abreu							
Darian Abreu							
Darian Abreu							

B I A \$ %

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

Your status message is showing in chat and channels when people message or @mention you. Change status.

A12

D	E	F	G	H	I	J	K	L	M	N	O
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				
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				
6 Darian Abreu		ROCK PCG	6/28/21	Viola Elementary School	SMS	CLOSED	Minor (Spanish-speaking)				
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											
16 Darian Abreu											

L12

Master Abreu

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

Your status message is showing in chat and channels when people message or @mention you. Change status.

L12

D	E	F	G	H	I	J	K	L	M	N
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			
4 -002 Darian Abreu		PUT PCG	6/26/21		SMS	CLOSED	Vaccine verified			
5 Darian Abreu		PUT TVL	6/28/21		SMS	CLOSED	3x3x2 attempt made			
6 -005 Darian Abreu		ROCK PCG	6/28/21	Viola Elementary School	SMS	CLOSED	Minor (Spanish-speaking)			
7 -007 Darian Abreu		PUT PCG	7/17/21	Surprise Lake Camp	INTERVIEW	OPEN	Minor			
8 Darian Abreu										
9 Darian Abreu										
10 Darian Abreu										
11 Darian Abreu										
12 Darian Abreu										
13 Darian Abreu										
14 Darian Abreu										
15 Darian Abreu										
16 Darian Abreu										

L12

Master Abreu

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

EDITING DATA VALIDATION (COUNTIES, FOLLOW UP & STATUS)

A screenshot of Microsoft Excel showing a data validation process. The ribbon is visible at the top with the 'Data' tab selected. In the center, there is a table with columns labeled 'First Name', 'Last Name', 'Contact ID', 'Primary CT', 'Temp CT', 'County', 'QED', 'Cluster', 'Follow-Up', 'Status', and 'Notes'. The 'Primary CT' column has a dropdown menu open, showing options like 'Insert', 'Delete', 'Rename...', 'Reorder...', 'Duplicate', 'Tab Color', 'Hide', 'Unhide', and 'Show Changes'. A large yellow arrow points from the 'Unhide' option in this menu to the 'Unhide' button on the ribbon bar.

RIGHT CLICK ON MASTER TAB AND SELECT UNHIDE FROM MENU

A screenshot of Microsoft Excel showing the 'Unhide' dialog box. The dialog box is titled 'Unhide' and contains the instruction 'Select a sheet to unhide'. Below this is a dropdown menu with several options: 'UST', 'UNSORTED', 'CTTEMPLATE (BACKUP)', and 'Abreu2'. A large yellow arrow points from this dropdown menu to the 'UST' option. The background shows a table with columns 'First Name', 'Last Name', 'Contact ID', 'Primary CT', 'Temp CT', 'County', 'QED', 'Cluster', 'Follow-Up', 'Status', and 'Notes'. The 'Primary CT' column is currently selected, and the 'UST' sheet is visible in the bottom tabs.

SELECT LIST FROM MENU

Screenshot of Microsoft Excel showing a contact list template. The data is organized into columns: County, Follow Up, and Status. Row 15 is highlighted in blue, indicating where new data should be input. The status bar at the bottom shows tabs for Master, LIST, and Abreu.

County	Follow Up	Status
PUTNAM	SMS	OPEN
PUTNAM	CALL	CLOSED
ROCKLAND	INTERVIEW	
	PUI	
ORANGE		
ULSTER		
DUTCHESS		
SULLIVAN		
WESTCHESTER		

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

Screenshot of Microsoft Excel showing a context menu for row 10. A yellow arrow points to the 'Hide' option in the menu. The status bar at the bottom shows tabs for Master, LIST, and Abreu. A Snip & Sketch window is visible in the bottom right corner.

Context menu options for row 10:

- Insert
- Delete
- Rename...
- Reorder...
- Duplicate
- Tab Color
- >
- Hide
- Unhide...
- Show Changes

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