❖ **Directions for creating the subset using the original dataset:**

1. Export file in "CSV in Excel" format
2. Save the workbook in "Excel" Format
3. Open the file with "Excel" format
4. Apply filter on all the columns
5. Open the Position column filter
6. In the filter search box type "Prof"
7. Of the remaining position types **deselect** the following:
    a. Professional Studies in ED Dept
    b. Asst Chair Professional Studies in Ed
    c. Dir, Professional Development & Training
    d. Instructor P/T Temp- Professional Sudies
    e. Nonprofit Resource Network Direct
    f. Operational/Professional 160
    g. Operational/Professional 170
    h. Operational/Professional 180
    i. Operational/Professional Leadership 170
    j. Tact leadership/Senior
    k. Professional 190
    l. Professional Development Manager
8. Select and copy the remaining filtered data. Paste the data into a new Excel workbook. **This file will be your data subset.**
9. In the new workbook, add a column titled "Position Code"
10. Filter the Position column by searching for the key phrase "Assoc"
11. Of the remaining position types **deselect** the following:
    a. Assistant Professor-Assoc. Athletic Dir.
    b. Assistant Professor - Assoc Athletic Dir
    c. Assoc Dean Prof Con Dis Ed Studies
    d. Assoc Provost/Dean of Ed Prof Grad Stdy
    e. Prof-Interim Associate Dean Teacher Ed
12. Of the remaining data, insert "3" in the Position Code column
13. Clear all filters
14. Filter the Position column by searching for the key phrase "Assc"
15. Of the remaining data, insert "3" in the Position Code column
16. Clear all filters
17. Filter the Position Code column to display only "(Blanks)"
18. Of the remaining data, filter using Position column by searching for the key phrase "Assi"
19. Of the remaining position types **deselect** the following:
    a. Prof Learn Spec Assist Dir DS
    b. Assistant Chair/ Professor
    c. Assistant Chair- Professor
20. Of the remaining data, insert "2" in the Position Code column

21. Clear all filters
22. Filter the Position Code column to display only "(Blanks)"
23. Of the remaining data, filter using Position column by searching for the key phrase "Asst"
24. Of the remaining position types **deselect** the following:
    a. Asst Chair/Professor
25. Of the remaining data, insert "2" in the Position Code column
26. Clear all filters
27. Filter the Position Code column to display only "(Blanks)"
28. Of the remaining data, insert "1" in the Position Code column
29. Clear all filters

❖ Directions for formatting data to get information according to position code:

➢ Note: This is an additional process which is not compulsorily required out for creating the data subset. These directions may or may not be used; it is up to user's requirements.

1. Click on the column "A1", go to Insert tab of the excel workbook and click Pivot table.
2. Without making any changes, click ok to proceed
3. In the new sheet created, click on the checkbox of Position or drag Position to Rows.
4. Drag Position code to Rows.
5. Click on Position code in the Rows and then click on Field Settings.
6. In the Subtotals and Filters tab, select None.
7. In the Layout and Print tab, select Show item labels in tabular form.
8. Click ok to confirm the changes.
9. Click on the checkbox of Name or drag the Name to Rows.
10. Click on Name in the Rows and then click on Field Settings.
11. Repeat steps 33, 34 and 35 for Name.
12. Click on the checkbox of University or Office drag it to Rows.
13. Click on University or Office in the Rows and then click on Field Settings.
14. Repeat steps 33, 34 and 35 for University or office.
15. Drag Base Pay to Rows and place at the end.