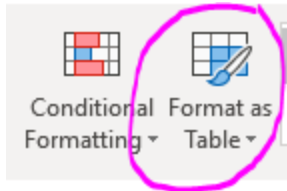
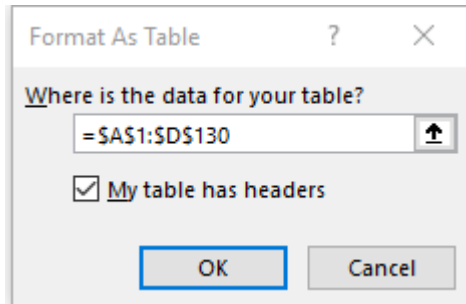


Bonus Excel tip: Filters can make monthly reports easier.



Download your monthly report from the Extranet. Open it, click on any cell with a number, and click on Format as Table. Pick a Style.



You'll get a little pop-up like this:

You can just click OK. Excel will automatically select the correct data and check the "My table has headers" box.

You'll see the headers of your report sprout little down-arrows along the right side of the column headers. The text color or fill colors might change.

A screenshot of an Excel table. The table has four columns: 'cat4', 'CIRC', 'INHOUS', and 'Total'. Each column header has a small downward-pointing arrow to its right, indicating that the columns are filtered. The table data is as follows:

cat4	CIRC	INHOUS	Total
Home Location	Circs	Circs	Circs
MAGAZINE	180		180
MYS-DETECT	47		47
NEW-CD	34		34

Using the little down-arrow, you get a lot of options on how to filter.

Click on the down-arrow and you'll get a drop-down menu (shown below).

	A	B	C	D
1	Icat4	CIRC	INHOUSI	Total
	<input type="checkbox"/> Sort A to Z <input type="checkbox"/> Sort Z to A Sort by Color ▶ <input type="checkbox"/> Clear Filter From "Icat4" Filter by Color ▶ Text Filters ▶			
	Search <input type="text"/>			
	<input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> AUDIOBOOK <input checked="" type="checkbox"/> BIOGRAPHY <input checked="" type="checkbox"/> BOOKCLUB <input checked="" type="checkbox"/> CD <input checked="" type="checkbox"/> CD-BOOK <input checked="" type="checkbox"/> CD-BOOKFIC <input checked="" type="checkbox"/> CD-BOOKMYS <input checked="" type="checkbox"/> CD-BOOKNF			
	<input type="button" value="OK"/> <input type="button" value="Cancel"/>			
				Circs
				180
				47
				34
				63
				479
				1
				376
				4
				9
				151
				1
				1
				3
				1
				23
				488
				3
				52
				4
				3
				2

Towards the bottom is a list of all the values in that column. Simplest is just to check/uncheck the values you want/don't want.

So, for example, you could uncheck "(Select All)" and then go through the list and check only Home Locations related to DVDs. Then you'd only see the numbers for those Home Locations.

Faster option: type DVD in the Search box just above "(Select All)."

If you want to get fancy, you can "Filter by Number" or "Filter by Text" which gives you even more options.

When you are done, just click on the down-arrow again and click "Clear Filter From xxxx"