

Active Providers List Instructions on How to Use Filters in Excel

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Blue	Home Modification Providers
Purple	Specialized Equipment Providers
Green	Chore Services Providers

You may choose to use the filters to sort by your specific criteria. To do that you must click on the chevron  next to the header at the column you wish to sort by.

If you want to filter by color (see color legend above) to narrow your search based on the Type/Specialty of the provider, take the following steps:

1. Click on the  at the top of any column.
2. Click 'Filter by color'.
3. Click on the color cell you wish to filter - That will leave only the providers with the color you selected.

If you want to filter by specific information in a column instead of color, you take the following steps:

1. Click on the  at the top of the column.

2. The ☐'s are all checked, so uncheck the boxes you wish to exclude from the list. Or you may click the 'Select All' box to unselect all the boxes, so you may scroll and check only the boxes you wish to include in your filter.

For example: If you want to view only providers located in Grants Pass, click the  in column F which lists the cities where each provider is located. Click the ☐ next to 'Select All' which unselects all the cities listed. Scroll down on the list to locate the ☐ next to Grants Pass and click OK. That will filter the providers on the spreadsheet to include only providers located in Grants Pass. To select multiple cities, simply click the ☐ next to the cities you wish to include in the filter. You can apply this same functionality to filter any of the information listed in the columns.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Aging and People with Disabilities at apd.ltss@odhs.oregon.gov or 503-945-5600. We accept all relay calls.



Aging and People with Disabilities

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