Welcome to your SAR!

Exporting and downloading your SAR as an Excel to your system will allow you to perform more extensive data manipulation.

This tip sheet will provide steps and instructions for filtering your reports. You may wish to filter for the following purposes:

- Filtering your reports to view only certain patients (e.g., only male patients)
- Filtering your list of patients to show those who are due for screening in the next six months
- Filtering to show patients who are overdue for screening or have never been screened

In this tipsheet:

1. Simple Filtering
2. Quickly search for a patient using the Find and Replace function

Below is an example of what your Colorectal: Enrolled Patients (50-74) report will look like when opened (note: these screenshots show how your report will appear in Excel 2010 for Windows):
1. Simple Filtering

Filtering

Filtering allows you to hide information that you do not wish to see at a particular time. If you wanted to spend time focusing only on the patients who had an abnormal screen and were overdue for follow-up, you could temporarily filter out the patients who are in other groups.

Please note: The excel version of your SAR was not designed to support sorting.

When you first open your Colorectal report the list is sorted by patient surname. The following steps will walk you through an example of using the simple filtering function.

1. Highlight the second row of column headings:

2. In the top menu bar, select the Data tab and click the Filter button:

In each column heading, a small box with an arrow will appear:
By default, your report is sorted by patient surname.

3. To filter by sex, click the box in the “Sex” column. A drop-down menu will appear with options for filtering:

![Filter Options]

The filter options are listed below the sorting options, and allow you to show or hide rows with particular content within the cells. All rows with the checked content boxes will be shown. To hide those rows, simply uncheck their corresponding content boxes.

Below is an example of how to filter the list to only show female patients:

![Click to uncheck the box beside “M.” This will hide all the rows containing male patients. Click OK.]

You will see that your list only shows female patients. Note that on the far left the row numbers have turned blue and some numbers are missing. This means that the filter is turned on.

4. To remove the filter, click on the box in the “sex” column, and click “Clear Filter from ‘Sex.’”
1. In either report, if you wish to quickly find a specific patient, you can type Ctrl-F at any time. This will bring up the Find and Replace dialogue box:

![Find and Replace Dialogue Box]

2. Type in the first or last name of the patient you are looking for (e.g., “Fowler”) and click Find Next.

Excel will immediately take you to the first cell containing your search word:

![Excel Table Example]

In this example the name “Fowler” exists in more than one cell. The Find and Replace dialogue box will not close until you close it, and you can continue to click Find Next to cycle through all the cells containing the search word “Fowler”.

Please note:
Making changes to your reports may increase the risk of accidentally deleting or concealing important patient records. Your original, unmodified, Screening Activity Report can be downloaded again at any time at http://www.cancercare.on.ca/sar.