

Home Vacancies Worksheet

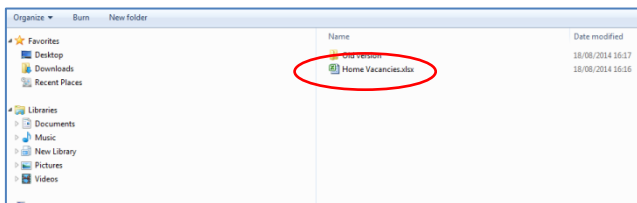
Location, Opening, Creating a Shortcut and Filtering

Opening the File

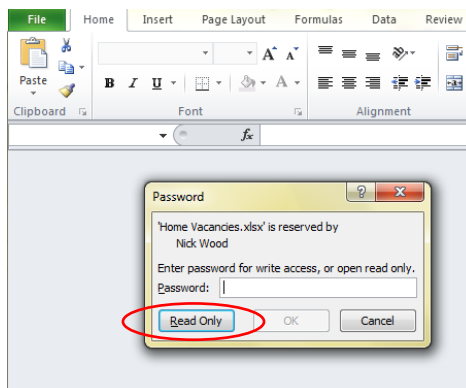
The Home Vacancies Worksheet is here: <K:\CorData\Shared\Homes Vacancies\Home Vacancies.xlsx>

If you cannot open the link above, use the file explorer (press the Windows button on the keyboard and 'E' at the same time).

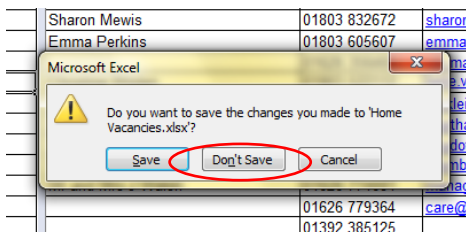
Select the 'Home Vacancies.xlsx' file



When you open the file, select 'Read only'.



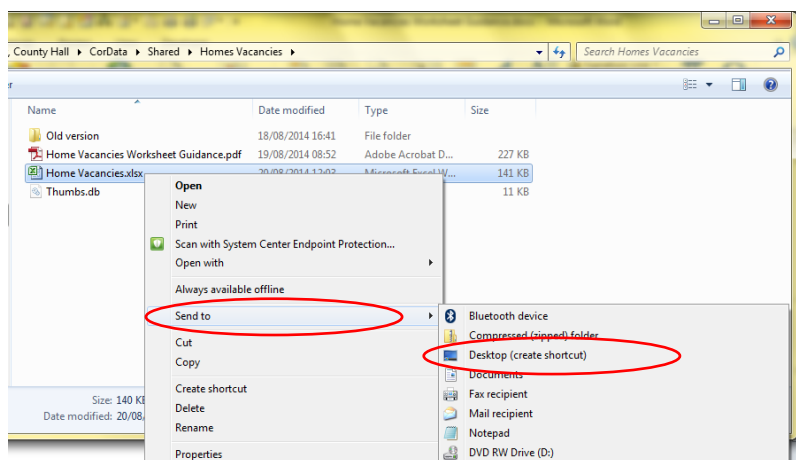
When you have finished viewing the file, close the file (red cross in the top right hand side or File/Close and select "Don't Save".



Creating a Shortcut

To create a shortcut on your desktop for the Worksheet,

- 1) Select the below folder
<K:\CorData\Shared\Homes Vacancies>
- 2) Right click the file Home Vacancies.xlsx
- 3) Select 'Send To'
- 4) Select 'Desktop (create shortcut)



Home Vacancies Worksheet

Location, Opening, Creating a Shortcut and Filtering

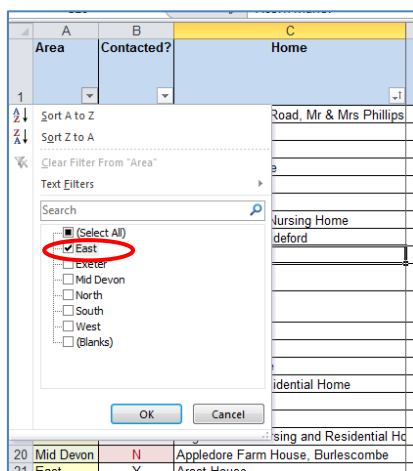
Filtering

Filtering let's you view only certain rows.

Click the dropdown in the column you need to filter by a particular value

C10 Acorn Manor				
A	B	C	D	E
Area	Contacted?	Home	CareFirst ID	Contact
1				
2	Exeter	N	14-15 St James Road, Mr & Mrs Phillips	1860
3	Exeter	N	47 Regents Park	A4363
4	Exeter	N	49 Regents Park	2752
5	Exeter	N	55 Langaton Lane	Blank
6	Exeter	Y	Aaron Court	1782 Lisa Western
7	East	Y	Abbeyfield	1671
8	West	N	Abbotsfield Hall Nursing Home	2946
9	North	N	Acorn House - Bideford	A984
10	North	N	Acorn Manor	A1711
11	East	Y	Adelaide Lodge	1685
12	North	Y	Alban House	1919 Mrs Fran Scenson
13	South	N	Alinhia House	A3374
14	Exeter	Y	Alphin House	530 Amanda Singleton
15	Exeter	Y	Alphington Lodge	1636 Heather Lascelles
16	South	N	Alston Court Residential Home	2150 Julie Woolway
17	East	Y	Amberwood	2813 Janice Lippett

Select the particular value you want to see in the sheet (e.g. East) To deselect all values, select '(Select all)'



Rows will display only those value(s) selected in the dropdown.

Note you can drop this for one or more columns, so – for example, you could filter on 'East' and then on those not contacted.

A	B	C	D
Area	Contacted?	Home	CareFirst ID
1			
7	East	Y	Abbeyfield 1671
11	East	Y	Adelaide Lodge 1685
17	East	Y	Amberwood 2813
19	East	Y	Angela Court Nursing and Residential Ho 1680
21	East	Y	Arcot House 1672
27	East	Y	Ashfield 1728
29	East	N	Barley Close 1688
36	East	Y	Bay Court 2809
48	East	Y	Bindon A24
57	East	Y	Brandon House 1836
59	East	N	Brimley 1870
68	East	N	Bystock Court 1714
91	East	Y	Court House 1699
92	East	Y	Cranford 3290

A	B	C	D
Area	Contacted?	Home	CareFirst ID
1			
29	East	N	Barley Close 1688
59	East	N	Brimley 1870
68	East	N	Bystock Court 1714
98	East	N	Davey Court 532
190	East	N	Keychange Charity Rose Lawn Care Hor 2628
213	East	N	Malden House 1649
231	East	N	New Mill House 1884
236	East	N	Normanlea Society Limited - 29 Albion H 1717
238	East	N	Norwyn House 2724
249	East	N	Otterhayes 1693
260	East	N	Perry Cottage 2700
264	East	N	Pinepark House, Honiton 539
287	East	N	Robert Owen Communities - Barnfield 1764
302	East	N	SENSE - 5 Seafield Road 3398

For more information on filtering, see <http://www.doccs.is.ed.ac.uk/skills/documents/3743/3743.pdf#> or contact the ICT helpdesk (Ext 2222)