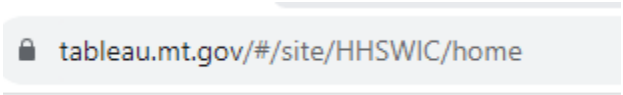
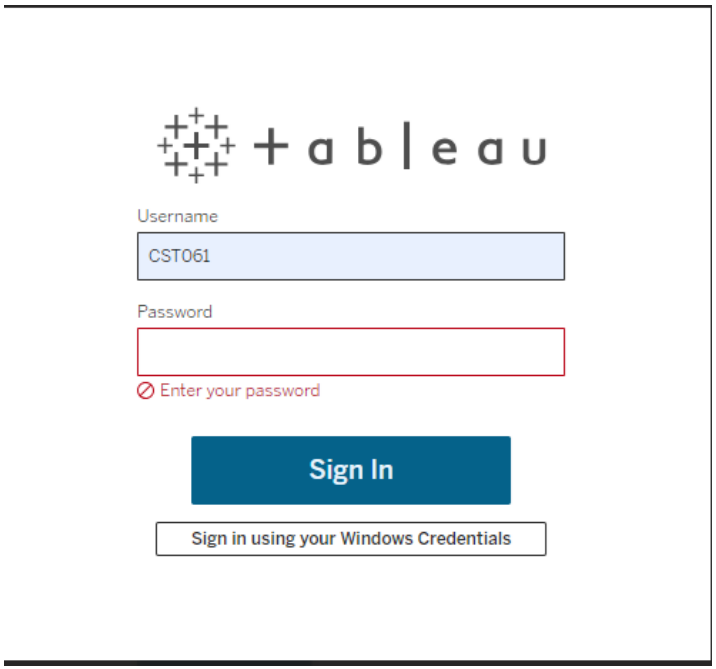
These instructions are for Microsoft excel 365. If a different version is being used, the instructions may be a little different.

Navigate to the tableau site via your desktop or web browser

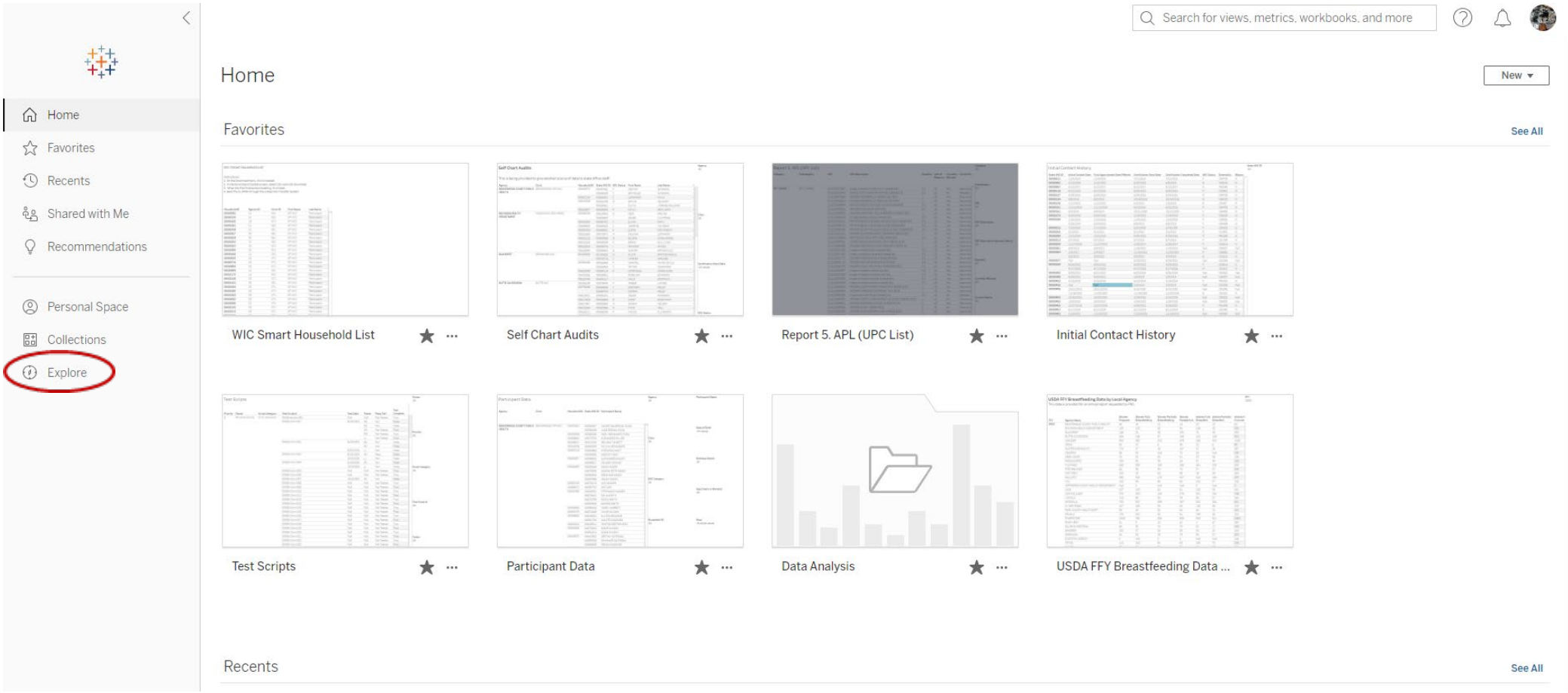


Login using your C/P# and password

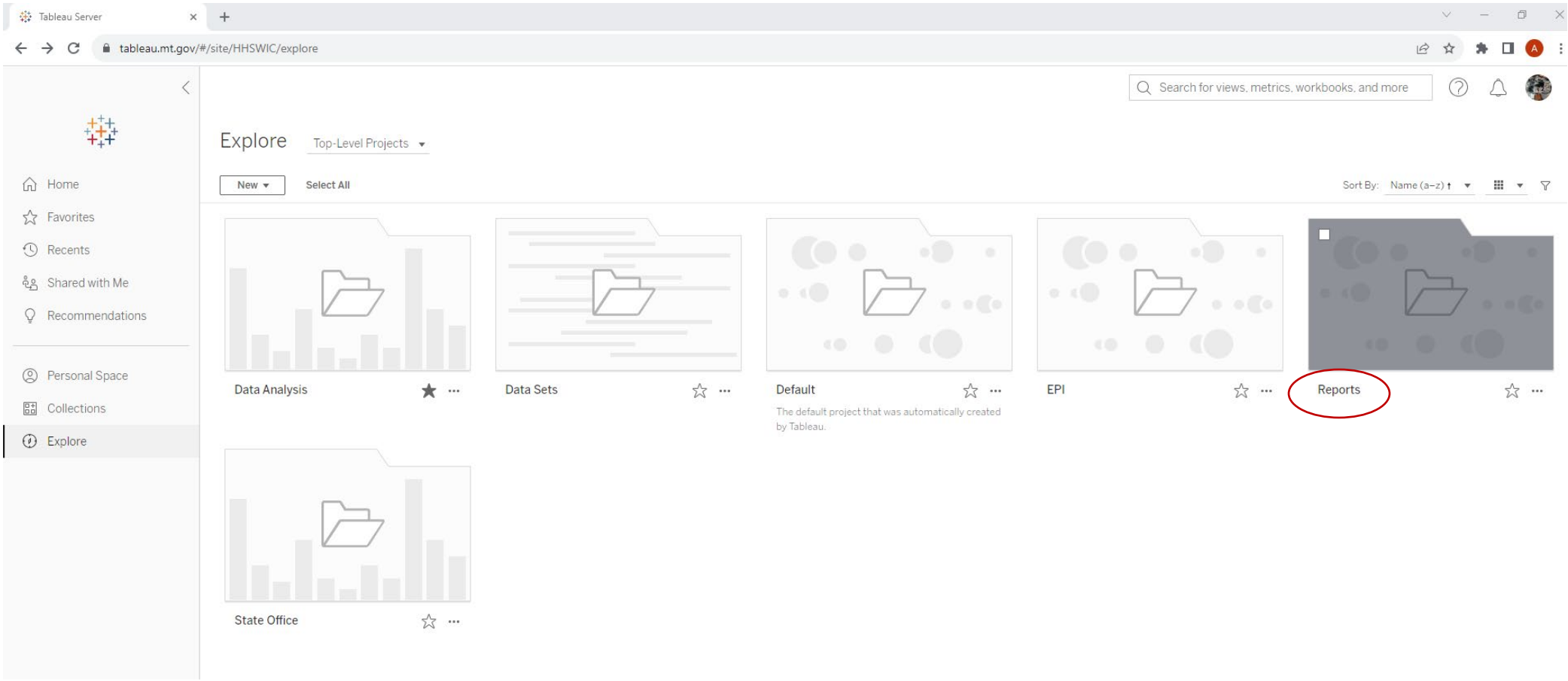


From the homepage, click explore on the lefthand side

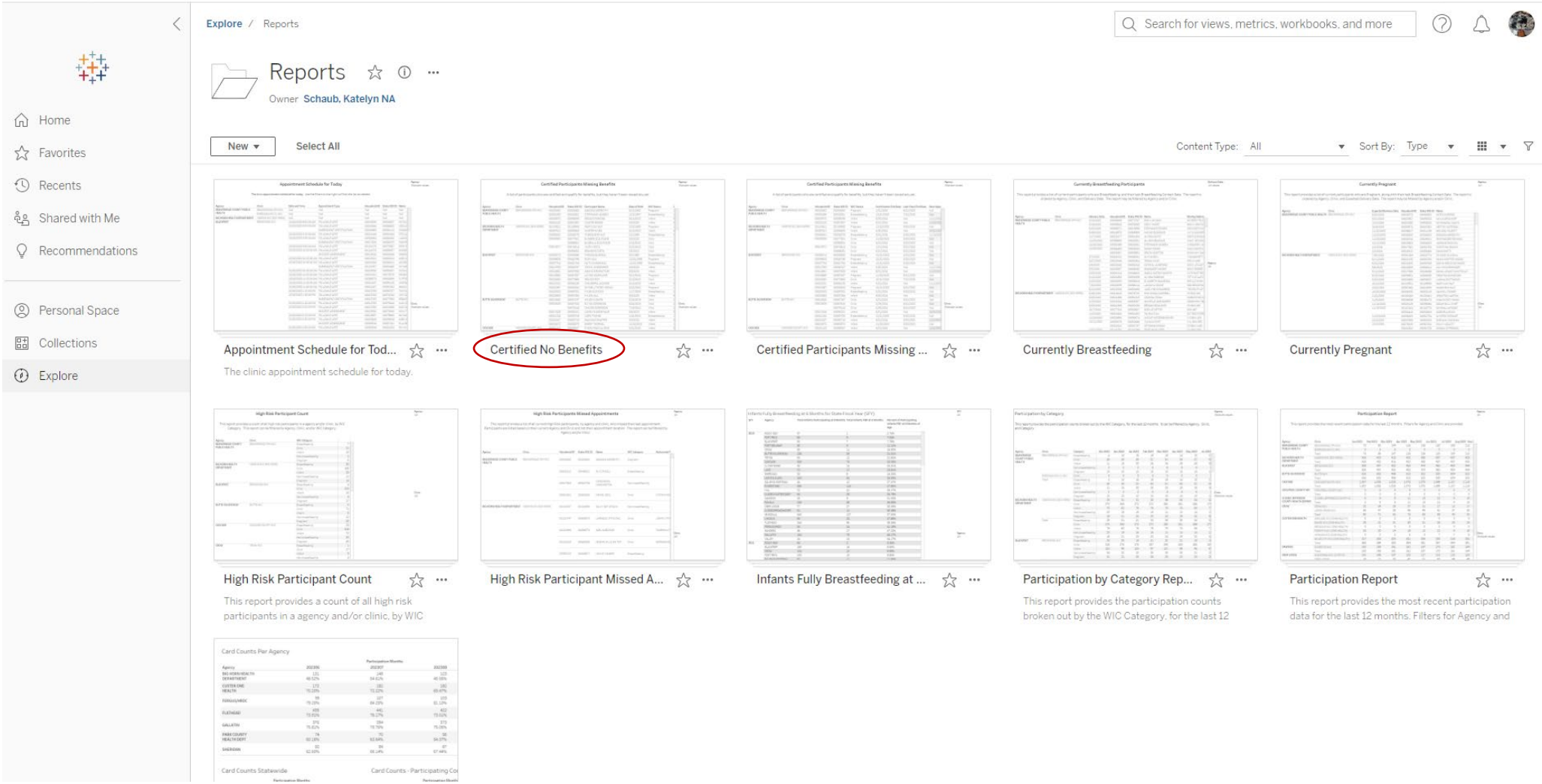
*note your homepage will look different depending on your “favorite” reports



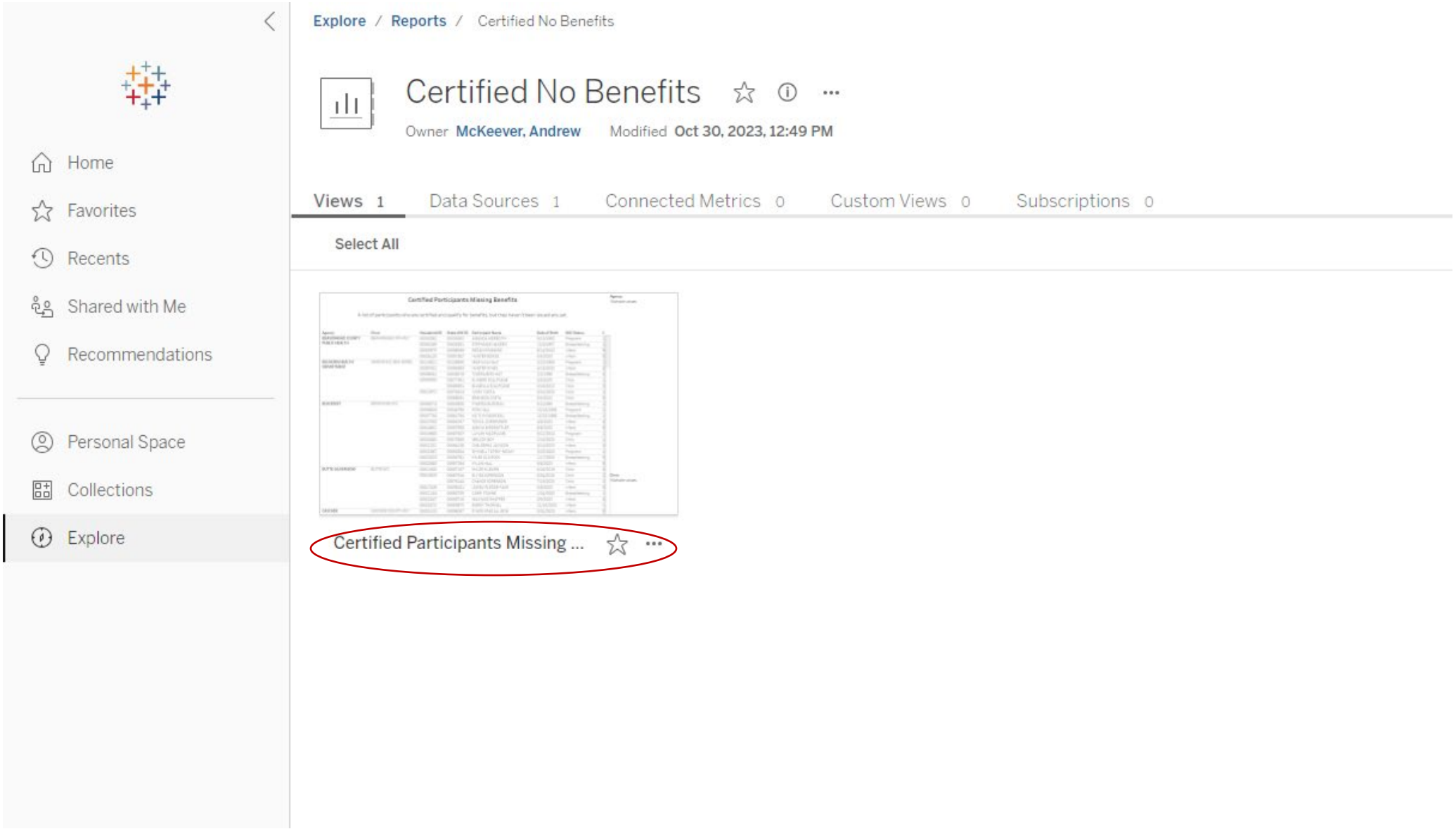
Click Reports



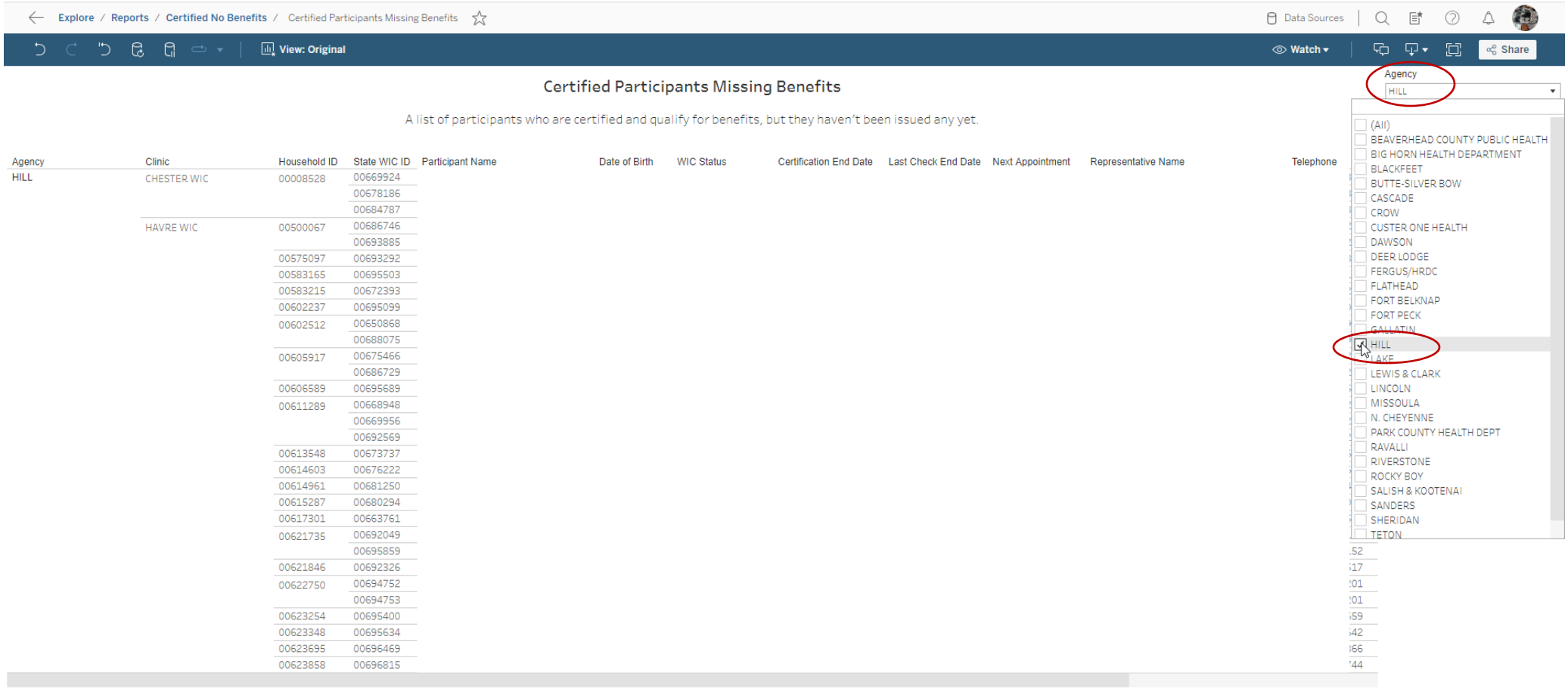
Click Certified No Benefits



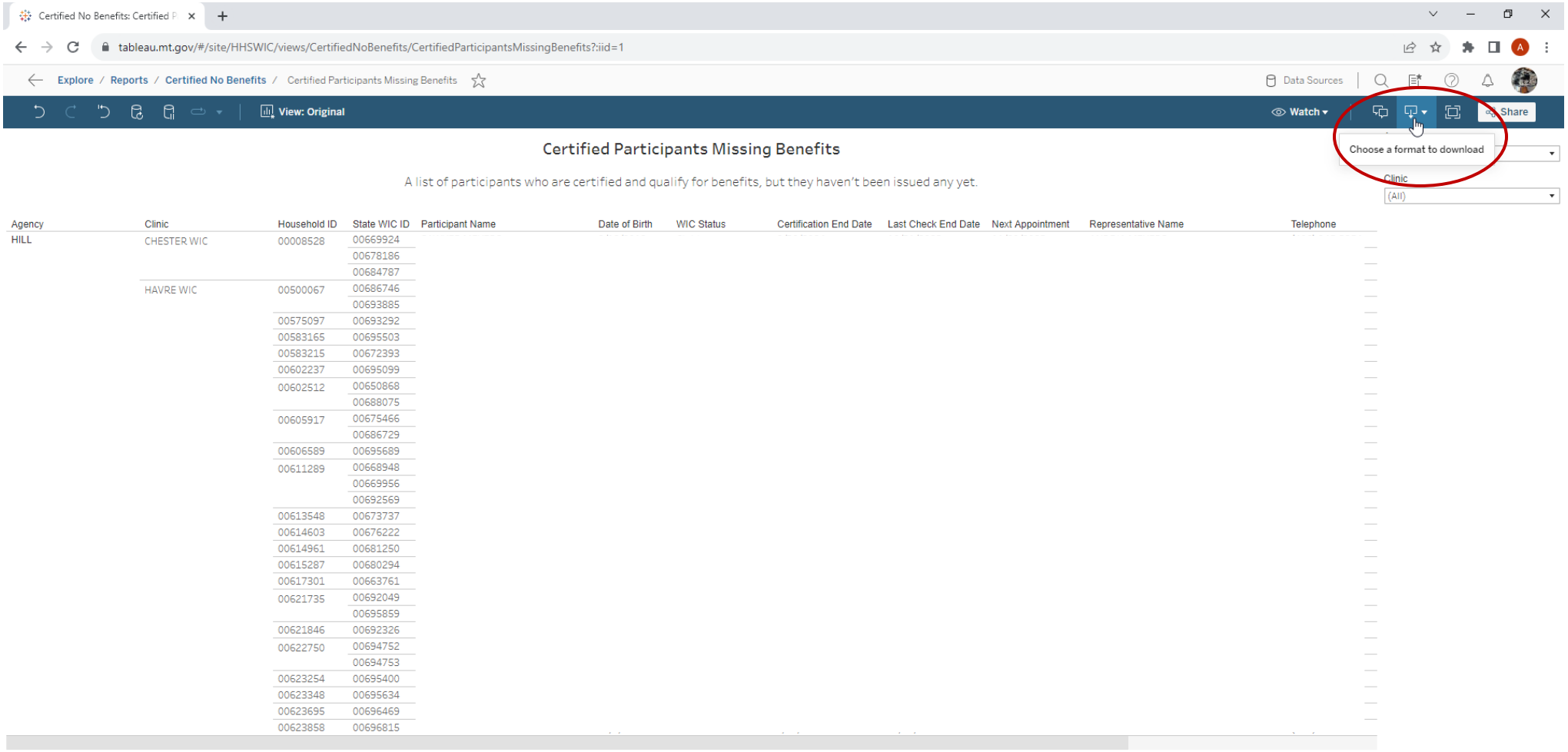
Click Certified Participants Missing….



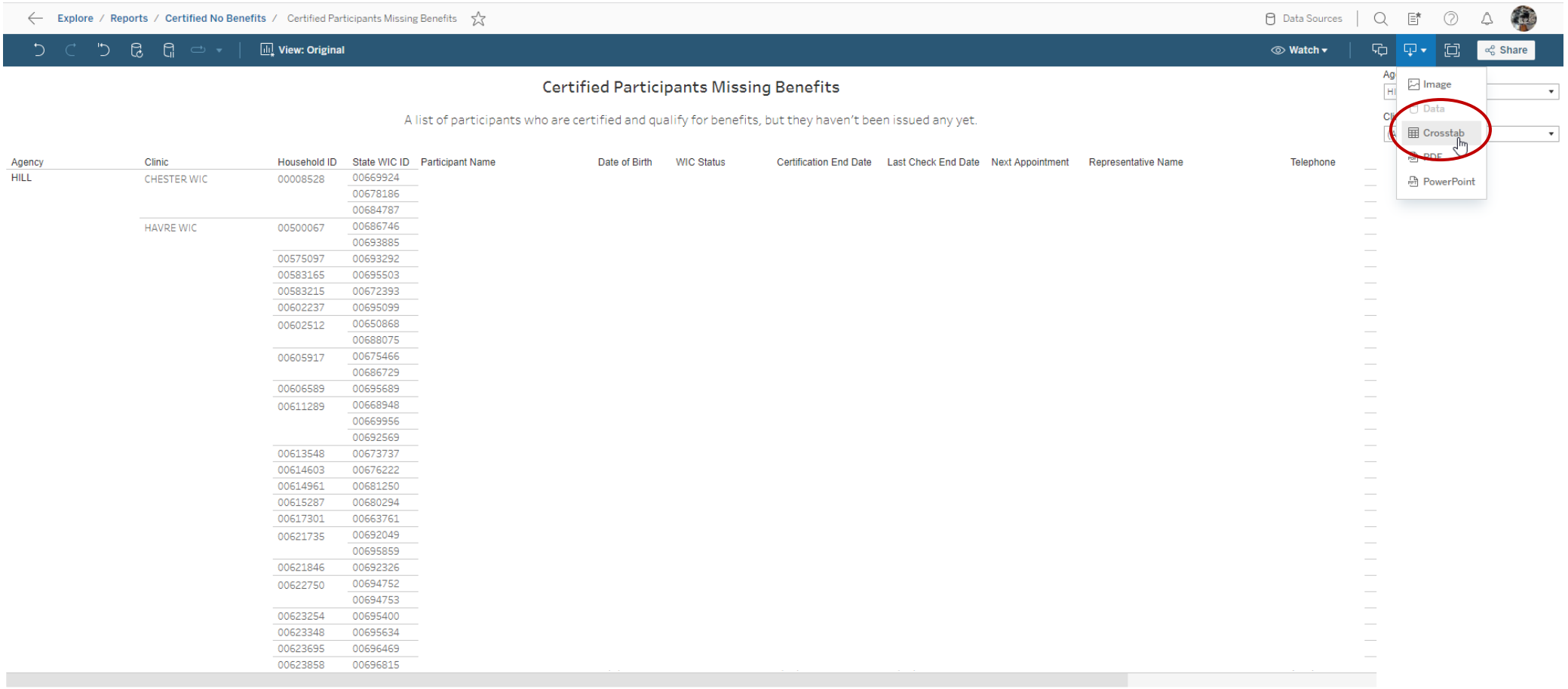
On the right-hand side drop down the agency box and the clinic box. Your agency/clinic options will be same as SPIRIT and will not be the same as this screenshot.



Click in the top right corner “choose a format to download”.

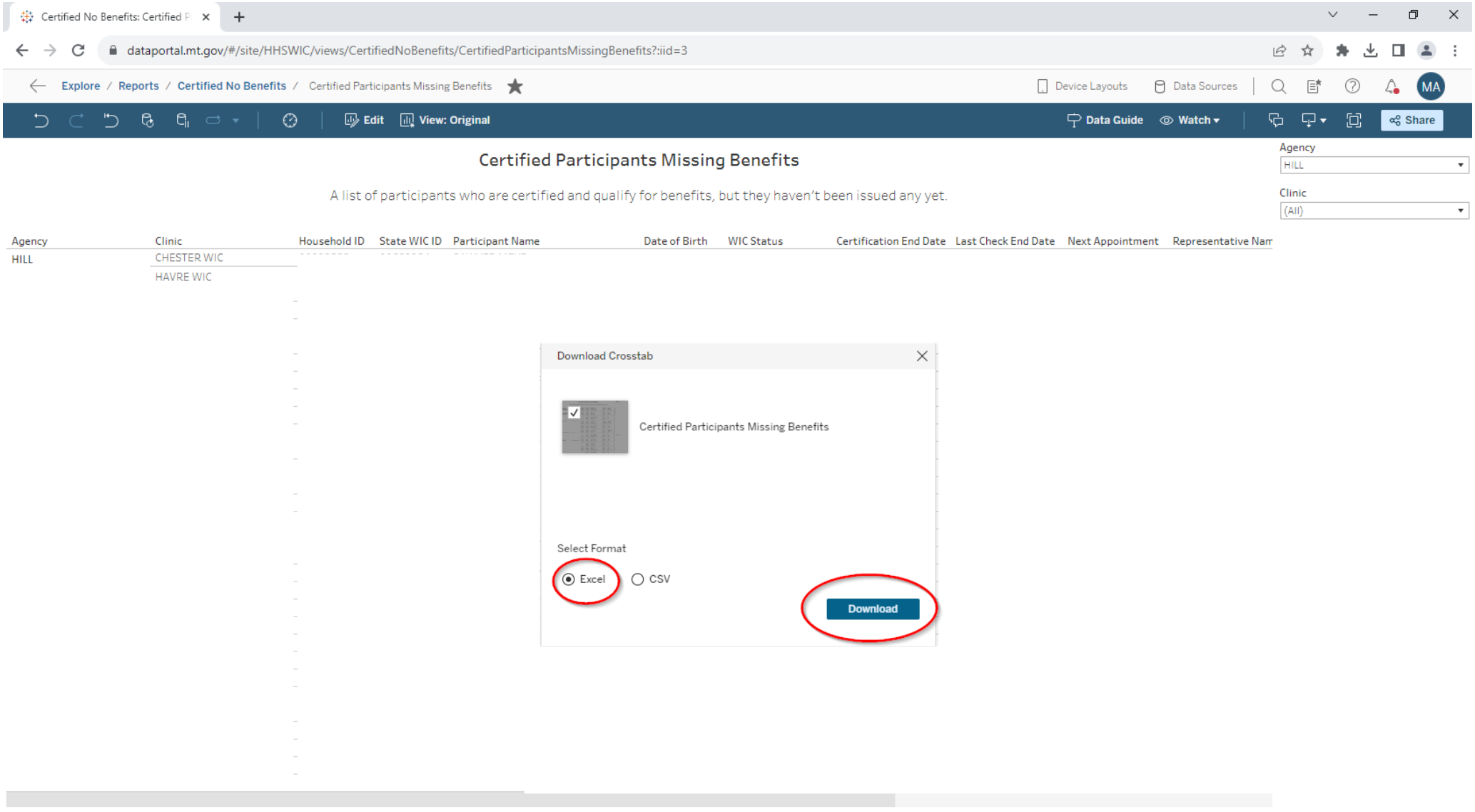


Choose “crosstab”

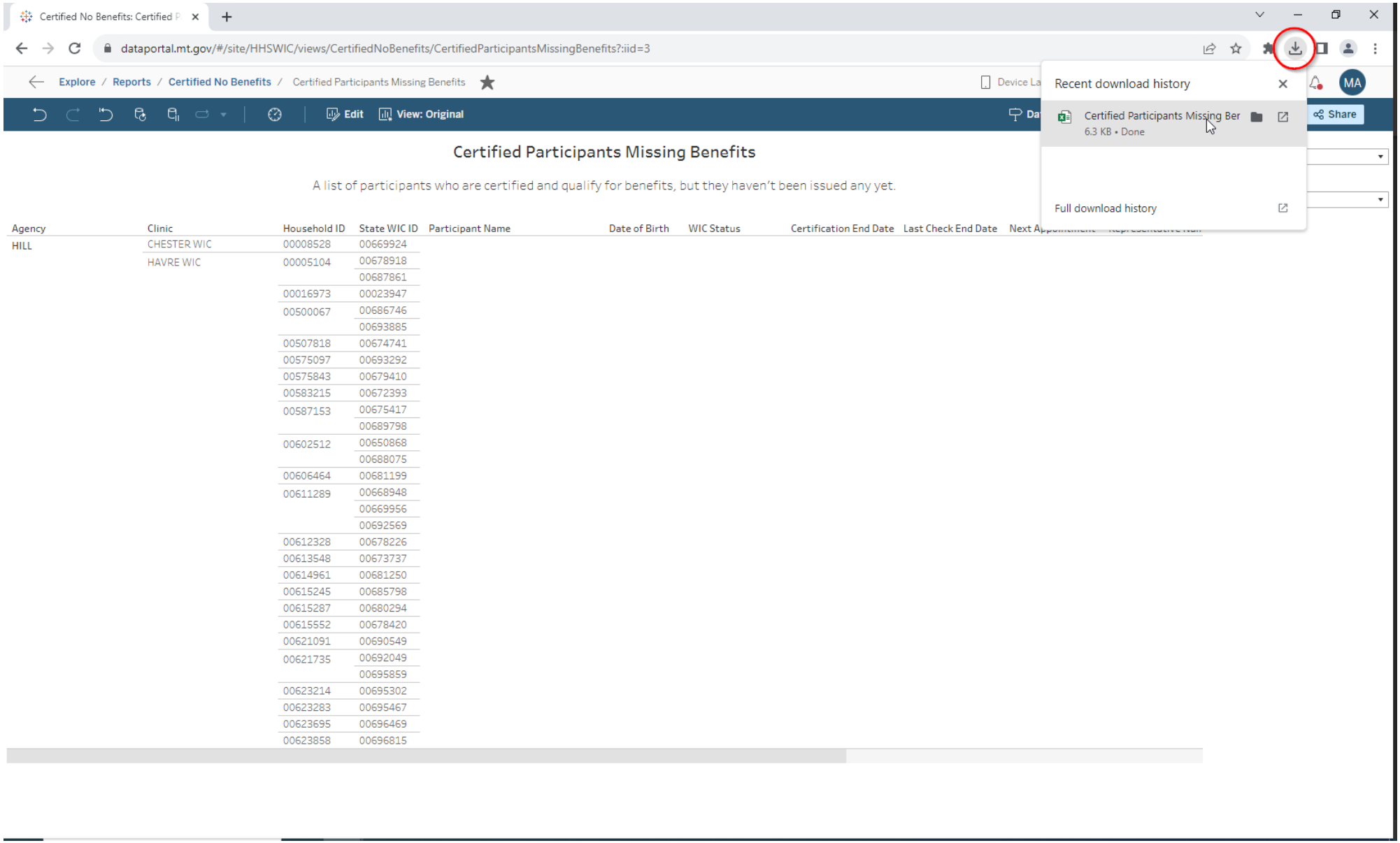


Agency	Clinic	Household ID	State WIC ID	Participant Name	Date of Birth	WIC Status	Certification End Date	Last Check End Date	Next Appointment	Representative Name	Telephone
HILL	CHESTER WIC	00008528	00669924								
			00678186								
			00684787								
	HAVRE WIC	00500067	00686746								
			00693885								
		00575097	00693292								
		00583165	00695503								
		00583215	00672393								
		00602237	00695099								
		00602512	00650868								
			00688075								
		00605917	00675466								
			00686729								
		00606589	00695689								
		00611289	00668948								
			00669956								
			00692569								
		00613548	00673737								
		00614603	00676222								
		00614961	00681250								
		00615287	00680294								
		00617301	00663761								
		00621735	00692049								
			00695859								
		00621846	00692326								
		00622750	00694752								
			00694753								
		00623254	00695400								
		00623348	00695634								
		00623695	00696469								
		00623858	00696815								

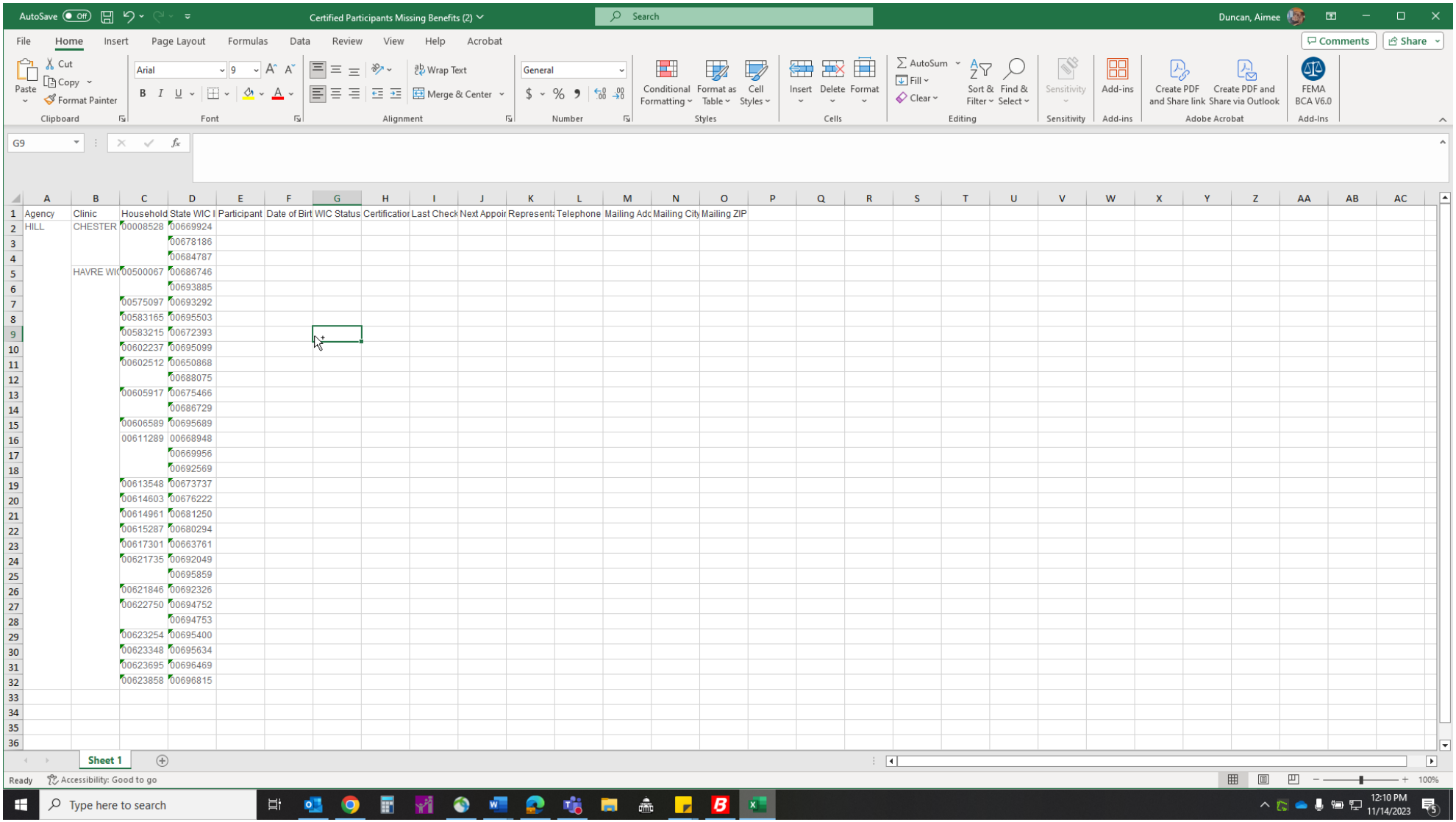
Choose excel and click download



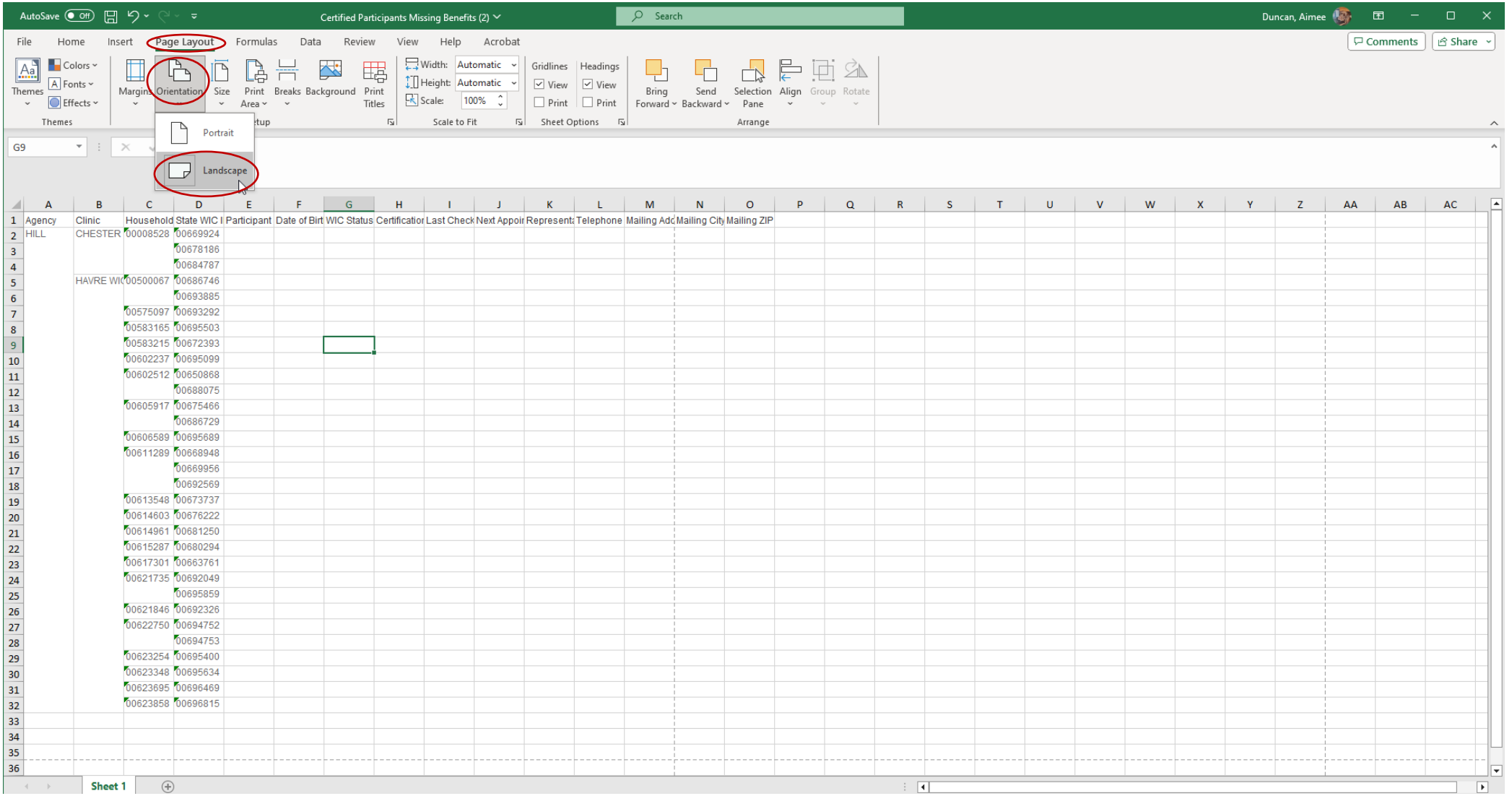
Click the downloaded file in the top right corner (chrome browser)



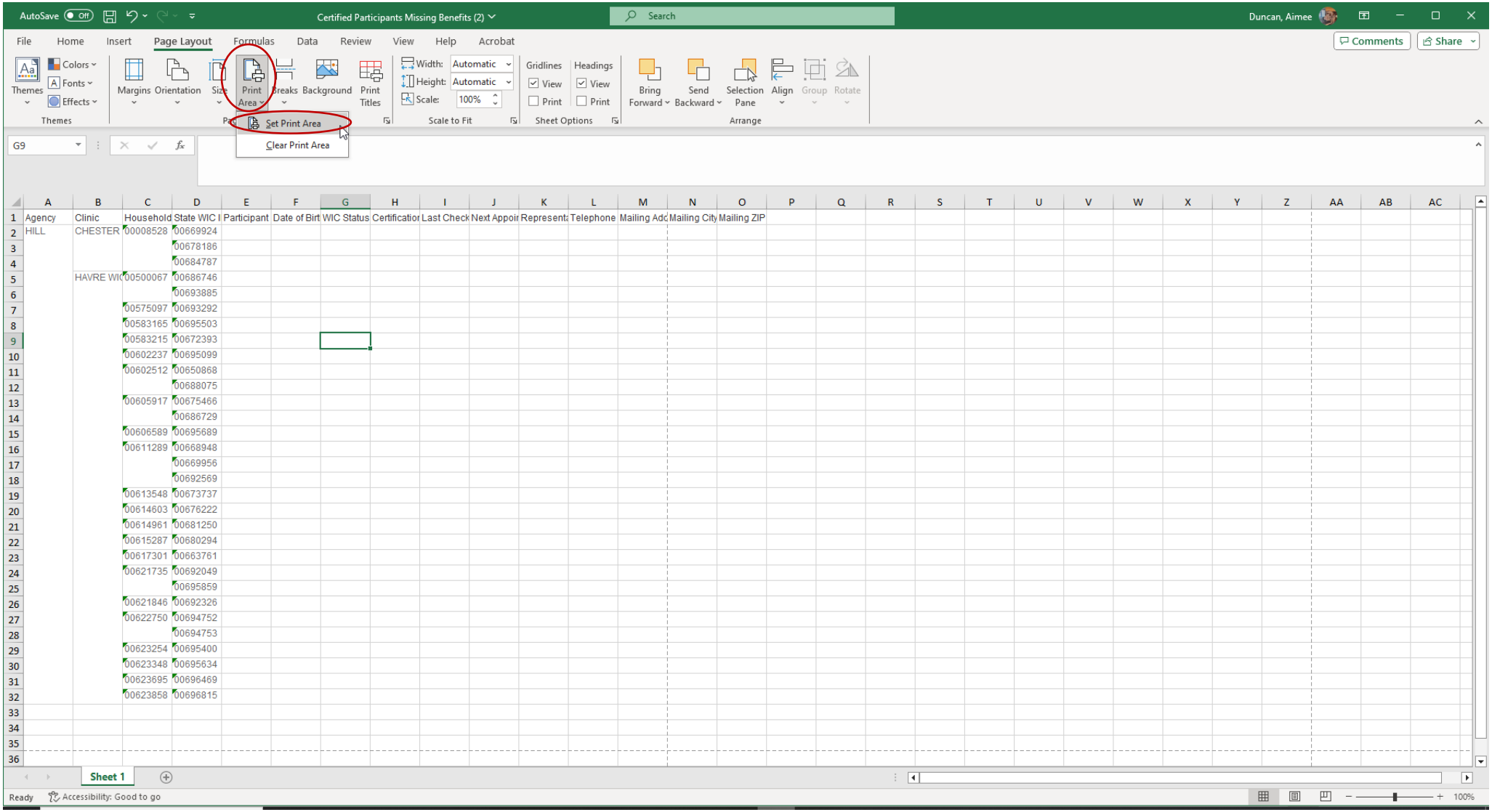
Open document



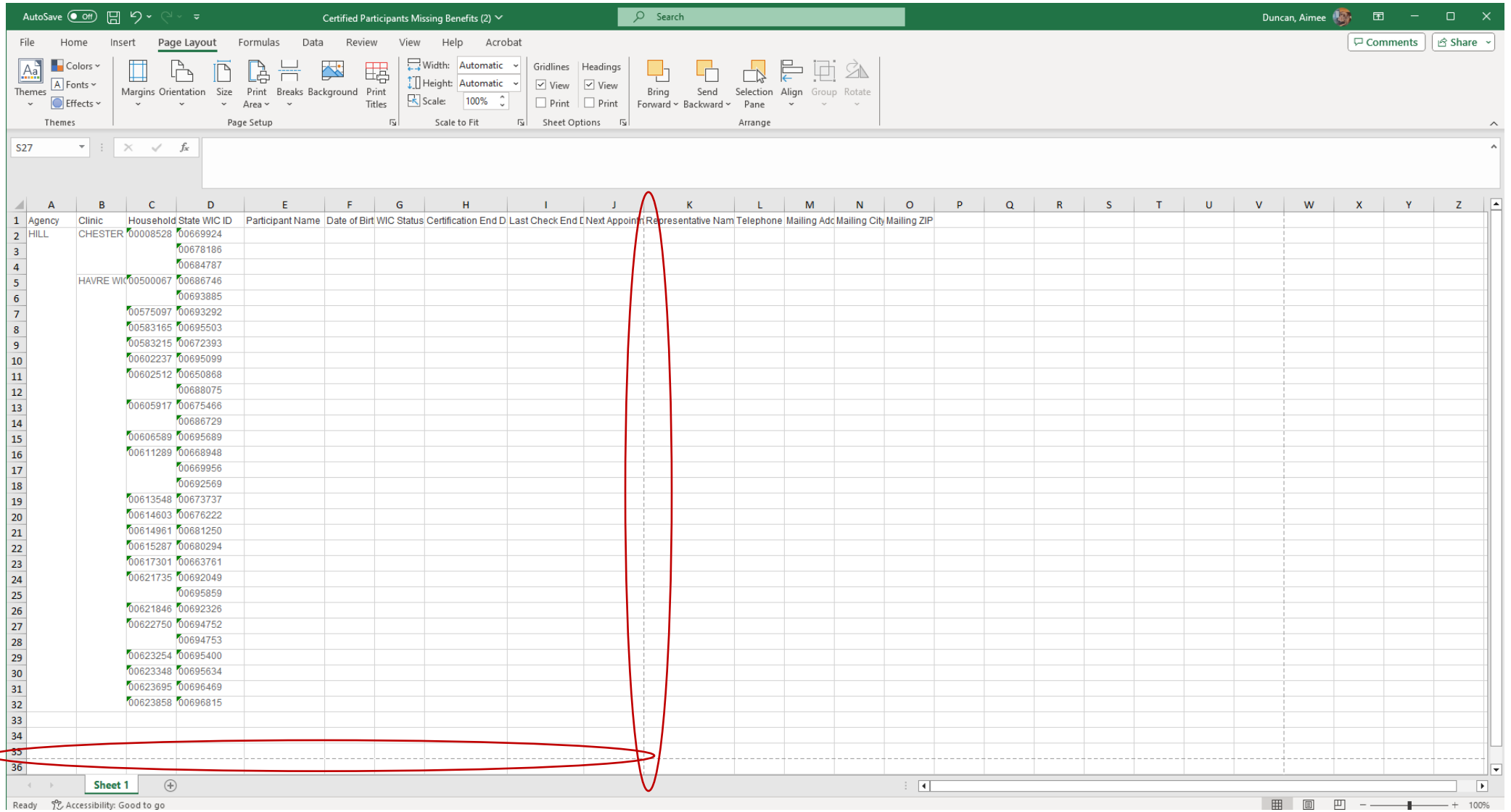
Click “page layout” at the top of the screen. Choose orientation and click “landscape”



Select “print area” and “set print area

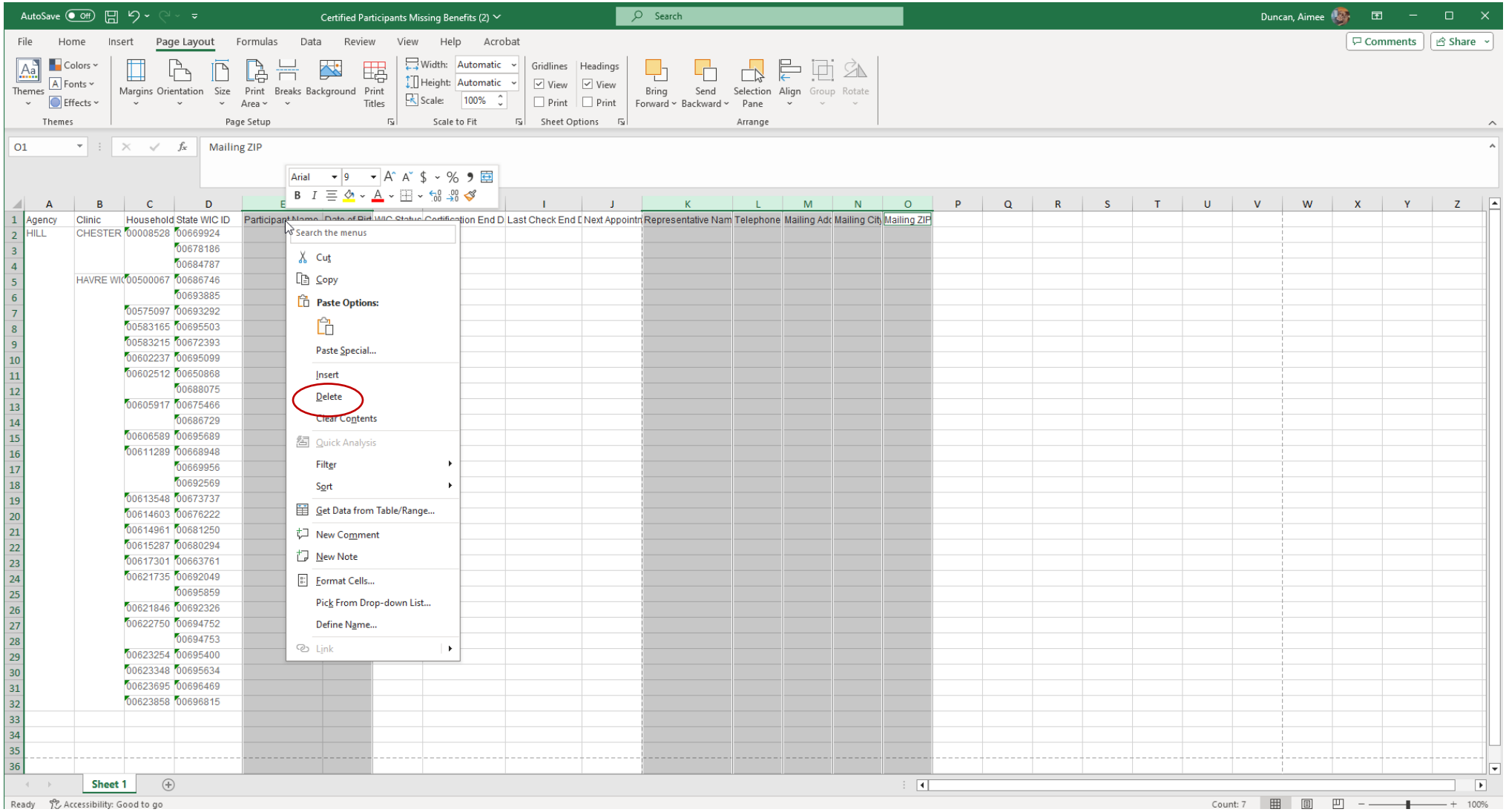


The edges of the printed area will show up as a dotted line

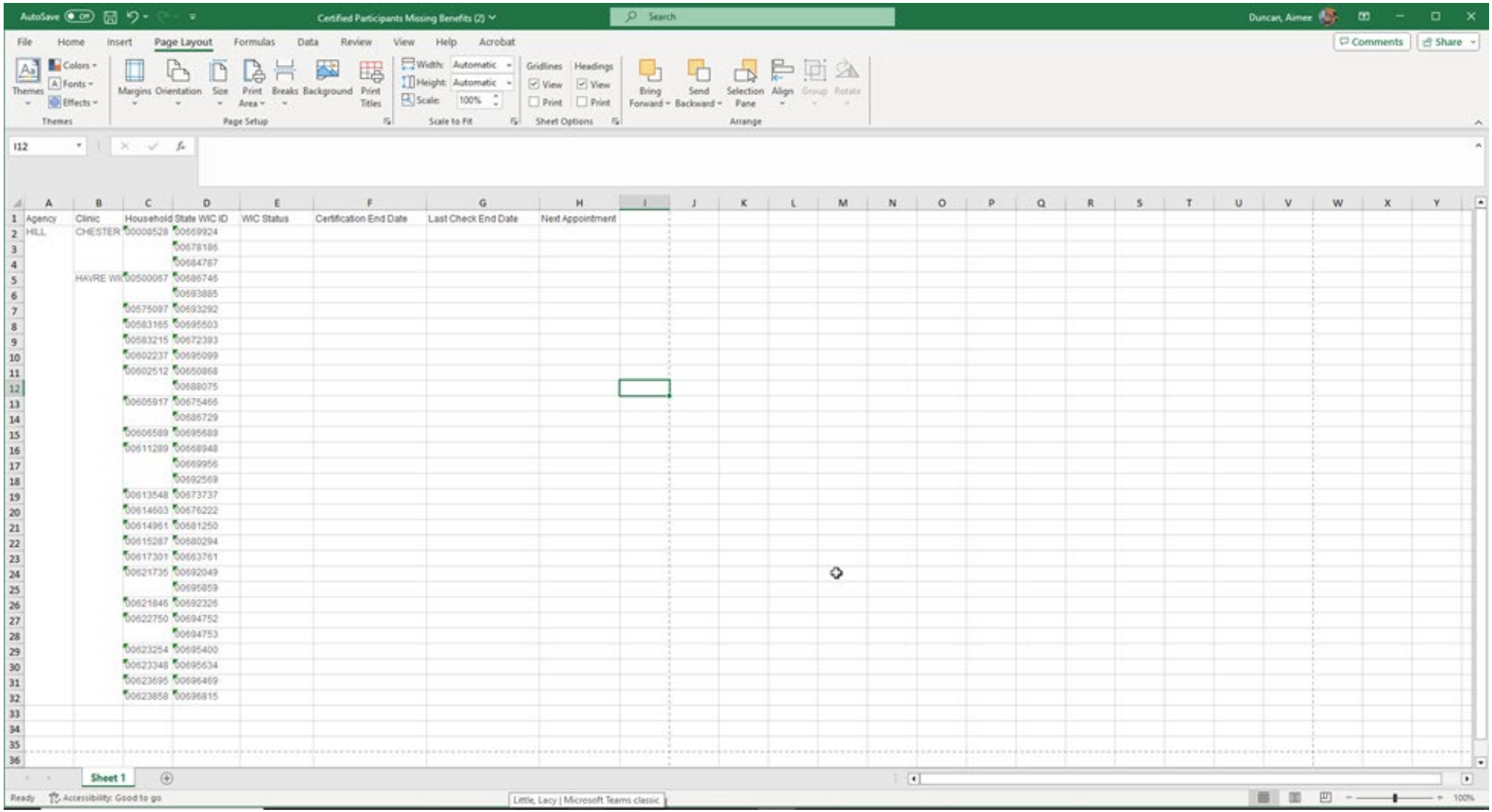


OPTIONAL* If you want to remove any columns in a report, Highlight (ctrl + click column header) and delete (right click, click delete) Ex: Keep HHID, WIC ID, cert end date, last check end date, next appointment

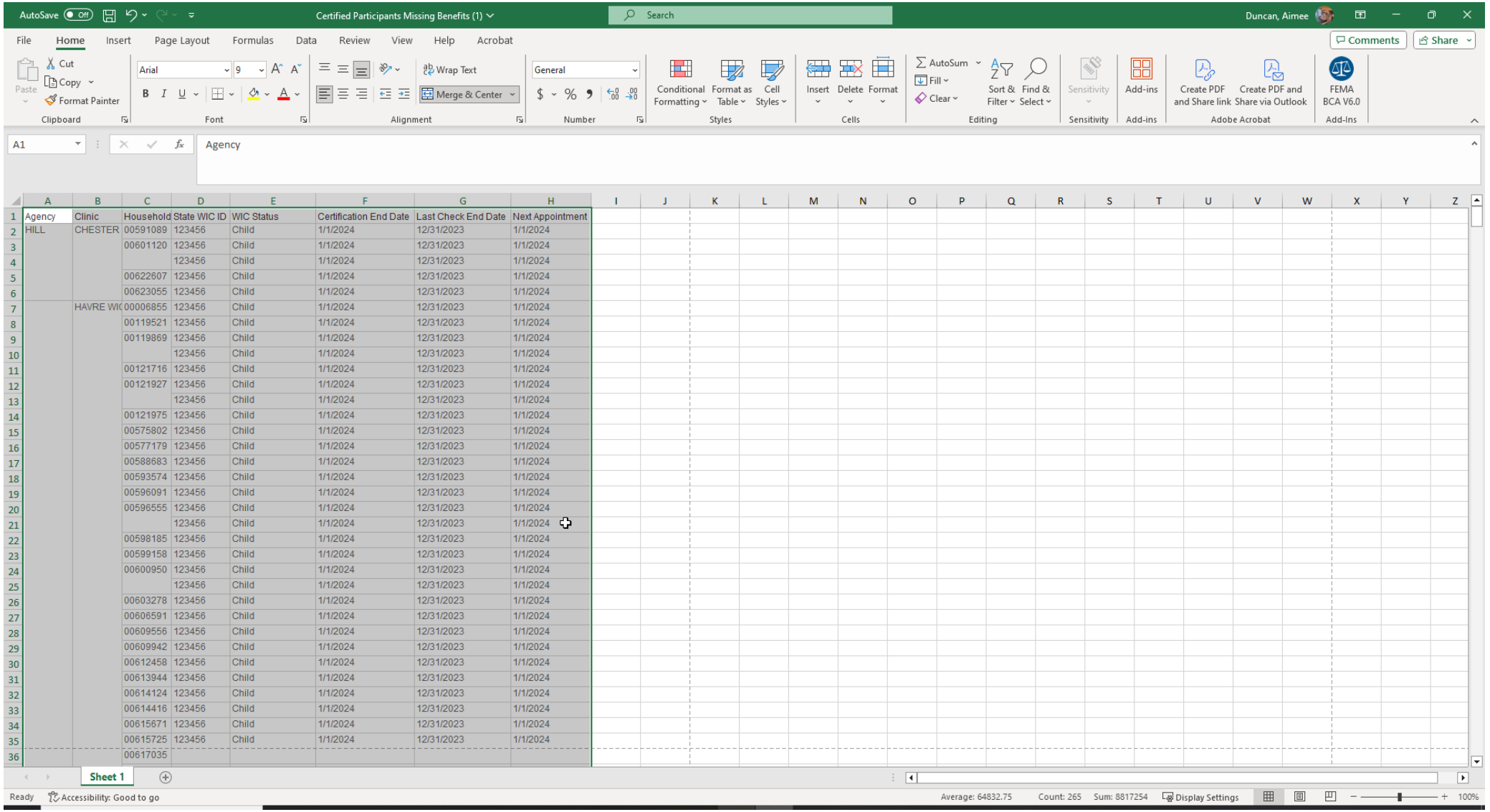
- *This may be used if you want to get everything on one page for printing. This is not required.*



Adjust cells so that you can see all relevant information you would like and make sure they fall to the left of the dotted line, otherwise it will not print. You may need to drag the right edge of the cells to see all the information in the box.

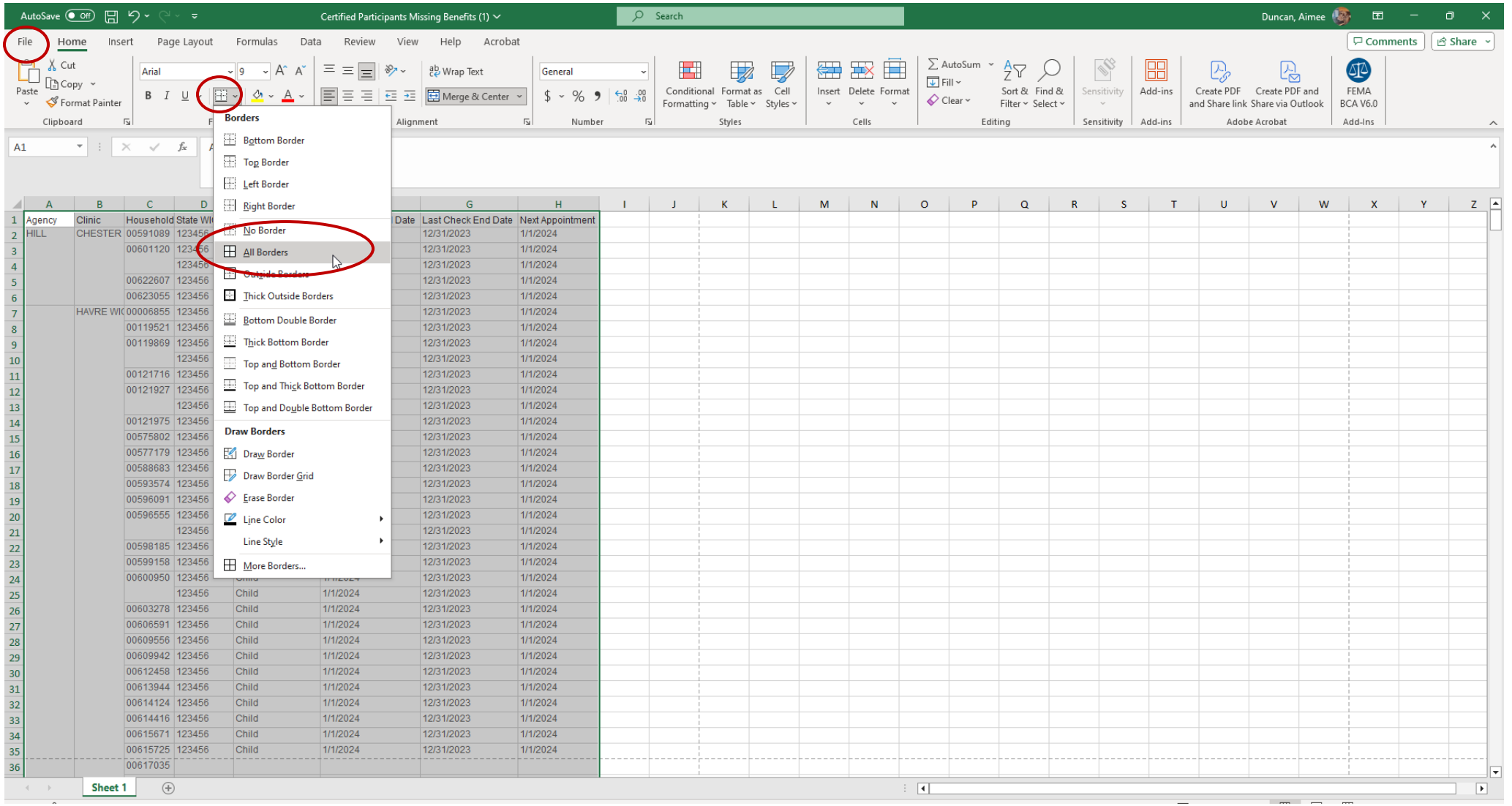


Drag to select all cells on the screen

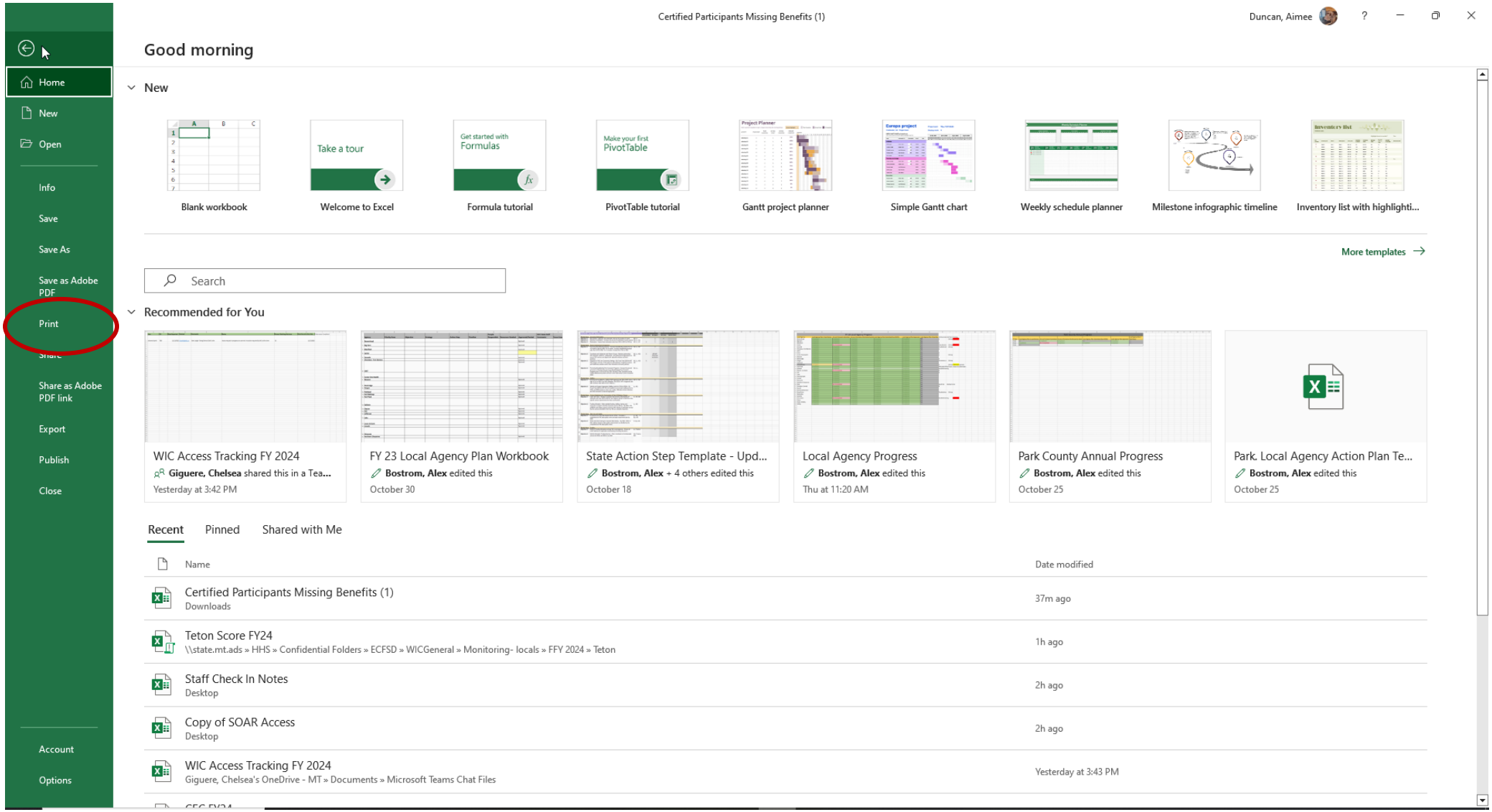


Select the border option, on the home tab, under the font on the toolbar. Click “all borders”

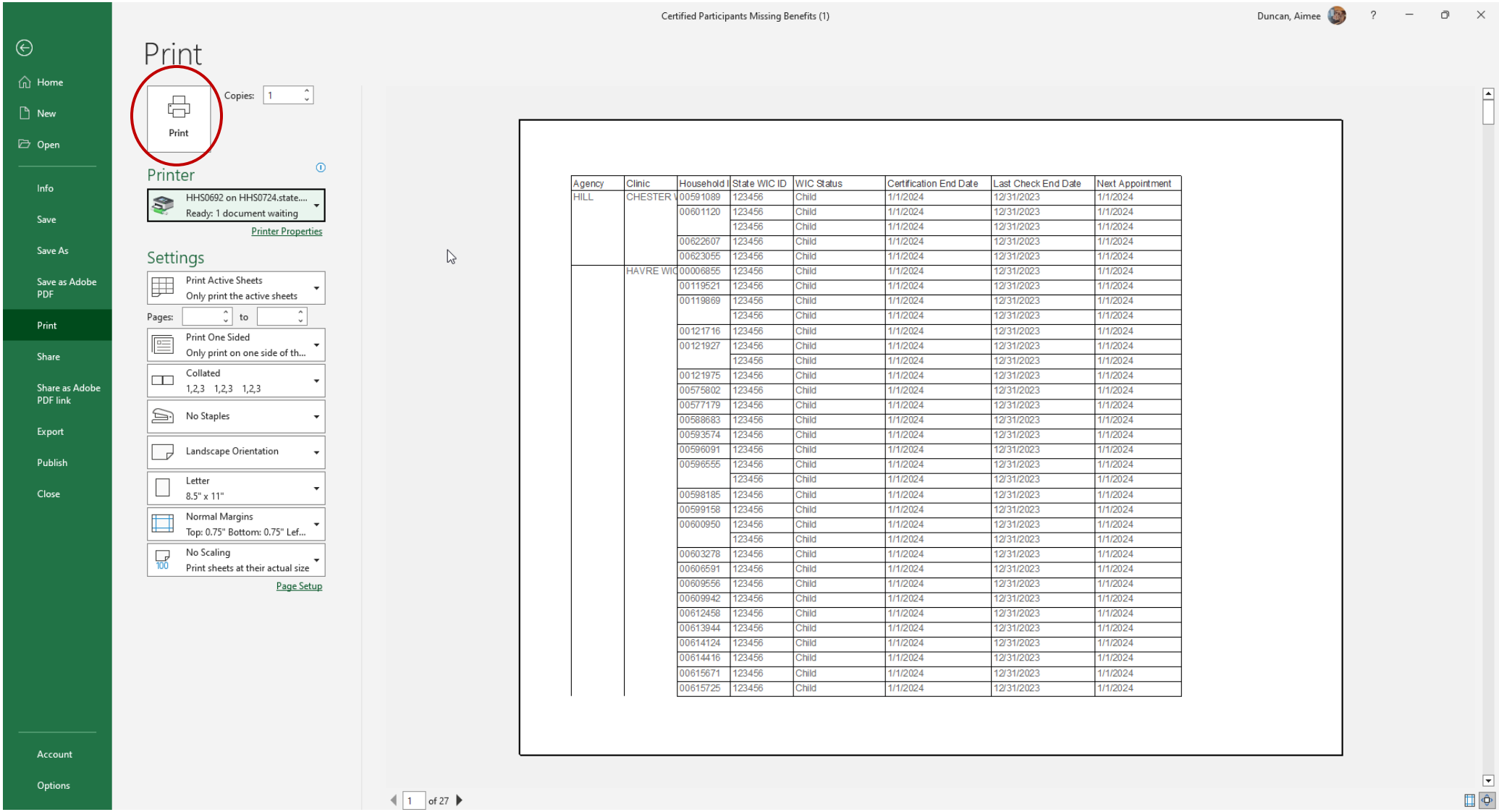
Next, we are going to print. Click file in the top left corner.



Select print from the menu on the left



Preview your document before printing to ensure all information is present, Click Print



Agency	Clinic	Household I	State WIC ID	WIC Status	Certification End Date	Last Check End Date	Next Appointment
HILL	CHESTER V	00591089	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00601120	123456	Child	1/1/2024	12/31/2023	1/1/2024
			123456	Child	1/1/2024	12/31/2023	1/1/2024
		00622607	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00623055	123456	Child	1/1/2024	12/31/2023	1/1/2024
	HAVRE WIC	00006855	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00119521	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00119869	123456	Child	1/1/2024	12/31/2023	1/1/2024
			123456	Child	1/1/2024	12/31/2023	1/1/2024
		00121716	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00121927	123456	Child	1/1/2024	12/31/2023	1/1/2024
			123456	Child	1/1/2024	12/31/2023	1/1/2024
		00121975	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00575802	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00577179	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00588683	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00593574	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00596091	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00596555	123456	Child	1/1/2024	12/31/2023	1/1/2024
			123456	Child	1/1/2024	12/31/2023	1/1/2024
		00598185	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00599158	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00600950	123456	Child	1/1/2024	12/31/2023	1/1/2024
			123456	Child	1/1/2024	12/31/2023	1/1/2024
		00603278	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00606591	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00609556	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00609942	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00612458	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00613944	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00614124	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00614416	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00615671	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00615725	123456	Child	1/1/2024	12/31/2023	1/1/2024