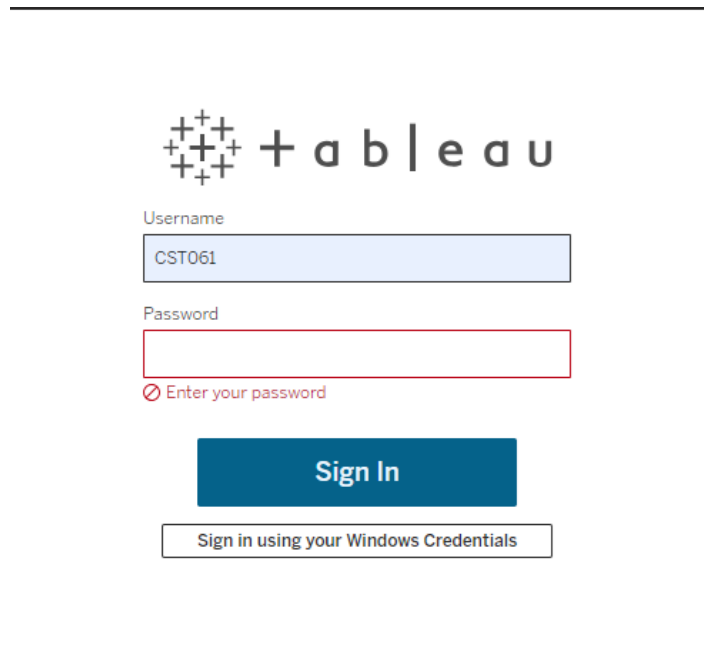


***These instructions are for Microsoft excel 365. If a different version is being used, the instructions may be a little different.**

Navigate to the tableau site via your desktop or web browser

 tableau.mt.gov/#/site/HHSWIC/home

Login using your C/P# and password



The image shows the Tableau login page. At the top is the Tableau logo, which consists of a cluster of small plus signs followed by the word "tableau" in a lowercase, sans-serif font. Below the logo are two input fields. The first is labeled "Username" and contains the text "CST061". The second is labeled "Password" and is currently empty. Below the password field is a red error message that says "Enter your password" with a red circle and slash icon. Below the input fields is a large blue button with the text "Sign In". At the bottom of the login area is a smaller button with the text "Sign in using your Windows Credentials".

From the homepage, click explore on the lefthand side

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

The screenshot shows a dashboard homepage. On the left is a sidebar with navigation options: Home, Favorites, Recents, Shared with Me, Recommendations, Personal Space, Collections, and Explore. The 'Explore' option, which includes a magnifying glass icon, is circled in red. The main content area is titled 'Home' and features a search bar at the top right with the placeholder text 'Search for views, metrics, workbooks, and more'. Below the search bar is a 'New' button. The 'Favorites' section displays a grid of eight report thumbnails. Each thumbnail shows a preview of the report's content, which includes tables and charts. Below each thumbnail is the report's title, a star icon, and a three-dot menu icon. The reports are: 'WIC Smart Household List', 'Self Chart Audits', 'Report 5. APL (UPC List)', 'Initial Contact History', 'Test Scripts', 'Participant Data', 'Data Analysis', and 'USDA FFY Breastfeeding Data ...'. The 'Data Analysis' thumbnail features a bar chart with a folder icon overlaid. At the bottom of the page is a 'Recents' section, which is currently empty. A 'See All' link is located at the bottom right of the 'Favorites' and 'Recents' sections.

Home

Search for views, metrics, workbooks, and more

New

See All

Favorites

WIC Smart Household List ★ ...

Self Chart Audits ★ ...

Report 5. APL (UPC List) ★ ...

Initial Contact History ★ ...

Test Scripts ★ ...

Participant Data ★ ...

Data Analysis ★ ...

USDA FFY Breastfeeding Data ... ★ ...

Recents

See All

Click Reports

Tableau Server

tableau.mt.gov/#/site/HHSWIC/explore

Home

Favorites

Recents

Shared with Me

Recommendations

Personal Space

Collections

Explore

Explore

Top-Level Projects

New

Select All

Sort By: Name (a-z)

Data Analysis

Data Sets

Default

EPI

Reports

State Office

3

[illegible]

Click Certified Participants Missing....

Home

Favorites

Recents

Shared with Me

Recommendations

Personal Space

Collections

Explore

Explore / Reports / Certified No Benefits

Certified No Benefits

Owner

McKeever, Andrew

Modified

Oct 30, 2023, 12:49 PM

Views 1

Data Sources 1

Connected Metrics 0

Custom Views 0

Subscriptions 0

Select All

Certified Participants Missing Benefits

A list of participants who are not listed as having benefits, but have been found to have benefits.

Name	ID	Organization	Department	Job Title	Status	Last Updated
John Doe	123456	ABC Corp	Engineering	Software Engineer	Active	2023-10-25
Jane Smith	234567	XYZ Inc	Marketing	Marketing Manager	Active	2023-10-20
Bob Johnson	345678	DEF LLC	Sales	Sales Representative	Active	2023-10-15
Alice Brown	456789	GHI Corp	Finance	Financial Analyst	Active	2023-10-10
Charlie Davis	567890	KLM Inc	Operations	Operations Manager	Active	2023-10-05
Diana Evans	678901	NOP Ltd	Human Resources	HR Specialist	Active	2023-09-30
Ethan Green	789012	RST Corp	Product Development	Product Designer	Active	2023-09-25
Fiona Hill	890123	TUV Inc	Customer Support	Customer Support Rep	Active	2023-09-20
George King	901234	VWX Corp	IT Support	IT Support Technician	Active	2023-09-15
Hannah Lee	012345	YZA Inc	Quality Assurance	QA Tester	Active	2023-09-10
Ian Miller	123456	BCE Corp	Project Management	Project Manager	Active	2023-09-05
Jessica Wilson	234567	FGH Inc	Business Development	Business Development Rep	Active	2023-08-30
Kevin Young	345678	JKL Corp	Systems Administration	System Administrator	Active	2023-08-25
Laura Zane	456789	MNO Inc	Legal Affairs	Legal Counsel	Active	2023-08-20
Michael Bell	567890	PQR Corp	Research & Development	R&D Scientist	Active	2023-08-15
Nancy Clark	678901	STU Inc	Public Relations	PR Specialist	Active	2023-08-10
Oscar Fisher	789012	VWX Corp	Facilities Management	Facilities Manager	Active	2023-08-05
Peter Hall	890123	YZA Inc	Compliance	Compliance Officer	Active	2023-07-30
Quinn King	901234	BCE Corp	Training & Development	Training Coordinator	Active	2023-07-25
Rachel Lewis	012345	FGH Inc	Procurement	Procurement Specialist	Active	2023-07-20
Samuel Moore	123456	JKL Corp	Information Security	Security Analyst	Active	2023-07-15
Tina Nelson	234567	MNO Inc	Executive Assistant	Executive Assistant	Active	2023-07-10
Victor Ortiz	345678	PQR Corp	Supply Chain Management	Supply Chain Manager	Active	2023-07-05
Wendy Parker	456789	STU Inc	Environmental Health & Safety	EHS Specialist	Active	2023-06-30
Xavier Reed	567890	VWX Corp	Construction Management	Construction Manager	Active	2023-06-25
Yara Stone	678901	YZA Inc	Biotechnology Research	Biotech Researcher	Active	2023-06-20
Zoe Taylor	789012	BCE Corp	Telecommunications	Telecom Technician	Active	2023-06-15

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.

←

Explore / Reports / Certified No Benefits / Certified Participants Missing Benefits ☆

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View: Original

👁 Watch ▼

🔗

📄

📄

📄

🔗 Share

Certified Participants Missing Benefits

A list of participants who are certified and qualify for benefits, but they haven't been issued any yet.

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								
		00583165	00693292								
			00695503								
			00583215								
		00602237	00672393								
			00695099								
			00602512								
		00605917	00650868								
			00688075								
			00675466								
		00606589	00686729								
			00695689								
			00611289								
		00613548	00668948								
			00669956								
			00692569								
		00614603	00613548								
			00673737								
			00614961								
		00615287	00676222								
			00681250								
			00615287								
		00617301	00680294								
			00663761								
			00621735								
		00621846	00692049								
			00695859								
			00621846								
		00622750	00692326								
			00694752								
			00694753								
		00623254	00695400								
			00623348								
			00695634								
		00623695	00696469								
			00623858								
			00696815								

Agency

HILL

(All)

☐ BEAVERHEAD COUNTY PUBLIC HEALTH

☐ BIG HORN HEALTH DEPARTMENT

☐ BLACKFEET

☐ BUTTE-SILVER BOW

☐ CASCADE

☐ CROW

☐ CUSTER ONE HEALTH

☐ DAWSON

☐ DEER LODGE

☐ FERGUS/HRDC

☐ FLATHEAD

☐ FORT BELKNAP

☐ FORT PECK

☐ GALLATIN

☒ HILL

☐ JACOB LAKE

☐ LEWIS & CLARK

☐ LINCOLN

☐ MISSOULA

☐ N. CHEYENNE

☐ PARK

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

Certified No Benefits: Certified P x +

tableau.mt.gov/#/site/HHSWIC/views/CertifiedNoBenefits/CertifiedParticipantsMissingBenefits?iid=1

Explore / Reports / Certified No Benefits / Certified Participants Missing Benefits ☆

Data Sources

Watch

Choose a format to download

Clinic

(All)

Certified Participants Missing Benefits

A list of participants who are certified and qualify for benefits, but they haven't been issued any yet.

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							
			00666956								
			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 “crosstab”

Explore / Reports / Certified No Benefits / Certified Participants Missing Benefits

Data Sources

Watch

Share

Certified Participants Missing Benefits

A list of participants who are certified and qualify for benefits, but they haven't been issued any yet.

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								
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		00622750	00694752								
			00694753								
		00623254	00695400								
		00623348	00695634								
		00623695	00696469								
		00623858	00696815								

Image

Data

Crosstab

PDF

PowerPoint

Choose excel and click download

Certified No Benefits: Certified P x +

dataportal.mt.gov/#/site/HHSWIC/views/CertifiedNoBenefits/CertifiedParticipantsMissingBenefits?iid=3

Explore / Reports / Certified No Benefits / Certified Participants Missing Benefits

Device Layouts Data Sources

Data Guide Watch

Share

Certified Participants Missing Benefits

A list of participants who are certified and qualify for benefits, but they haven't been issued any yet.

Agency

HILL

Clinic

CHESTER WIC

HAVRE WIC

Household ID

State WIC ID

Participant Name

Date of Birth

WIC Status

Certification End Date

Last Check End Date

Next Appointment

Representative Nam

Download Crosstab

☒

Certified Participants Missing Benefits

Select Format

☒ Excel

☐ CSV

Download

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

Certified No Benefits: Certified P x

dataportal.mt.gov/#/site/HHSWIC/views/CertifiedNoBenefits/CertifiedParticipantsMissingBenefits?iid=3

Explore / Reports / Certified No Benefits / Certified Participants Missing Benefits

Device La

Recent download history

Certified Participants Missing Ber

6.3 KB • Done

Full download history

Share

Certified Participants Missing Benefits

A list of participants who are certified and qualify for benefits, but they haven't been issued any yet.

Agency	Clinic	Household ID	State WIC ID	Participant Name	Date of Birth	WIC Status	Certification End Date	Last Check End Date	Next Appointment
HILL	CHESTER WIC	00008528	00669924						
	HAVRE WIC	00005104	00678918						
			00687861						
		00016973	00023947						
		00500067	00686746						
			00693885						
		00507818	00674741						
		00575097	00693292						
		00575843	00679410						
		00583215	00672393						
		00587153	00675417						
			00689798						
		00602512	00650868						
			00688075						
		00606464	00681199						
		00611289	00668948						
			00669956						
			00692569						
		00612328	00678226						
		00613548	00673737						
		00614961	00681250						
		00615245	00685798						
		00615287	00680294						
		00615552	00678420						
		00621091	00690549						
		00621735	00692049						
			00695859						
		00623214	00695302						
		00623283	00695467						
		00623695	00696469						
		00623858	00696815						

Open document

The screenshot displays the Microsoft Excel interface with the following details:

- File Name:** Certified Participants Missing Benefits (2)
- Active Tab:** Sheet 1
- Columns:** A through AC. Key columns include Agency, Clinic, Household, State, WIC, Participant, Date of Birth, WIC Status, Certification, Last Check, Next Appoi, Represent, Telephone, Mailing Adc, Mailing City, and Mailing ZIP.
- Rows:** 1 through 36.
- Data:**
 - Row 2: Agency HILL, Clinic CHESTER, Household 00008528, State WIC, Participant 00669924.
 - Row 3: Household 00678186.
 - Row 4: Household 00684787.
 - Row 5: Agency HAVRE WIC, Household 00500067, State WIC, Participant 00686746.
 - Row 6: Household 00693885.
 - Row 7: Household 00575097, State WIC, Participant 00693292.
 - Row 8: Household 00583165, State WIC, Participant 00695503.
 - Row 9: Household 00583215, State WIC, Participant 00672393.
 - Row 10: Household 00602237, State WIC, Participant 00695099.
 - Row 11: Household 00602512, State WIC, Participant 00650868.
 - Row 12: Household 00688075.
 - Row 13: Household 00605917, State WIC, Participant 00675466.
 - Row 14: Household 00686729.
 - Row 15: Household 00606589, State WIC, Participant 00695689.
 - Row 16: Household 00611289, State WIC, Participant 00668948.
 - Row 17: Household 00669956.
 - Row 18: Household 00692569.
 - Row 19: Household 00613548, State WIC, Participant 00673737.
 - Row 20: Household 00614603, State WIC, Participant 00676222.
 - Row 21: Household 00614961, State WIC, Participant 00681250.
 - Row 22: Household 00615287, State WIC, Participant 00680294.
 - Row 23: Household 00617301, State WIC, Participant 00663761.
 - Row 24: Household 00621735, State WIC, Participant 00692049.
 - Row 25: Household 00695859.
 - Row 26: Household 00621846, State WIC, Participant 00692326.
 - Row 27: Household 00622750, State WIC, Participant 00694752.
 - Row 28: Household 00694753.
 - Row 29: Household 00623254, State WIC, Participant 00695400.
 - Row 30: Household 00623348, State WIC, Participant 00695634.
 - Row 31: Household 00623695, State WIC, Participant 00696469.
 - Row 32: Household 00623858, State WIC, Participant 00696815.

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

AutoSave Off | Certified Participants Missing Benefits (2) | Search | Comments | Share

File Home Insert **Page Layout** Formulas Data Review View Help Acrobat

Themes Colors Fonts Effects Themes

Margins Orientation Size Print Area Breaks Background Print Titles

Width: Automatic Height: Automatic Scale: 100% Scale to Fit

Gridlines View Print Headings View Print Sheet Options

Bring Forward Send Backward Selection Pane Align Group Rotate

Portrait Landscape

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Agency	Clinic	Household	State WIC	Participant	Date of Birth	WIC Status	Certification	Last Check	Next Appoir	Represent	Telephone	Mailing Adc	Mailing City	Mailing ZIP														
2	HILL	CHESTER	00008528	00669924																									
3				00678186																									
4				00684787																									
5		HAVRE WIC	00500067	00686746																									
6				00693885																									
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32			00623858	00696815																									
33																													
34																													
35																													
36																													

Sheet 1

Select “print area” and “set print area

AutoSave Off

Certified Participants Missing Benefits (2)

Search

Duncan, Aimee

FileHomeInsertPage LayoutFormulasDataReviewViewHelpAcrobat

ThemesColorsFontsEffects

MarginsOrientationSize

Print Area

Set Print Area

Clear Print Area

BreaksBackgroundPrint Titles

Width: AutomaticHeight: AutomaticScale: 100%

GridlinesViewViewViewPrintPrint

Bring ForwardSend BackwardSelection PaneAlignGroupRotate

G9

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Agency	Clinic	Household	State WIC	Participant	Date of Birth	WIC Status	Certification	Last Check	Next Appoi	Represent	Telephone	Mailing Ad	Mailing City	Mailing ZIP														
2	HILL	CHESTER	00008528	00669924																									
3				00678186																									
4				00684787																									
5		HAVRE WIC	00500067	00686746																									
6				00693885																									
7				00575097	00693292																								
8				00583165	00695503																								
9				00583215	00672393																								
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20				00614603	00676222																								
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26				00621846	00692326																								
27				00622750	00694752																								
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31				00623695	00696469																								
32				00623858	00696815																								
33																													
34																													
35																													
36																													

Sheet 1

Ready Accessibility: Good to go

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

AutoSave Off

Certified Participants Missing Benefits (2)

Search

Duncan, Aimee

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Themes Colors Fonts Effects

Margins Orientation Size Print Area Breaks Background Print Titles

Width: Automatic Height: Automatic Scale: 100%

Gridlines View Print Headings View Print Sheet Options

Bring Forward Send Backward Selection Pane Align Group Rotate

S27

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Agency	Clinic	Household State WIC ID	Participant Name	Date of Birt	WIC Status	Certification End D	Last Check End	Next Appoin	Representative Nam	Telephone	Mailing Adc	Mailing City	Mailing ZIP												
2	HILL	CHESTER	00008528	00669924																						
3			00678186																							
4			00684787																							
5		HAVRE WIC	00500067	00686746																						
6			00693885																							
7			00575097	00693292																						
8			00583165	00695503																						
9			00583215	00672393																						
10			00602237	00695099																						
11			00602512	00650868																						
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24			00621735	00692049																						
25			00695859																							
26			00621846	00692326																						
27			00622750	00694752																						
28			00694753																							
29			00623254	00695400																						
30			00623348	00695634																						
31			00623695	00696469																						
32			00623858	00696815																						
33																										
34																										
35																										
36																										

Sheet 1

Ready Accessibility: Good to go

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.

The screenshot shows the Microsoft Excel interface with the 'Page Layout' tab selected. A right-click context menu is open over column E, with the 'Delete' option highlighted by a red circle. The spreadsheet contains data in columns A through O, with rows 1 through 32 visible. The context menu options include: Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Quick Analysis, Filter, Sort, Get Data from Table/Range..., New Comment, New Note, Format Cells..., Pick From Drop-down List..., and Define Name... The status bar at the bottom indicates 'Ready' and 'Accessibility: Good to go'.

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.

AutoSave: ON | Certified Participants Missing Benefits (2) | Search | Comments | Share

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Themes Colors = Margins Orientation Size Print Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View View Print Print Bring Forward Send Backward Selection Pane Align Group Rotate

112

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Agency	Clinic	Household State WIC ID	WIC Status	Certification End Date	Last Check End Date	Next Appointment																		
2	HILL	CHESTER	00000528 00659924																						
3			00678186																						
4			00684787																						
5		HAYRE WIL	00500087 00686746																						
6			00693885																						
7			00675097 00693292																						
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Sheet 1

Ready Accessibility: Good to go Little, Lucy | Microsoft Teams classic

Drag to select all cells on the screen

AutoSave Off

Certified Participants Missing Benefits (1)

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Duncan, Aimee

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Sensitivity

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Adobe Acrobat

FEMA BCA V6.0

Add-Ins

Comments

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A1

Agency

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Agency	Clinic	Household	State WIC ID	WIC Status	Certification End Date	Last Check End Date	Next Appointment																		
2	HILL	CHESTER	00591089	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
3			00601120	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
4				123456	Child	1/1/2024	12/31/2023	1/1/2024																		
5			00622607	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
6			00623055	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
7		HAVRE WIC	00006855	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
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10				123456	Child	1/1/2024	12/31/2023	1/1/2024																		
11			00121716	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
12			00121927	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
13				123456	Child	1/1/2024	12/31/2023	1/1/2024																		
14			00121975	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
15			00575802	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
16			00577179	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
17			00588683	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
18			00593574	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
19			00596091	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
20			00596555	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
21				123456	Child	1/1/2024	12/31/2023	1/1/2024																		
22			00598185	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
23			00599158	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
24			00600950	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
25				123456	Child	1/1/2024	12/31/2023	1/1/2024																		
26			00603278	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
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29			00609942	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
30			00612458	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
31			00613944	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
32			00614124	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
33			00614416	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
34			00615671	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
35			00615725	123456	Child	1/1/2024	12/31/2023	1/1/2024																		
36			00617035																							

Sheet 1

Average: 64832.75Count: 265Sum: 8817254Display Settings

100%

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.

The screenshot shows the Microsoft Excel interface. The 'File' tab is highlighted in the top-left corner. The 'Home' tab is active, and the 'Borders' icon in the Font group of the ribbon is circled. The 'Borders' dropdown menu is open, and the 'All Borders' option is circled. The spreadsheet data is visible in the background, with columns labeled A through Z and rows numbered 1 through 36. The data includes agency names, clinic names, household numbers, state names, dates, and child status.

Agency	Clinic	Household	State	Wk	Date	Last Check	End Date	Next Appointment
HILL	CHESTER	00591089	123456		12/31/2023	12/31/2023	1/1/2024	
		00601120	123456		12/31/2023	12/31/2023	1/1/2024	
		00622607	123456		12/31/2023	12/31/2023	1/1/2024	
		00623055	123456		12/31/2023	12/31/2023	1/1/2024	
	HAVRE WIC	00006855	123456		12/31/2023	12/31/2023	1/1/2024	
		00119521	123456		12/31/2023	12/31/2023	1/1/2024	
		00119869	123456		12/31/2023	12/31/2023	1/1/2024	
		00121716	123456		12/31/2023	12/31/2023	1/1/2024	
		00121927	123456		12/31/2023	12/31/2023	1/1/2024	
		00121975	123456		12/31/2023	12/31/2023	1/1/2024	
		00575802	123456		12/31/2023	12/31/2023	1/1/2024	
		00577179	123456		12/31/2023	12/31/2023	1/1/2024	
		00588683	123456		12/31/2023	12/31/2023	1/1/2024	
		00593574	123456		12/31/2023	12/31/2023	1/1/2024	
		00596091	123456		12/31/2023	12/31/2023	1/1/2024	
		00596555	123456		12/31/2023	12/31/2023	1/1/2024	
		00598185	123456		12/31/2023	12/31/2023	1/1/2024	
		00599158	123456		12/31/2023	12/31/2023	1/1/2024	
		00600950	123456		12/31/2023	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	
		00617035	123456					

Select print from the menu on the left

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Certified Participants Missing Benefits (1)

Duncan, Aimee

Good morning

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PivotTable tutorial

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Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

No Staples

Landscape Orientation

Letter
8.5" x 11"

Normal Margins
Top: 0.75" Bottom: 0.75" Lef...

No Scaling
Print sheets at their actual size

Page Setup

Certified Participants Missing Benefits (1)

Duncan, Aimee

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Agency	Clinic	Household	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	123456	Child	1/1/2024	12/31/2023	1/1/2024
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		00119869	123456	Child	1/1/2024	12/31/2023	1/1/2024
		123456	123456	Child	1/1/2024	12/31/2023	1/1/2024
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		00121927	123456	Child	1/1/2024	12/31/2023	1/1/2024
		123456	123456	Child	1/1/2024	12/31/2023	1/1/2024
		00121975	123456	Child	1/1/2024	12/31/2023	1/1/2024
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		123456	123456	Child	1/1/2024	12/31/2023	1/1/2024
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		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	123456	Child	1/1/2024	12/31/2023	1/1/2024
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		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
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		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

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