

## Filtering CPR AY20 Responses in “View Only” Mode

This is how you can filter by Employee ID to see your current CPR entries

- Open the CPR AY20 Response Google Sheet, this will be in “View Only” mode.

Timestamp	Emory Employee ID#	Date of Participation	What type of submis	Select one from the	Select one from the	What type?	Select one from men	Committee Name	Comm
4/10/2019 16:56:40 TE	12356	1/1/2019	Resident Conference Attendance						
	156518		Journal						
	165876		Journal						
	1981861		Dept. Meeting						
	12356		Academic Activity						
	12356		Resident Conference Attendance						

- From here, click “Data” > “Filter View” > “Create Temporary Filter”

The screenshot shows the Google Sheet interface with the 'Data' menu open. The 'Filter views' option is selected, and a sub-menu is displayed with 'Create new temporary filter view' highlighted. Blue arrows indicate the navigation path from the 'Data' menu to 'Filter views' and then to 'Create new temporary filter view'.

- You now have created a filter on the report. You can select the pyramid in column D “Emory Employee ID” to filter to your respective Employee ID and view your current CPR entries

CPR AY20 (Responses)

File Edit View Insert Format Data Tools Add-ons Help

100% View only

Emory Employee ID#

Temporary filter 3 Range: A1:F7

	A	B	D	E	F	G
1	Timestamp		Emory Employee ID#	Date of Participation	What type of submis	
2				1/1/2019	Resident Conference Attendance	
3					Journal	
4					Journal	
5					Dept. Meeting	
6					Academic Activity	
7					Resident Conference Attendance	

Filter menu options:

- Sort A → Z
- Sort Z → A
- Filter by condition
- Filter by values
- Select all - Clear
- 12356
- 156518
- 165876
- 1981861

Buttons: Cancel, OK

- Example of filtering for Employee ID # 12356

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6			12356		Academic Activity
7			12356		Resident Conference Attendance
8					