Managing List Page with Excel

There are several things that you may wish to do after exporting to Excel.

Highlighted examples of what can be managed on Excel (list not exhaustive):

- A. Managing End Date
- B. Find Door 87 Records (passive redetermination could not establish eligibility)
- C. Find records that were selected for verification review
- D. Find records that State Contractor modified
- E. Find which records were updated via Passive Redetermination
- F. By LOCD Method

REMEMBER: you can filter by any other fields in Excel as well.

To pull a list into Excel and add filters follow these steps.

1. Click on the SavetoXLS button

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2. Click on open button

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3. Click on the first row (1) and highlight the entire row

4. Click on the AZ Sort & Filter Button

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5. Click on the filter dropdown



Now you have filters and click view whichever filter option you like

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