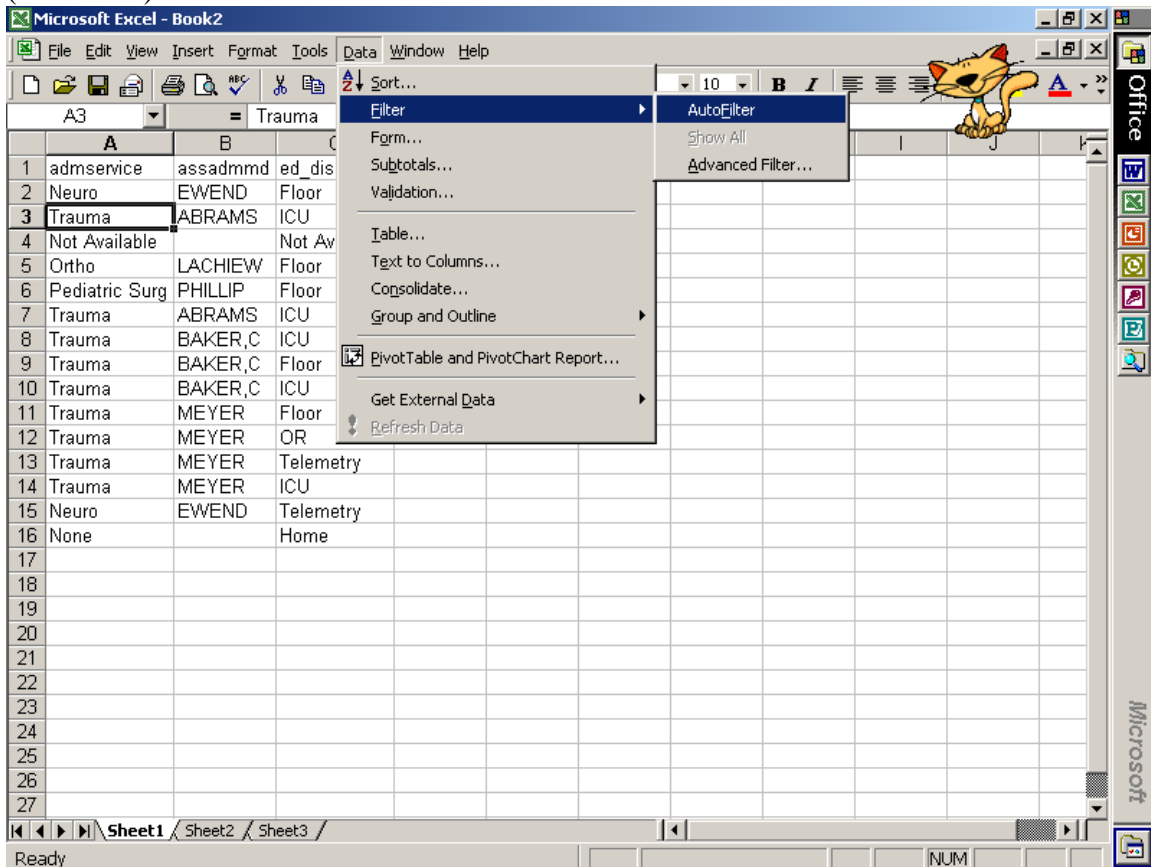


Excel Validation Tool

1. Open file from NTRACS (NCDVS1, NCDVS2). Then select Data | Filter | Auto Filter (see below).



2. Each header column will now contain a drop down list.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book2". The spreadsheet has three columns with dropdown menus in the header row (row 1). The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G	H	I	J
1	admservice	assadm	ed_disp							
2	Neuro	EWEND	Floor							
3	Trauma	ABRAMS	ICU							
4	Not Available		Not Available							
5	Ortho	LACHIEW	Floor							
6	Pediatric Surg	PHILLIP	Floor							
7	Trauma	ABRAMS	ICU							
8	Trauma	BAKER,C	ICU							
9	Trauma	BAKER,C	Floor							
10	Trauma	BAKER,C	ICU							
11	Trauma	MEYER	Floor							
12	Trauma	MEYER	OR							
13	Trauma	MEYER	Telemetry							
14	Trauma	MEYER	ICU							
15	Neuro	EWEND	Telemetry							
16	None		Home							
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										

The spreadsheet is displayed in a window with a standard menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. A cartoon cat sticker is on the right side of the toolbar. The taskbar at the bottom shows the Start button and several open applications: Inbox, NATI..., User: ..., TN32..., ClinTr..., Docu..., TRAUMA, and Book2. The system clock shows 2:40.

3. Select the desired fields drop down box to review data in field

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book2". The window contains a spreadsheet with columns A through I and rows 1 through 27. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G	H	I
1	admservice	assadm	ed disp						
2	Neuro	EWEND	(All)						
3	Trauma	ABRAMS	(Top 10...)						
4	Ortho	LACHIEW	(Custom...)						
5	Pediatric Surg	PHILLIP	Floor						
6	Trauma	ABRAMS	Home						
7	Trauma	BAKER,C	ICU						
8	Trauma	BAKER,C	OR						
9	Trauma	BAKER,C	Telemetry						
10	Trauma	MEYER	Floor						
11	Trauma	MEYER	ICU						
12	Trauma	MEYER	OR						
13	Trauma	MEYER	Telemetry						
14	Trauma	MEYER	ICU						
15	Neuro	EWEND	Telemetry						
16	None		Home						
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									

The 'ed disp' dropdown menu in row 7 is open, showing the following options: (All), (Top 10...), (Custom...), Floor, Home, ICU, OR, and Telemetry. A cartoon cat is visible in the top right corner of the Excel window. The status bar at the bottom shows "Ready" and "NUM".

5. Click on the drop down arrow, select all, and the entire listing of records will appear