

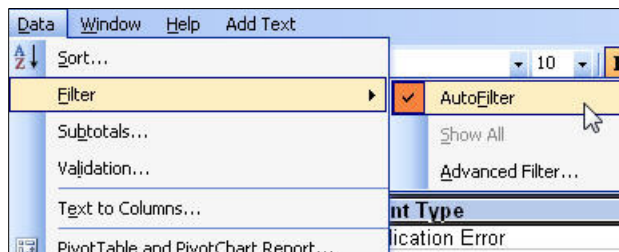
## How to calculate total number of Medication Errors from Event Summaries

On the Excel version of Event Summaries please follow the steps below:

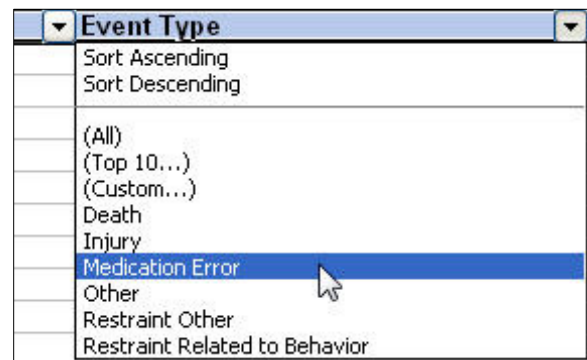
1. Select the entire row with the column headings by clicking on the row number at the left, as shown in the screenshot below.

	A	B	C	D
1	<b>Detail Search Result</b>			
2	<b>Form ID</b>	<b>Individuals</b>	<b>Event Type</b>	<b>Medication Error Type</b>
3	GER-DEMOCT-5583L2C4JQ	Active, Mary / 000001	Restraint Related to Behavior	
4	GER-DEMOCT-55936SJYC8	Active, Mary / 000001	Restraint Related to Behavior	
10	GER-DEMOCT-55Q3SFCD64	Active, Mary / 000001	Injury	
11	GER-DEMOCT-55V39LL43H	Active, Mary / 000001	Restraint Related to Behavior	
12	GER-DEMOCT-55V39ZPF6L	Active, Mary / 000001	Injury	
13	GER-DEMOCT-55W3Y6PUD8	Active, Mary / 000001	Medication Error	Omission
14	GER-DEMOCT-56B35A9ANV	Active, Mary / 000001	Injury	
20	GER-DEMOCT-57933ZKV94	Active, Mary / 000001	Other	
21	GER-DEMOCT-57B3HQHMKN	Active, Mary / 000001	Injury	
22	GER-DEMOCT-57C3VLLBM4	Active, Mary / 000001	Other	

2. Now click on the 'Data' menu at the top of the Excel sheet and select 'Filter'; then 'Auto Filter'.



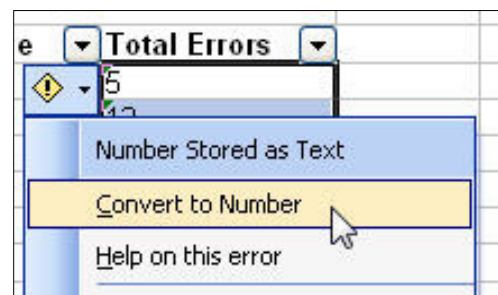
3. Each of the headings will now have a dropdown arrow. From the 'Event Type' column, select Medication Error from the small dropdown menu.



This will filter the list to only show GERs that have Medication Errors.

To count all the Total Errors on the Excel sheet, you may follow the steps below:

1. Select all the cells under the 'Total Errors' column.
2. You will see an Exclamation Mark icon next to the selection, click on it. A menu will appear as shown in the screenshot.
3. Click on the 'Convert to Number' option from the menu.



- Next, click on the first blank cell right below the ‘Total Errors’ column and type in the following:

**=SUM(XA:XB)**

where, *X* is the Alphabet used to represent the column Total Errors. *A* is the row number on Top and *B* is the row number at the bottom for the data range on which the summation will be done.

For example, in the screenshot on the right:

To add all the values of the cells G3, G15, G24, G56, and G66 under the ‘Total Errors column’, we can use the formula: **=SUM(G3:G66)** which will add all the cells vertically from G3 to G66 and give the result of the summation.

	F	G
1		
2	<b>Person Responsible</b>	<b>Total Errors</b>
3	Ray Helper	5
15	Ray Helper	12
24	Ray Helper	3
56	Ray Helper	3
66	Ray Helper	1
69		=SUM(G3:G66)

- After entering the formula press the Enter key and you will get the total number of medication errors.