

## Health Tracking

To sort Blood Glucose reports by Date and Time of Reading for a specific month (e.g. February) you may follow the steps below:

1. Click on the 'Search' link on the Blood Glucose option in the Health Tracking area of the Dashboard.

2. You may enter appropriate search parameters (e.g. Program, Individual Name, Entered By, and Status

among others) on the 'HT Blood Glucose Search' page. You may also leave them blank.

3. Enter the Submit Date (From/To) information. For example, for the month of February 2008, use

02/01/2008 in Submit Date 'From' field and 02/29/2008 in the Submit Date 'To' field.

4. Click on 'Search' button at the bottom of the HT Blood Glucose Search page to perform the search based

on the search parameters you provided.

5. On the next page you will see the search results. Click on the 'Export to Excel' link at the bottom of the

page to export the list to Excel.

6. In the exported Excel sheet, you will see the 'Time of Reading' column among other columns.

7. Click on 'Data' from the Menu Bar, and then on 'Sort'.

8. On the Sort window, choose 'Time of Reading' in 'Sort By' box.

9. Click on the 'OK' button on the Sort window.

10. On the Sort Warning window, choose 'Sort anything that looks like a number, as a number' option as shown in the third screenshot.

11. Click on the 'OK' button.

12. Another similar Sort Warning window will appear, choose the 'Sort anything that looks like a number, as a number' option like before and click on the 'OK' button to continue.

This will now sort the list by Date first and then by Time of Reading.

