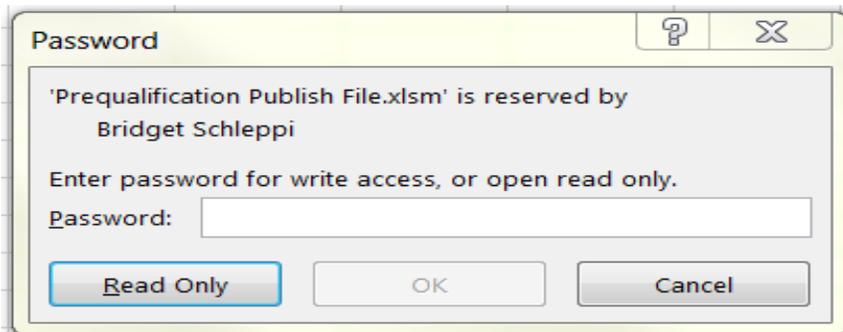
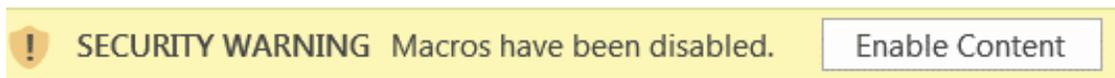


# How to Filter on Pivot Tables & Data Tabs

When the Prequalification file is first open you will see the message below. Click on **Read Only** button.



Then you may receive this message below. Just click on the **Enable Content** button.



This will enable you to use the filter buttons on the table tabs.

## Filtering on the Pivot Table Tab

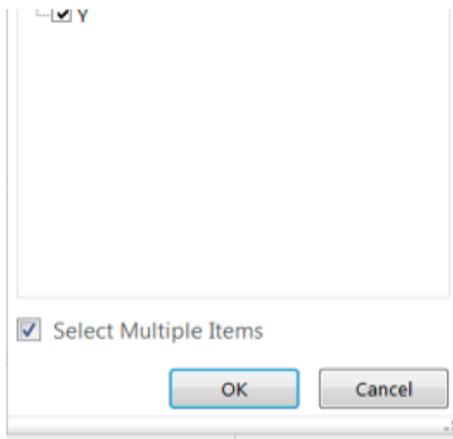
This file contain four prequalification groupings, Engineering Services, Environmental Services, Right of Way Acquisition Services and Construction Inspection & Administration Information. The file is arranged with nine tabs. The first tab labelled "Instructions" contain instruction on how to use this file. The next tab contains a pivot table showing the name, phone, contact person, street, city, state, zip code and email. The tab after that contains the data used to produce the pivot table. Each prequalification grouping contains a pivot table tab and

There is several ways you can filter on the table. One way is at the top of each table there is a listing of prequalification categories.

DBE EDGE	(All)	▼	SBE	(All)	▼
Bicycle Facilities & Enhancement Design	(All)	▼	Non Complex Road Design	(All)	▼
Complex Road Design	(All)	▼	Interchange Study	(All)	▼
Safety Study	(All)	▼	RW Limited Plan Development	(All)	▼
RW Complex Plan Development	(All)	▼	Subsurface Utility Location Services	(All)	▼
Bridge Design Level 1	(All)	▼	Bridge Design Level 2	(All)	▼
Bridge Inspection Level 1	(All)	▼	Bridge Inspection Level 2	(All)	▼
Geotech Engineering Services	(All)	▼	Underwater Bridge Inspection	(All)	▼
Geotech Testing	(All)	▼	Geotech Field Exploration	(All)	▼
Geotech Drilling Inspection	(All)	▼	Basic Traffic Signal Design	(All)	▼
Traffic Signal System Design	(All)	▼	Limited Highway Lighting Design	(All)	▼
Complex Highway Lighting Design	(All)	▼	Construction Management Firm	(All)	▼

Currently the table is showing all options so click on the **down arrow** across from the options you want. Then click on the **Check Mark** to uncheck the "n" and click on **OK**. This will remove any consultant that is not prequalified for that particular category. Repeat this action until you have selected all categories that you need the consultant to be prequalified on.



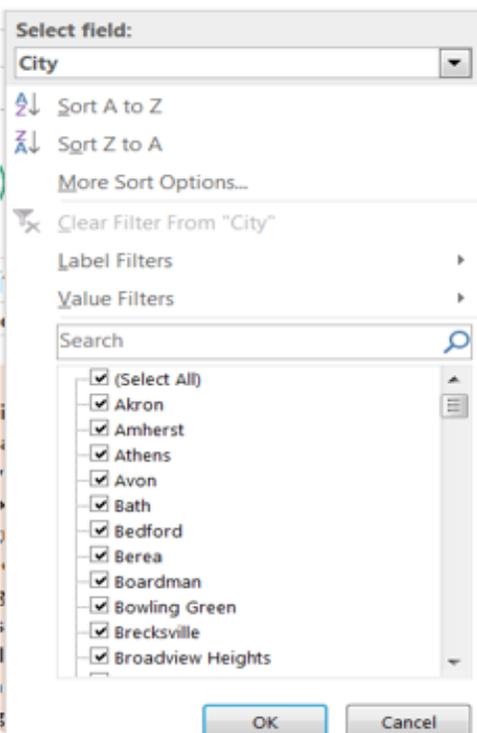


Another way to filter on this table is to click on any column you wish to filter on in the body of the pivot table and click on the **down arrow** and a drop down box will appear.

For example if you want to filter on any city click anywhere in the **City column**

Consultant Name	Phone	Contact Person	Street	City	State	Zip Code
143Engineers, LLC	5134766271	Caroline Duffy	3249 Plateau Place	Cincinnati	OH	45241
2LMN, Inc.	7406875542	Muhammad Riaz	2475 Sugar Grove Road, SE	Lancaster	OH	43130
7NT Engineering, LLC	9374553200	Monica M. Oakes	531 East Third Street	Dayton	OH	45402
ACA Engineering, Inc.	3307251222	Nick Chammas	741 McClurg Road, Suite A	Boardman	OH	44512
Access Engineering Solutions, LLC	4199534864	Brice Schmitmeyer	1200 Irmischer Boulevard	Celina	OH	45822
Adaptive Engineering Group, LLC	4409843586	Matthew D. Hasel	260 South Main Street, Ste 218	Amherst	OH	44001
ADR & Associates, Ltd.	7403451921	Russell B. Krock	88 West Church Street	Newark	OH	43055
Advanced Engineering Consultants, Ltd.	6144863537	Sam Reed	1405 Dublin Road	Columbus	OH	43215
AECOM Technical Services, Inc.	3308002730	Scott Buchanan	564 White Pond Drive	Akron	OH	44320110
Albeck Gerken, Inc.	8133193790	Brian Gerken	1907 North US 301, Ste 120	Tampa	FL	33619

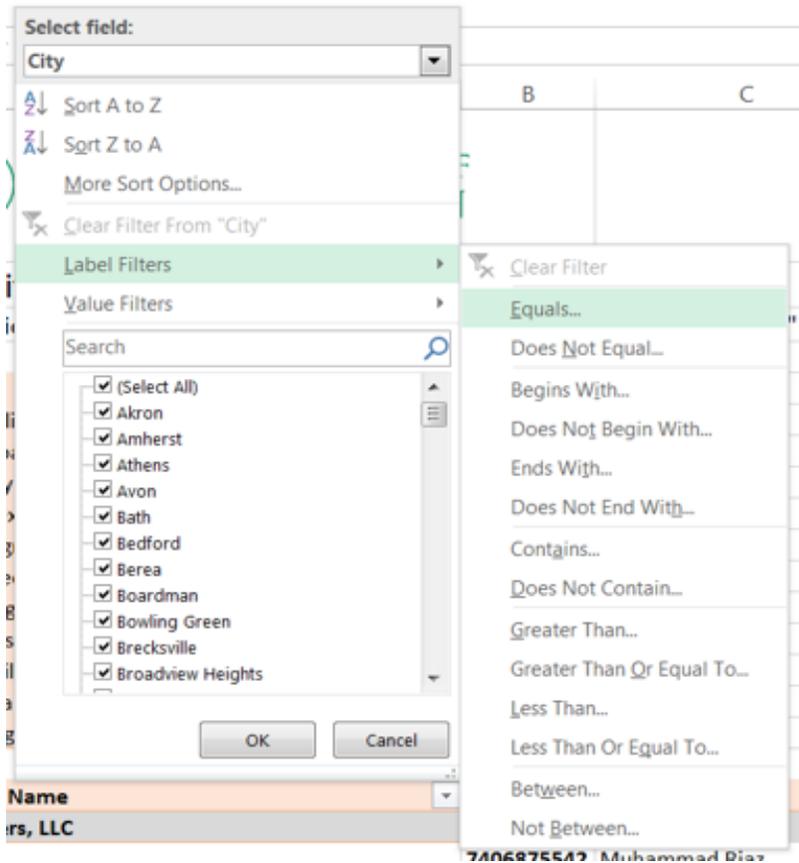
then move your mouse to click on the **down arrow** and a drop down box will appear showing all the cities that are in the table.



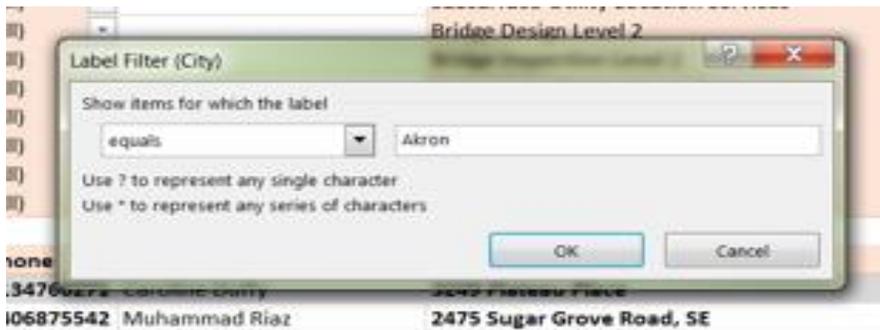


If you click on **(Select All)**, it will remove all the check marks from the entire list then you can scroll down the list and select the city you wish to see by clicking on the *box* to the right of the city.

You can also filter by using the Label Filters, click on **Label Filters** then **Equals**



This box will appear then type in the *city name* and click on **OK**.

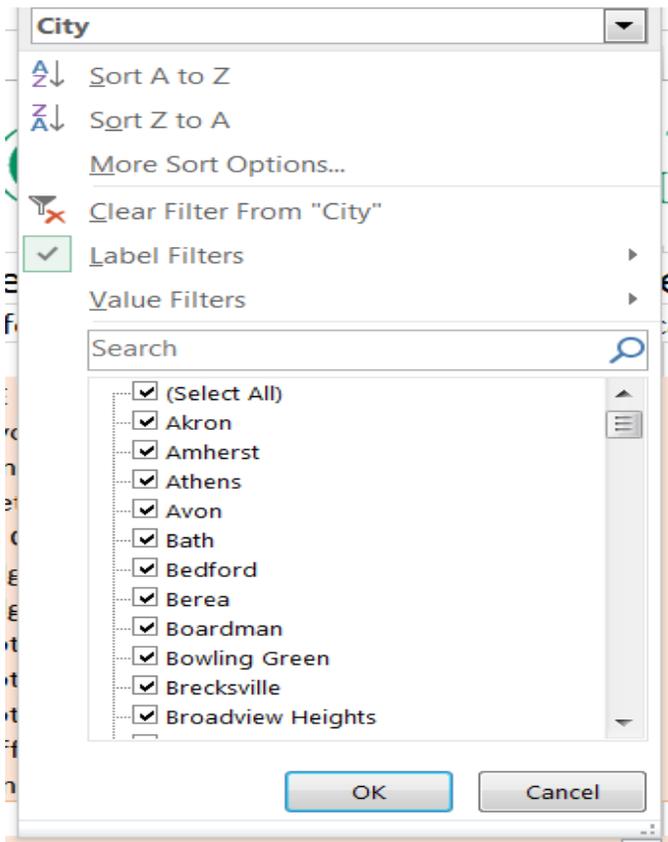


See results below.

DBE EDGE	(All)	▼	SBE	(All)	▼		
Bicycle Facilities & Enhancement Design	(All)	▼	Non Complex Road Design	(All)	▼		
Complex Road Design	(All)	▼	Interchange Study	(All)	▼		
Safety Study	(All)	▼	RW Limited Plan Development	(All)	▼		
RW Complex Plan Development	(All)	▼	Subsurface Utility Location Services	(All)	▼		
Bridge Design Level 1	(All)	▼	Bridge Design Level 2	(All)	▼		
Bridge Inspection Level 1	(All)	▼	Bridge Inspection Level 2	(All)	▼		
Geotech Engineering Services	(All)	▼	Underwater Bridge Inspection	(All)	▼		
Geotech Testing	(All)	▼	Geotech Field Exploration	(All)	▼		

Geotechnical Testing	(All)		Geotechnical Field Exploration	(All)			
Geotechnical Drilling Inspection	(All)		Basic Traffic Signal Design	(All)			
Traffic Signal System Design	(All)		Limited Highway Lighting Design	(All)			
Complex Highway Lighting Design	(All)		Construction Management Firm	(All)			
<b>Consultant Name</b>	<b>Phone</b>	<b>Contact Person</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Email</b>
AECOM Technical Services, Inc.	3308002730	D. Scott Buchanan	564 White Pond Drive	Akron	OH	443201100	scott.buc
Bedell Tucci, LLC	3303759225	Robert J. Tucci	254 West Market Street	Akron	OH	44303	bedelltuc
Environmental Design Group, LLC	8008351390	Lu Ann Unrue	450 Grant Street	Akron	OH	443111183	lunrue@e
G. Stephens, Inc.	3307621386	Halle Jones Capers	133 North Summit Street	Akron	OH	44304	hjonesca
GBC Design, Inc.	3308360228	Gary R. Rouse	565 White Pond Drive	Akron	OH	443201123	grouse@g
Glaus, Pyle, Schomer, Burns and DeHaven, Inc.	3306060312	Mohamed Darwish	520 South Main Street, Ste 2531	Akron	OH	443111010	mdarwish
H. R. Gray & Associates, Inc.	3303793200	James P. Weber	12 East Exchange St., 7th Floor	Akron	OH	44308	
KCI Associates of Ohio, P. A.	3305649100	Heath Oeder	441 Wolf Ledges Parkway, Ste 203	Akron	OH	44311	heath.oe
Summit Testing & Inspection Company	3308696606	Kevin M. Freese	P. O. Box 2231	Akron	OH	44309	kevinmfre
<b>Grand Total</b>							

To clear out this filter click back on any cell in the City column, click on the **down arrow**. This box will appear.



Click on **Clear Filter from "City"** and the table will remove the filter.

If you wish to clear all filters, click on the **Clear All Filters** button in the upper right hand side of the sheet.



## Filtering on the Data Tab

When filtering on the Data tab, find the the prequalification column and click on the **down arrow** and a box will ap

Bicycle Facilities & Enhancement Design	Non Complex Road Design	Complex Road Design	Interchange Study	Safety Stu
Y	Sort A to Z	n	Y	Y
n	Sort Z to A	Y	n	n
n	Sort by Color	n	n	n

n			n	n	Y
n			n	n	n
n			n	n	n
n			n	n	n
Y			Y	Y	Y
n			n	n	n
Y			Y	Y	Y
n			n	n	n
n			n	n	n
n			n	n	n
n			n	n	n
Y			Y	Y	Y
Y			Y	Y	Y
n			n	n	n
n			n	n	n
n			n	n	n
Y			Y	n	n
n			n	n	n
Y		Y	Y	Y	Y
n		Y	n	n	n
Y		n	n	n	n

Sort by Color

Clear Filter From "Non Complex Road ..."

Filter by Color

Text Filters

Search

(Select All)

n

Y

OK Cancel

Then click on the **Check Mark** to uncheck the "n" and click on **OK**. This will remove any consultant that is not prequalified for that particular category. Repeat this action until you have selected all categories that you need the consultant to be prequalified on.

To clear the Data tab you will need to clear the column individually.







appear.