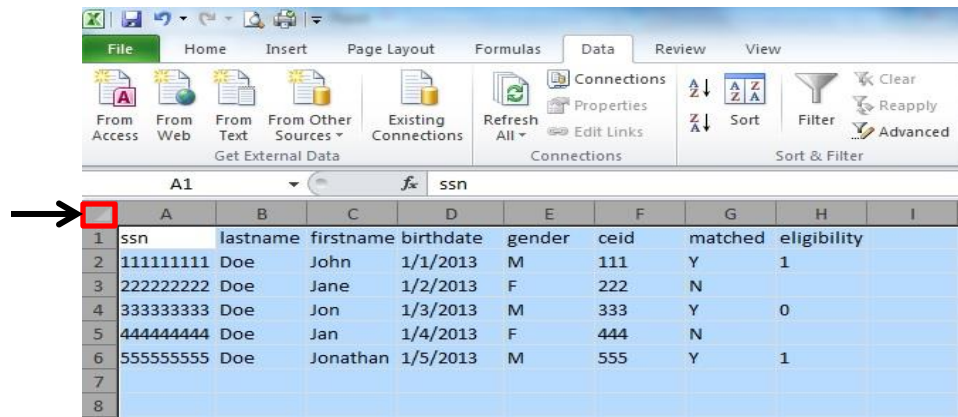
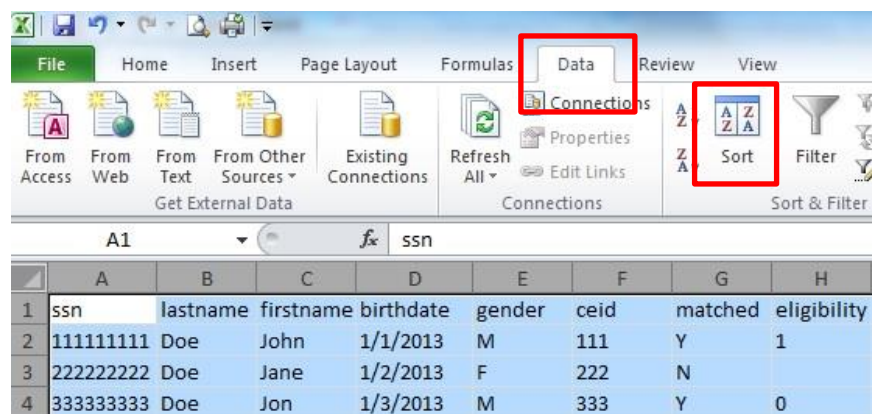


Quick Guide – How to Sort Results from System Matching

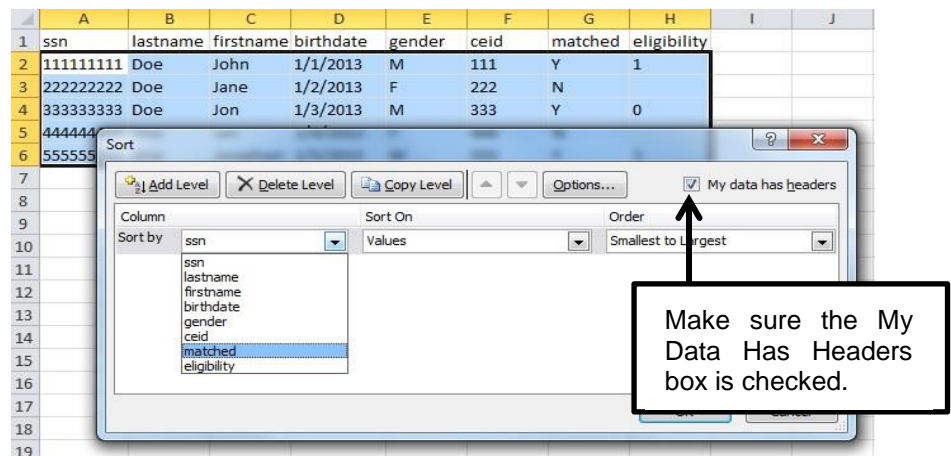
1. Click the box in the upper left corner to select the entire worksheet.



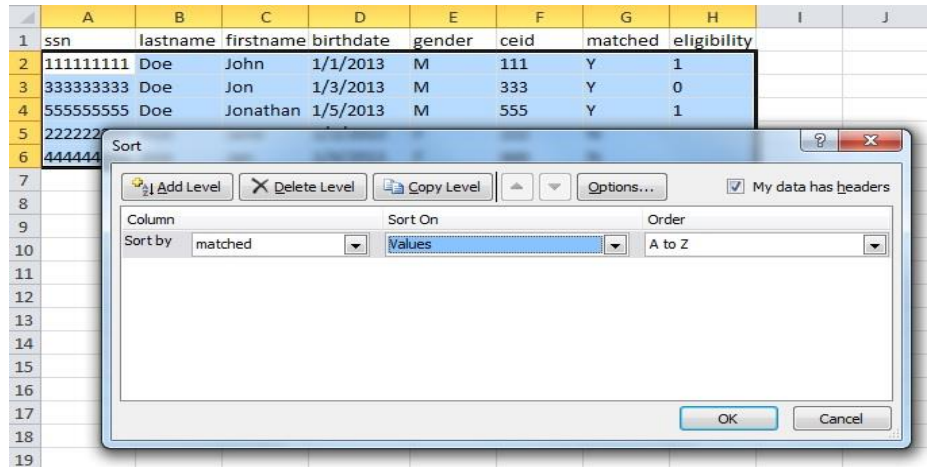
2. On the Data tab, in the Sort & Filter group, click Sort.



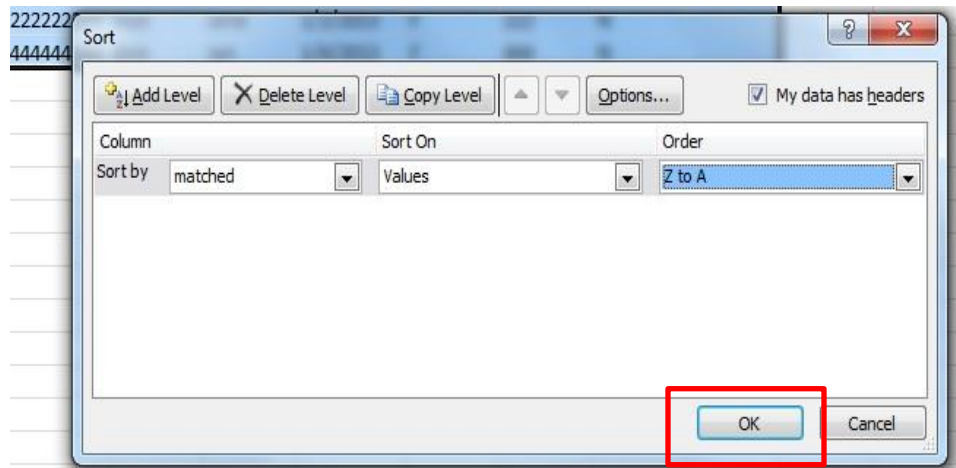
3. The Sort dialog box appears. In the Sort by list, select the column for “matched.” Make sure the My Data Has Headers box is checked.



4. In the Sort on list, make sure Values is selected.



5. In the Order list, select Z to A so that matched Y appear first.



6. Click OK.

7. Review your sorted list.

G24								
	A	B	C	D	E	F	G	H
1	ssn	lastname	firstname	birthdate	gender	ceid	matched	eligibility
2	111111111	Doe	John	1/1/2013	M	111	Y	1
3	333333333	Doe	Jon	1/3/2013	M	333	Y	0
4	555555555	Doe	Jonathan	1/5/2013	M	555	Y	1
5	222222222	Doe	Jane	1/2/2013	F	222	N	
6	444444444	Doe	Jan	1/4/2013	F	444	N	
7								
8								