

## Instructions for sorting the residency showcase listing

The link to the residency showcase listing will take you to a Google spreadsheet hosted within Google Drive. The file can either be viewed and sorted or filtered using Google drive or saved as an Excel spreadsheet (File > Download as > Microsoft Excel) and sorted that way.

Computer:

1. Open spreadsheet (This will open in Google Drive)
2. Highlight the column you'd like to sort by clicking on the top of that column

Organization	Booth Number	Session	City	State/ Country	Specialty Name(s)	Program Type
Allegheny General Hospital	4206	Monday	Pittsburgh	PA	Health-System Pharmacy Administration/M	Combined
Banner Desert Medical Center	6417	Tuesday PM	Mesa	AZ	Pharmacotherapy - Combined with PGY1 ar	Combined
CHI St. Luke's Health Baylor St. Luke's Medical Center and The Woodlands	4505	Monday	Houston	TX	Health-System Administration - Combined	Combined
Duke University Hospital	5505	Tuesday AM	Durham	NC	Health-System Administration/MS - Combin	Combined
Fairview Health Services and the University of Minnesota Medical Center	6244	Tuesday PM	Minneapolis	MN	Health-System Administration/MS - Combin	Combined
Florida Hospital Orlando	5512	Tuesday AM	Orlando	FL	Health-System Administration/MS - Combin	Combined
Froedtert & the Medical College of Wisconsin	5634	Tuesday AM	Menomonee Falls	WI	Health-System Administration/MS - Combin	Combined
Hallmark Health System/MCPHS	5515	Tuesday AM	Medford	MA	Health-System Administration - Combined	Combined
Harris Health System	6230	Tuesday PM	Houston	TX	Health-System Administration - Combined	Combined
Houston Methodist Hospital	4606	Monday	Houston	TX	Health-System Administration/MS - Combin	Combined
Idaho State University Departments of Family Medicine and Pharmacy Prac	5621	Tuesday AM	Pocatello	ID	Pharmacotherapy - Combined with PGY1 ar	Combined
Johns Hopkins Home Care Group- Outpatient Pharmacy	4111	Monday	Baltimore	MD	Health-System Administration/MS - Combin	Combined
Kroger Family of Pharmacies	5130	Tuesday AM	Cincinnati	OH	Health-System Administration/MS - Combin	Combined
M.D. Anderson Cancer Center	4311	Monday	Houston	TX	Health-System Administration/MS - Combin	Combined
Methodist University Hospital	6420	Tuesday PM	Memphis	TN	Health-System Administration - Combined	Combined
Michael F. DeBakey Veterans Affairs Medical Center	6233	Tuesday AM	Houston	TX	Health-System Administration - Combined	Combined

3. To sort, click Data > Sort Sheet by column

Organization	Booth Number	Session	City	State/ Country	Specialty Name(s)	Program Type
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Banner Desert Medical Center	6417	Tuesday PM	Mesa	AZ	Pharmacotherapy - Combined with PGY1 ar	Combined
CHI St. Luke's Health Baylor St. Luke's Medical Center and The Woodlands	4505	Monday	Houston	TX	Health-System Administration - Combined	Combined
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The selected column is now sorted alphabetically.

4. To filter, click Data > Filter views > Create new temporary filter view

The screenshot shows the Excel interface with the 'Data' menu open. The 'Filter views' option is selected, and its sub-menu is visible. The 'Create new temporary filter view' option is highlighted with a red arrow. The background spreadsheet shows columns for Organization, Booth Number, Session, City, State/Country, Specialty Name(s), and Program Type.

5. Arrows will appear for each column, which can be used to filter that column.

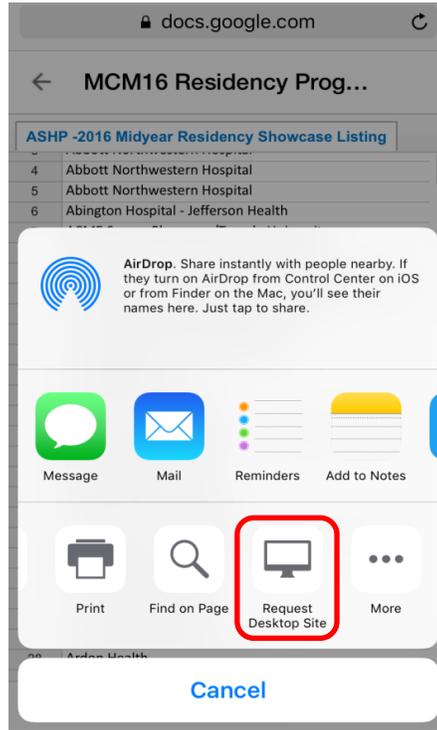
The first screenshot shows the spreadsheet with 'Temporary filter 3' applied, filtering the data by the 'Session' column. A red circle highlights the filter arrow on the 'Session' column header. The second screenshot shows the 'Filter by values' dialog box for the 'Session' column, with 'Monday' selected and a red arrow pointing to it. The dialog also shows 'Tuesday AM' and 'Tuesday PM' as other options.

# IPHONE / IPAD

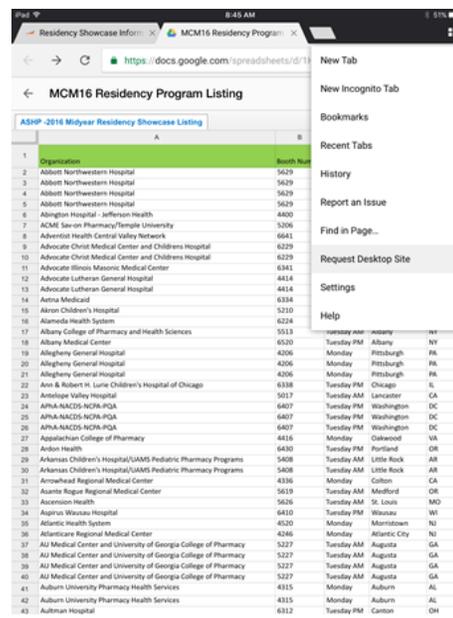
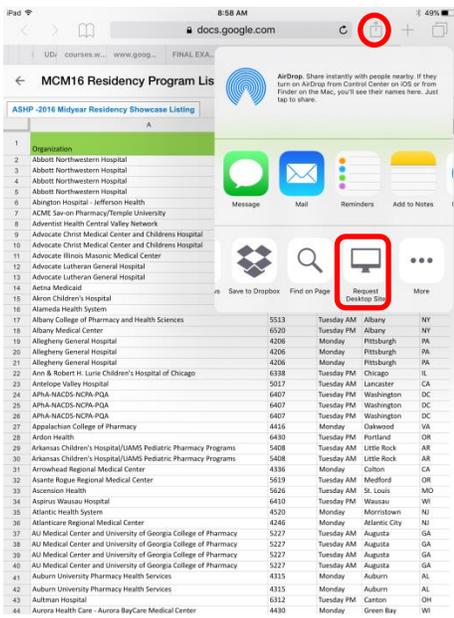
The mobile version of google drive will not allow you to sort or filter. The website must first be switched from the mobile version to the desktop version of the site.

1. After clicking the spreadsheet link, the document will open in a mobile version of the google docs website. To switch to the desktop site, click on the menu button, then "Request desktop site".

## IPHONE:



## IPAD:



Safari

Chrome

2. Now, the spreadsheet can be sorted in the same way that is described above (for Computers).