

## Sending data to CCOs:

**IMPORTANT: ONLY SEND DATA TO CCOS RELATED TO INDIVIDUALS ENROLLED IN THAT CCO!**  
**SEND VIA SECURE EMAIL: (use #secure# in subject line)**

1. Sort your branch data by CCO enrollment (see below on how to sort data).
2. Open a completely new Excel spreadsheet and paste the sorted list into the spreadsheet.
3. Copy and paste the data key information (located in the next tab) into fresh tab of the new spreadsheet.
4. Save the new report and send to your designated CCO contact via secure email.  
Double check that you are only sending information about individuals that are enrolled into their CCO.

## How to sort your data:

MS Excel 2010

**1**

Click the down arrow for the column you want to filter.

Branch	CCO
0111	
0111	
0111	
0111	
0111	
0111	
.....	

**2**

A menu box will appear with the entire possible column values checked.

1	Branch	CCO
Sort A to Z		
Sort Z to A		
Sort by Color		
Clear Filter From "Branch"		
Filter by Color		
Text Filters		
Search		
<input checked="" type="checkbox"/> (Select All)		
<input checked="" type="checkbox"/> 0111		
<input checked="" type="checkbox"/> 0303		

**3**

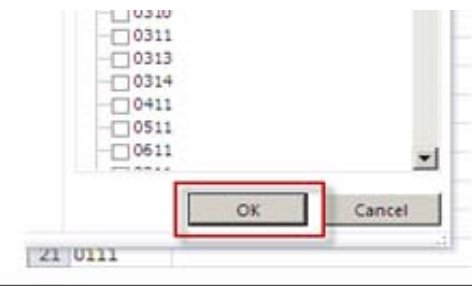
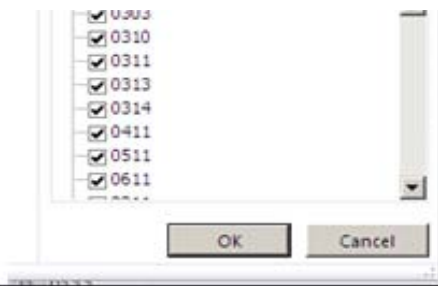
Click the box next to select all so that all items become unchecked.

1	Branch	CCO
Sort A to Z		
Sort Z to A		
Sort by Color		
Clear Filter From "Branch"		
Filter by Color		
Text Filters		
Search		
<input checked="" type="checkbox"/> (Select All)		
<input checked="" type="checkbox"/> 0111		
<input checked="" type="checkbox"/> 0303		

**4**

Click the box next to the value you would like to see (example: branch 0111).

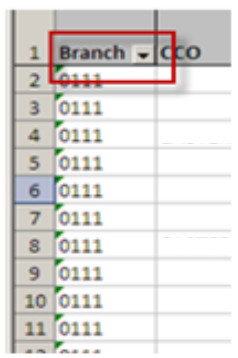
1	Branch	CCO
Sort A to Z		
Sort Z to A		
Sort by Color		
Clear Filter From "Branch"		
Filter by Color		
Text Filters		
Search		
<input type="checkbox"/> (Select All)		
<input checked="" type="checkbox"/> 0111		
<input type="checkbox"/> 0303		
<input type="checkbox"/> 0310		



### MS Excel 2003

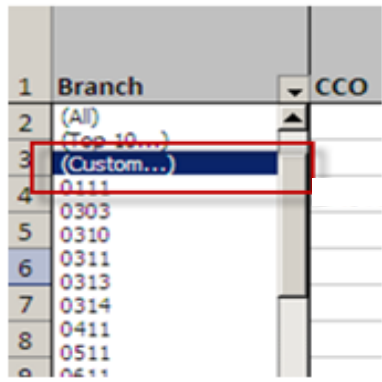
1

Click the down arrow for the column you want to filter.



2

Choose "(Custom)" from the drop-down menu.



3

Enter the value which you would like to see (example: branch 0111).

