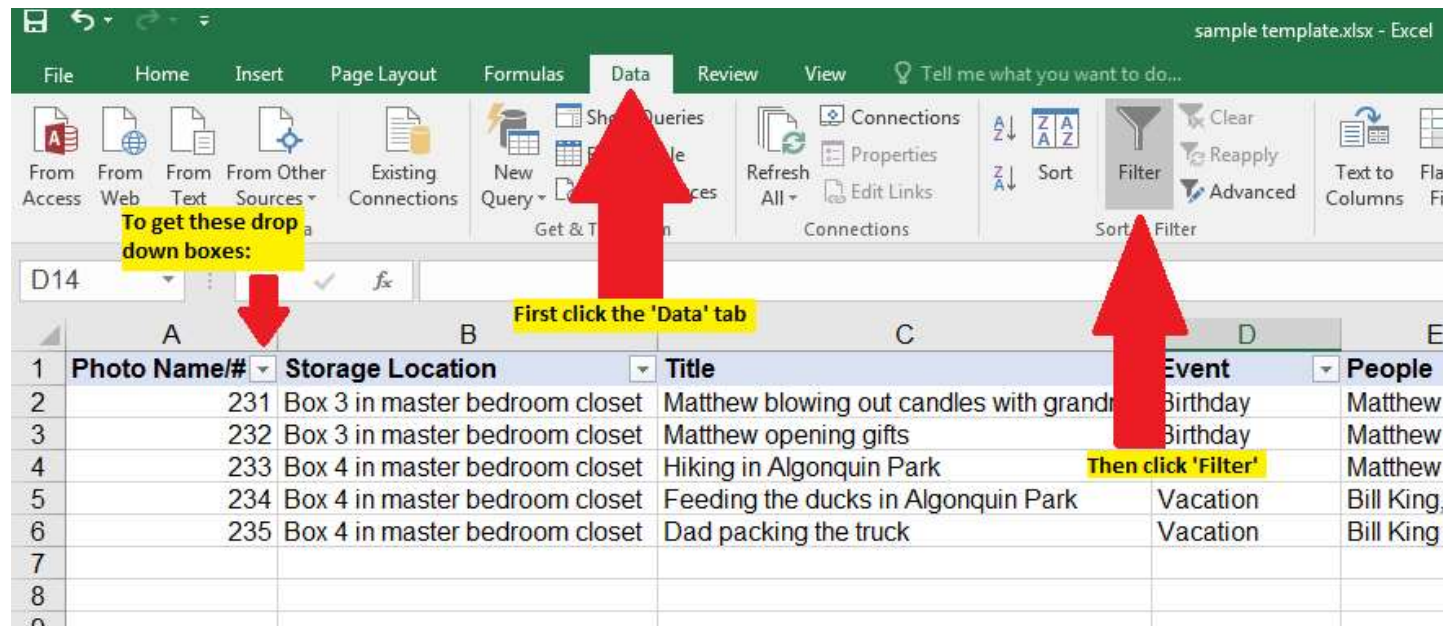


This Excel document is an example of what your personal database could look like. Please feel free to save it to your computer and customize it for your needs/preferences. There are filters set up on each page, but in case you want to start from scratch or something goes wonky there are instructions below for how to set it up.

How to set up a filter your data:

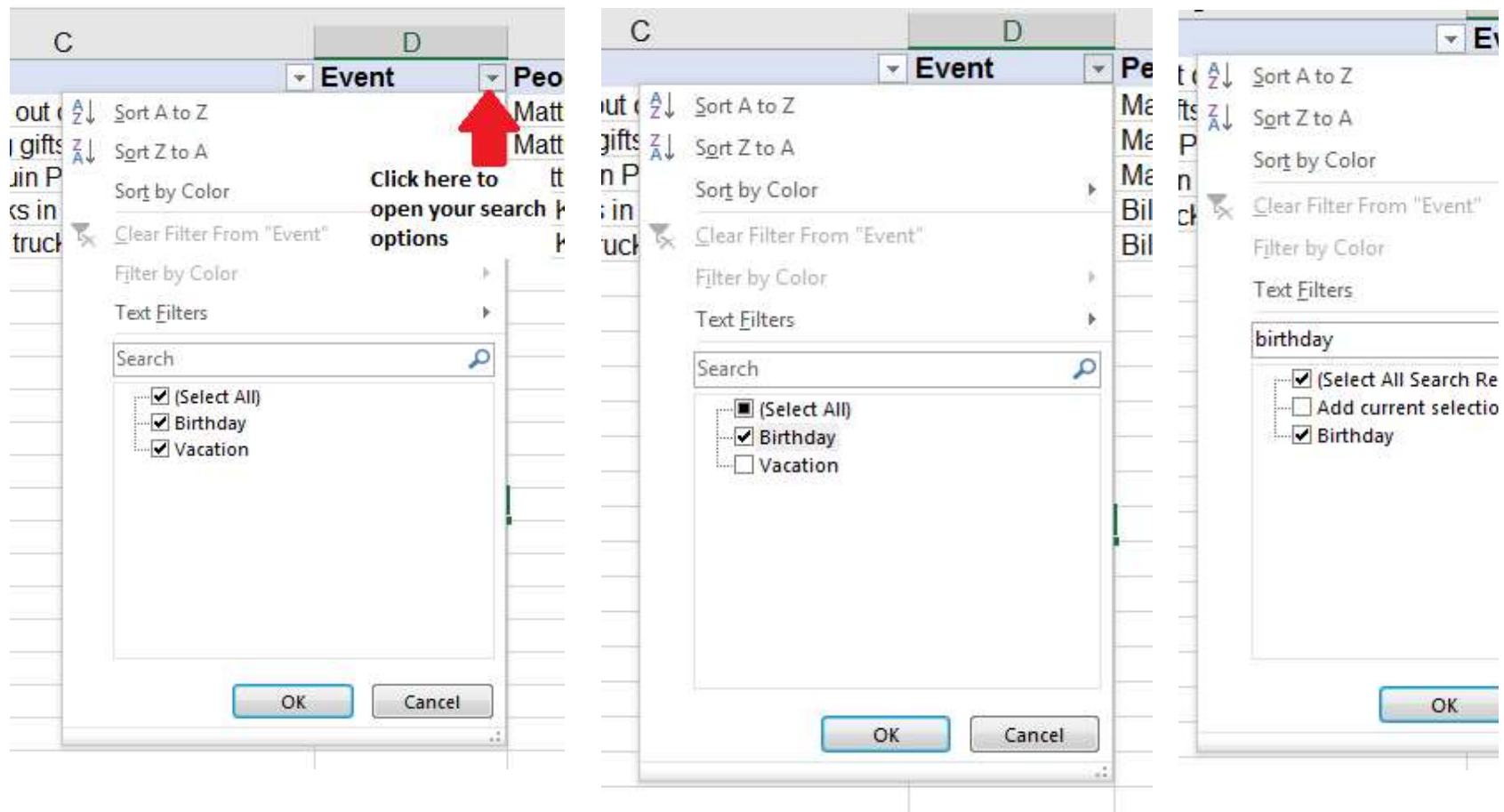
1. Set up your headings
2. Click on the first heading, or highlight all the headings (both should work)
3. Click on the Data tab at the top of Excel
4. Click on the 'Filter' button



Now you can search or filter any of those columns.

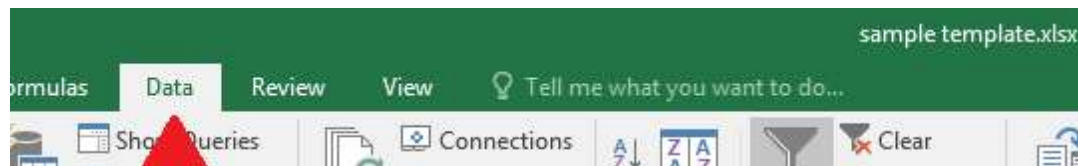
1. Click on the drop down arrow
2. You can sort the whole column alphabetically or you search/select your filters

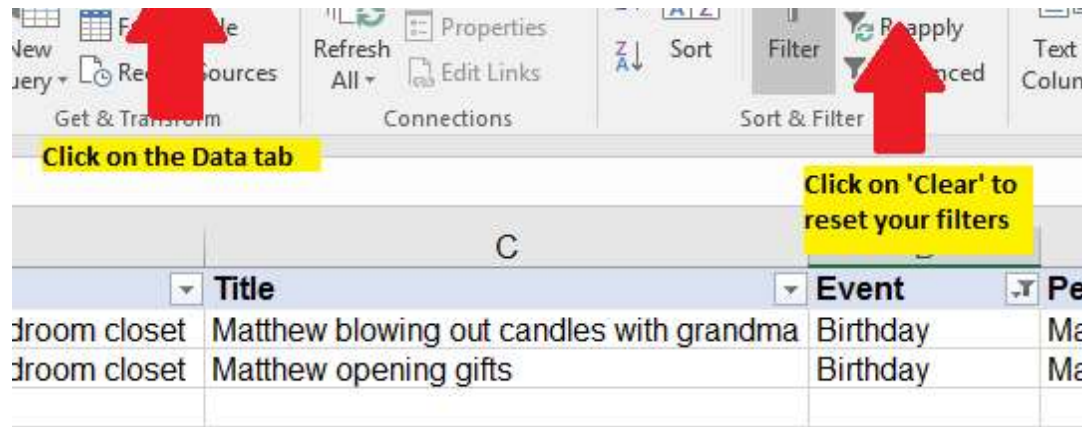
For example: if you want to only look at line items related to birthdays, you can search birthday and select ok, or you can uncheck 'Select All' and click on 'Birthday'



You can set filters on as many columns as you'd like at once.

If you want to clear your filters, click on the Data tab, and click 'Clear' next to the Filter button





The spreadsheet should automatically populate anything new you enter. If some data isn't showing up click on the headings, go to 'Data' and unclick 'Filter' and then click it again. This should clear up any issues.

vent

P

M

M

M

B

B

Results

Click on to filter

Cancel

A screenshot of a software interface. At the top left, there is a dropdown menu with the text 'vent' and a downward arrow. To its right is a vertical list of items, each with a small right-pointing arrow to its left. The items are labeled 'P', 'M', 'M', 'M', 'B', and 'B'. Below this list is a search input field with a small 'x' icon on its right side. Underneath the search field is a text label 'Results' followed by 'Click on to filter'. At the bottom of the interface is a 'Cancel' button. The overall appearance is that of a standard Windows-style application window.