

Sorting & Filters to Remove Notes from Email and Address 2 Fields

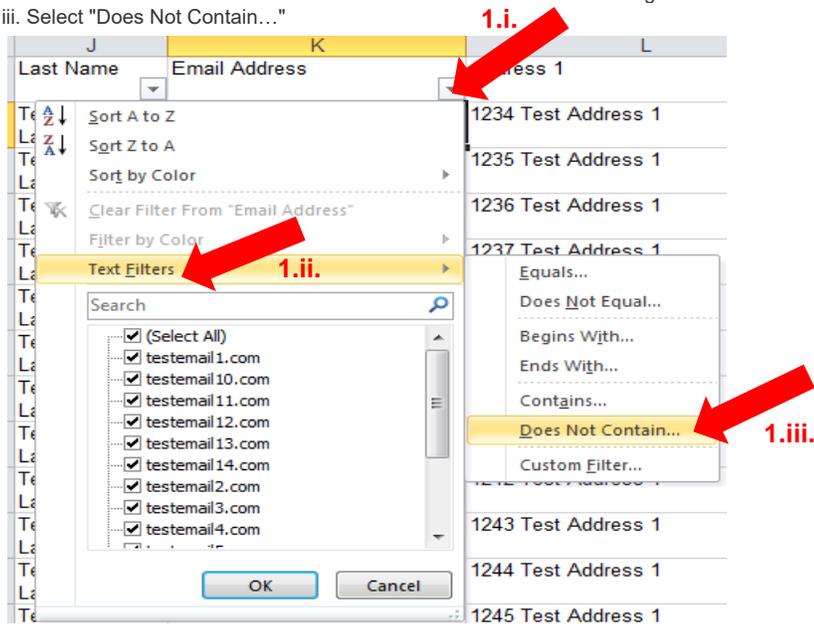
Some HMEs use the email field to enter notes or false email addresses. Remove this incorrect data before loading the list

Sorting for Removing Notes or False Email Addresses

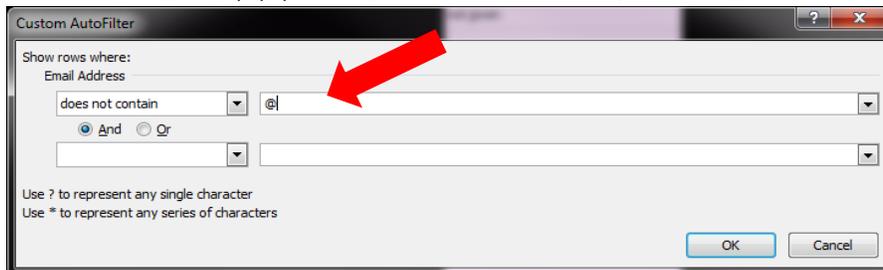
- 1) Select entire worksheet
- 2) Custom Sort by the email column
 - i. Click Sort & Filter
 - ii. Click Customer Sort
 - iii. Select the Email column from the pull-down menu
 - iv. Set the Order 'A to Z'
 - v. Select 'OK'
- 3) Remove Invalid Email Addresses
 - i. Searching through the email field
 - ii. Remove any data that appears to be anything other than an email address
 - a. Right-click on the cell containing the false data
 - b. Click Clear Contents
- 4) The above method can also be used to remove notes from the Address 2 column

Filtering To Remove Common False Email Addresses

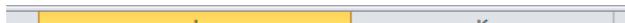
- 1) Adding a filter to the email column so that only cells without the "@" show, for removal
 - i. Click the column's filter arrow to open the filter menu for the column
 - ii. Hover over "Text Filters" until a submenu shows to the side of the original menu
 - iii. Select "Does Not Contain..."

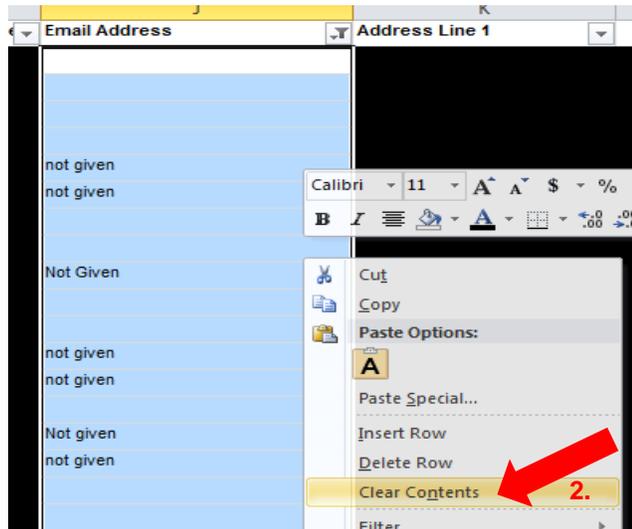


- iv. In the Custom AutoFilter popup window, enter "@" into the text box, and click OK



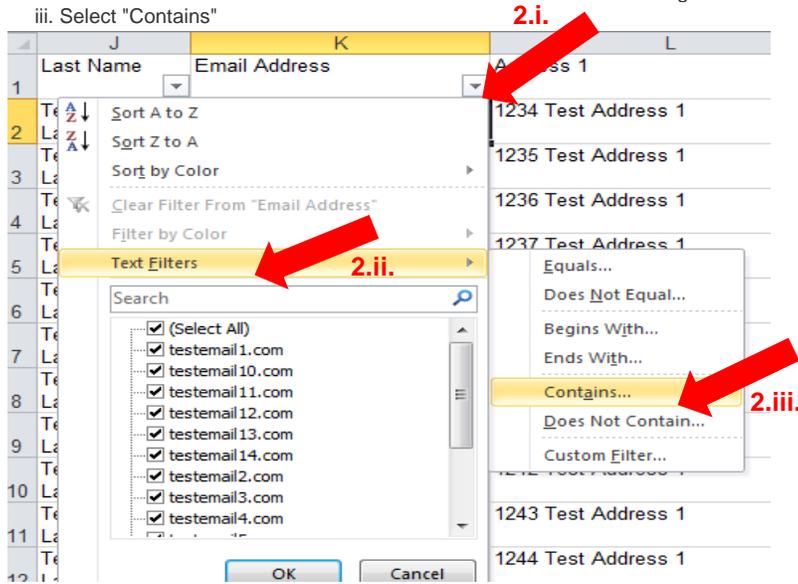
- v. Now the column will only rows that are clearly not an email
- vi. Highlight the column's cells below the header and Clear Content from the right-click menu





2. If you need to remove other emails as specified in the account load instructions, such as "noemail@" "@noemail" etc

- i. Click the column's filter arrow to open the filter menu for the column
- ii. Hover over "Text Filters" until a submenu shows to the side of the original menu
- iii. Select "Contains"



- iv. In the Custom AutoFilter popup window, enter the specified text into the text box, and click OK
- v. Now the column will only show rows that are clearly not an email
- vi. Highlight the column's cells below the header and Clear Content from the right-click menu