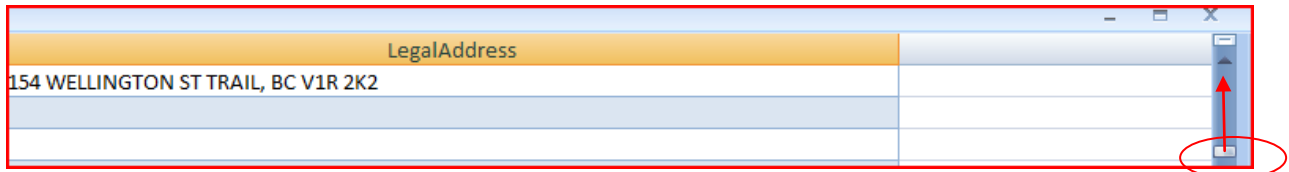
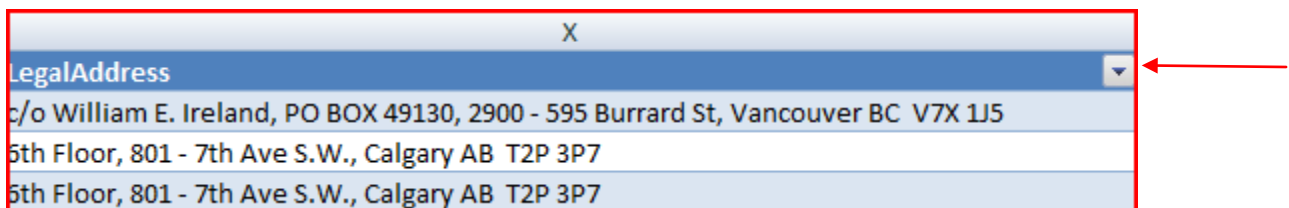


## Instructions for using the DataMart spreadsheets

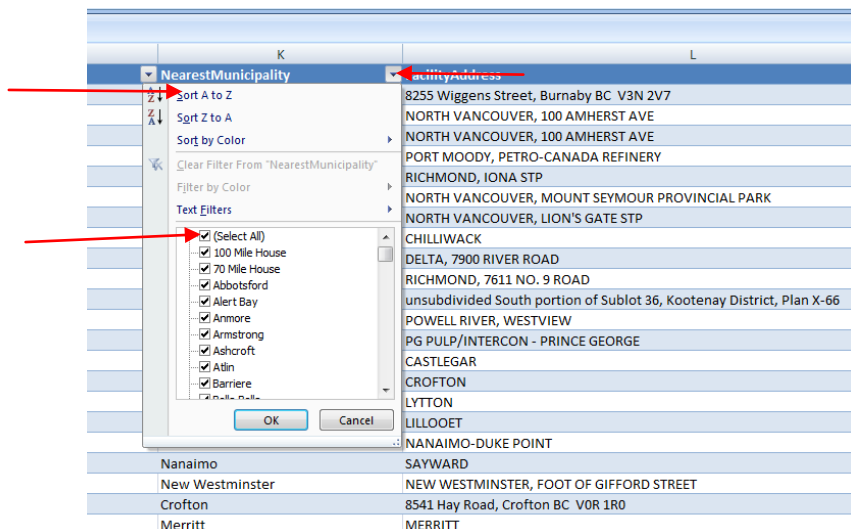
When you open the spreadsheet you will first need to move the small rectangular box on the far right side of the spreadsheet to the arrow at the top of the page.



Once you have done this you will see a small arrow in the right hand lower corner of the column heading.



When you click on this arrow a drop down box will appear which will allow you to narrow or filter your search criteria. For example, if you were looking for facilities only in the municipality of Victoria, you would click on the select all box which would uncheck all the other boxes in the drop down and then you would find the box next to Victoria and click that, then only the facilities that were in Victoria would show in the spreadsheet. Or alternatively, you could use the sort option which would sort the results in alphabetical order.



If you want to save your search, click on the Microsoft office button in the top left hand corner of the spreadsheet, a drop down will appear, click on Save As then save your document.

