

How do I download/export, sort, filter, and sum data in Microsoft Excel?

- DCI reports and entries tables can be downloaded or exported and viewed in Excel. View the following articles on how to download and export:
 - [Reports - Run and Download](#)
 - [Entries Table - Export/Download](#)
- Sort and/or filter in Excel by following the steps in the Microsoft Office tutorial video:
 - [Sort and Filter Data](#)
- Sum in Excel by following the steps in the Microsoft Office tutorial videos:
 - [Add Numbers in Excel](#)

Related articles

- [Group Service - Supervisor Guide](#)
- [Case Workers Guide](#)
- [Care Management - Admin Guide](#)
- [Reports Guide](#)
- [Mobile App - Download App](#)