
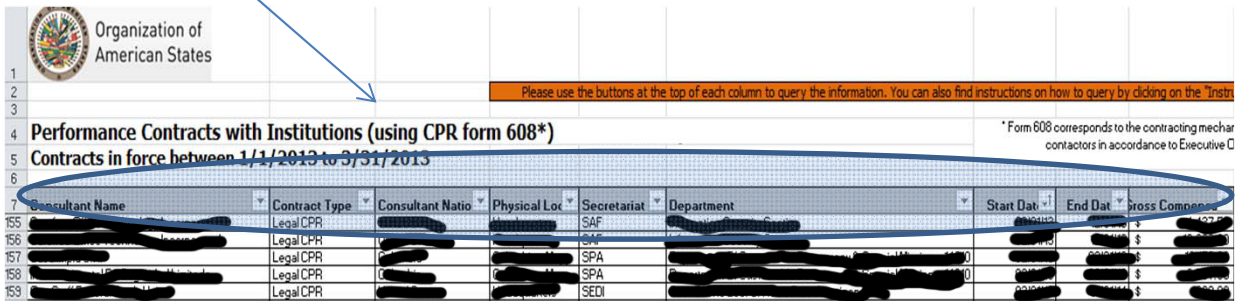


## Instructions on how to query using Excel Filters

- 1) As shown below, each column has the following button at the top: 



Organization of American States

Please use the buttons at the top of each column to query the information. You can also find instructions on how to query by clicking on the "Instr

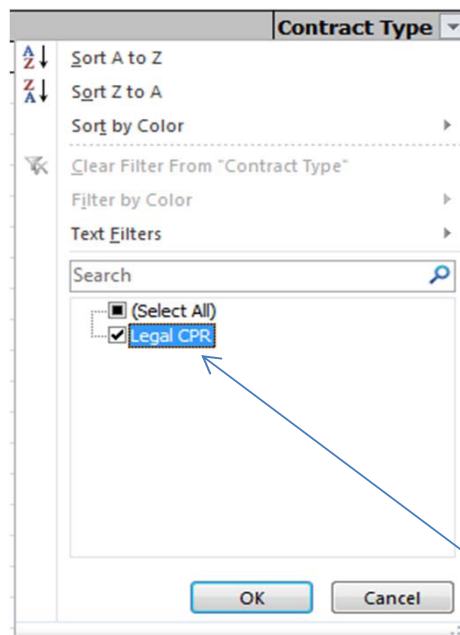
Performance Contracts with Institutions (using CPR form 608\*)  
Contracts in force between 1/1/2013 to 3/31/2013

\* Form 608 corresponds to the contracting mechanism used by the contractor in accordance to Executive C

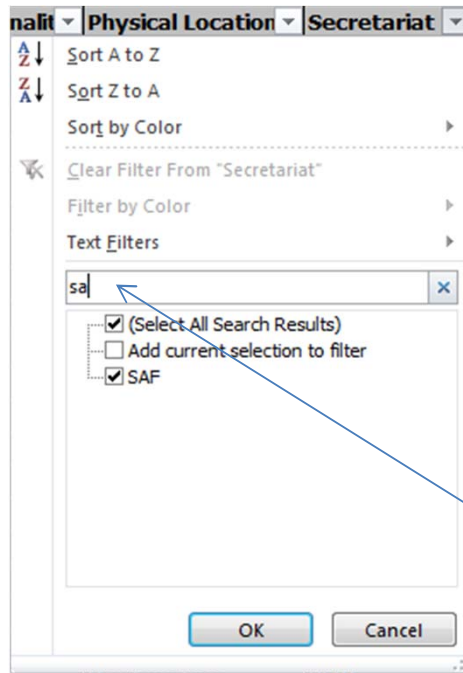
Consultant Name	Contract Type	Consultant Nation	Physical Location	Secretariat	Department	Start Date	End Date	Gross Compensation
[REDACTED]	Legal CPR	[REDACTED]	[REDACTED]	SAF	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Legal CPR	[REDACTED]	[REDACTED]	SAF	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Legal CPR	[REDACTED]	[REDACTED]	SPA	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Legal CPR	[REDACTED]	[REDACTED]	SPA	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Legal CPR	[REDACTED]	[REDACTED]	SEDI	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

This button is used to filter the data and show only those lines that satisfy the "Search" criteria.


- 2) Data can be filtered using any filter in any column.
- 3) Data can be filtered using more than one filter (Multiple Filters on multiple columns).
- 4) The following example shows how to filter all "Legal CPRs" (Contract Type) for "SAF" (Secretariat).
- 5) If you click on a filter for any column, a drop down menu will appear as shown below. For this example, we will filter using the column "Contract Type" and select only "Legal CPR"



- 6) You can select the desired data by checking or unchecking the list of values as shown.
- 7) Click OK.
- 8) Data should only display the lines that correspond to the selected criteria (ie. Legal CPR).
- 9) To further filter the data, go to another column and select the filter drop down menu. As per the example, select "SAF" for Secretariat.



Instead of "checking or unchecking" the available boxes, you can also use the "Search" option. This option allows to query by writing text. In this example, as we write the first two letters for "SAF" (i.e "sa", excel preselects the boxes (for available values) that satisfy the search criteria.

- 10) Click OK.
- 11) Data should only display the lines that satisfy the selected criteria (ie. SAF). Since we left the other column filter "On", only lines for "SAF" and "Legal CPRs" should be shown.
- 12) When a filter is selected for a column, the button shows as follows: 
- 13) To remove one or more filters, please click on the filter to remove and select the option to "Clear Filter From ...". In the example we are clearing the filter from "Secretariat".

