How to Sort and Filter Responses in ADS Comments Tracker

An Additional Help for ADS 501

I. OVERVIEW

This How To document describes how ADS POCs can organize comments in an ADS Comment Tracker by sorting and/or applying filters to it.
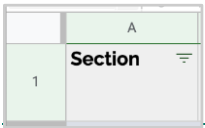
- Sorting comments will arrange them in a particular order, either alphabetically or numerically (see **Section II**).

- Filtering comments will narrow them down by hiding some of them from view (see **Section III**).

II. PREPARING TO SORT OR FILTER

Before you sort or filter comments, take some time to do data cleanup to the extent feasible. For example, make sure that all of the page or section numbers have common formatting (e.g., replace "Page 5" with "5", or "Section 101.1" with "101.1"). Also make sure that responses in dropdown fields are limited to the dropdown options.

II. SORTING COMMENTS

By sorting comments in the spreadsheet, you can organize them in a particular order (e.g., by Section and/or Page #). Once the data is sorted, it is immediately viewable by all collaborators in the document.
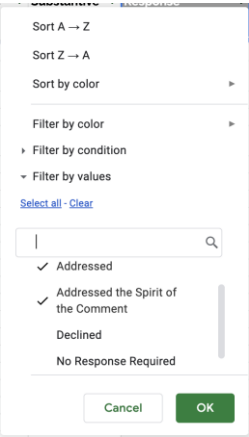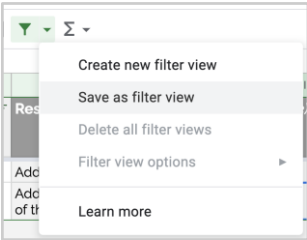
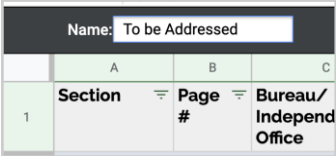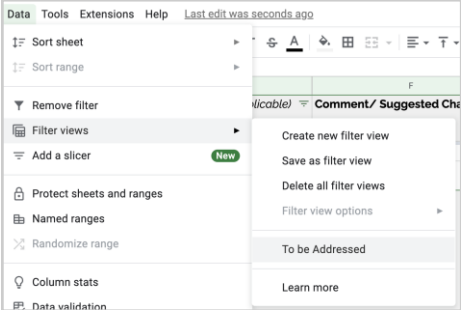| ACTION	HOW-TO
1. Determine how you would like to sort the comments.	- For example, you might want to sort: - By Section # followed by Page #; or - By comments tagged as "substantive" followed by Page #.
2. Highlight the entire spreadsheet.	Highlight the entire spreadsheet by clicking the **blank box that is left of Column A and above Row 1**.

ACTION	HOW-TO
3. Sort the data.	- Click **Data> Sort Range> Advanced range sorting options**. - Select the column you'd like to be sorted first and choose a sorting order. - To add another sorting rule, click Add another sort column. - Click **Sort**.

III. FILTERING COMMENTS

By applying filters to the spreadsheet, you can narrow down the comments by hiding some of them from view (e.g., removing all comments/suggestions that are declined). Because filter views are created by each person viewing a spreadsheet, filter views do not change how others see the spreadsheet. However, if useful, you can share a specific filter view link so that certain people can see the most relevant information.

ACTION	HOW-TO
1. Determine what types of comments you would like to see, and what you would like to be hidden or filtered out.	- For example, you might want to: - Only see comments that pertain to a particular section (*Column A*); or - Only see comments tagged as "Substantive" (*Column G*); and or - Only see comments that you have or intend to address in some way (*Column H*).

ACTION	HOW-TO
2. Set filters on the relevant columns.	● Click on the **triangle icon** associated with a column (in the top right of the header cell) on which you would like to filter data. ● **Uncheck (✓) the boxes** associated with types of data that you do not want to see. ● Click **OK**. ● Repeat these steps for each column you want to filter.
3. Save the filter view to make it easy to return to this view on a different day.	● Click the **Filter Views** icon in the top navigation bar. ● Select **Save as Filter View**.

ACTION	HOW-TO
	• The top navigation bar will go black. In the top left, change the **Name** fto something descriptive. *(Note: If you don't enter a name, the filter view will be saved as **Filter #**, where the number corresponds to the number of filters you've created.)*
4. Return to the filter view as desired.	• Click **Data> Filter Views> [Filter Name].**
5. Share the filter view with collaborators as desired.	• When the filter view is on, copy the URL. • Share the URL with collaborators.

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