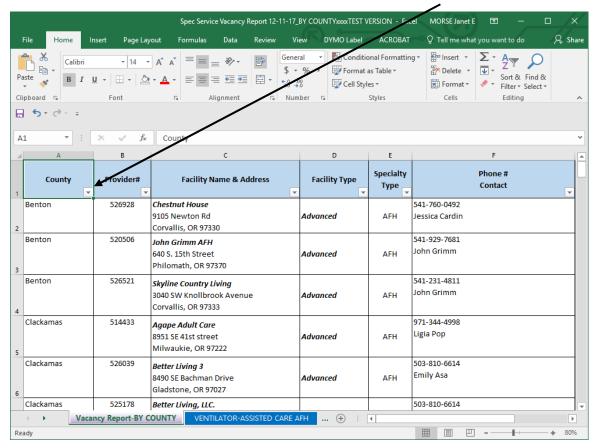
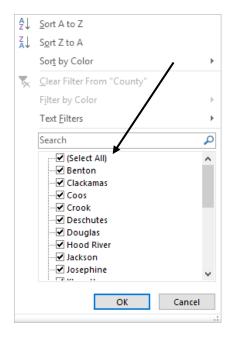
- There are **two tabs** at the bottom of this worksheet:
 - Vacancy report by County
 - Ventilator-Assisted Care AFH

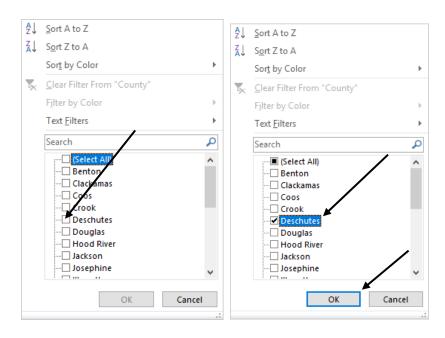
Vacancy report by County

1. Determine what county you need to search. Click the 'down arrow' under the **County** column.

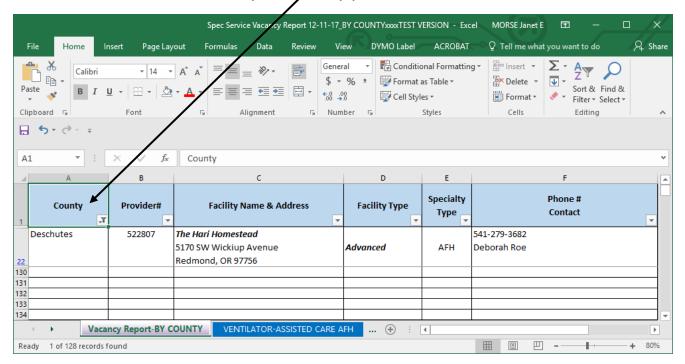


2. Click 'Select All' to clear all counties. Click desired County box. Click "OK".





3. This will filter and show only the County you select.



- 4. To filter the 'Facility Type' and/or Specialty Type, do Steps 1 and 2.
- 5. To return to the complete report:
 - a. Click each filtered drop-down arrow and check the box 'Select All'. Click "OK".

Ventilator-Assisted Care AFH

This spreadsheet is like the Vacancy Report. You can specifically filter the following information:

- County
- Capacity
- Level

