

## SITE INVOICE PRINT INSTRUCTIONS

Open CCSD activities sheet as a Google Sheet

[Field Trip Tracking Spreadsheet](#)

Choose File, download, Microsoft Excel – Enable Editing after download

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Delete Columns labelled

- CONTACT NAME
- # DAYS
- DESCRIPTION
- INSIDE NV
- SITE ADMINISTRATOR
- OFFICE MANAGER
- REGION SUPERINTENDENT
- NOTES

*The Columns you should have left are:*

*LOC, LOCATION, ACTIVITY TYPE, VENUE, HAZARD CLASS, START DATE, END DATE, STATE/FOREIGN, # STUDENTS, #CHAPERONE, TOTAL PARTICIPANTS, FIELD TRIP INSURANCE, CHECK RECEIVED.*

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Filter and Sort

- Before proceeding, ensure that only one cell within the spreadsheet is selected.
  - Go to *Data*, Choose *Filter*,
    - Choose Drop down arrow in **Column B-Location**
    - Uncheck box labelled **Select All**, select your site by checking the box
    - Choose Drop down arrow in **Column M – Check Received**
    - Uncheck box labelled **Select All**, select only those that state NO or NA by checking the box(es)
  - Still in *Data*, choose *Sort*
    - Check *My Data has Headers (may already be selected)*
  - Sort by
    - START DATE – Order A to Z
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Printing copy for your records

- Go to *Page Layout*
- Choose *Print Titles*
  - On *Page Tab* – change *Orientation* to *Landscape*
  - On *Header/Footer Tab* Choose *Custom Header* – insert date
  - On *Sheet tab*
    - *Print Area* – highlight Columns and Rows Applicable
    - *Prints Titles*:
      - *Rows to Repeat at Top* – Highlight 1<sup>st</sup> Row
      - Choose *Print Preview* / Choose as ADOBE PDF
- *Print*

If you need assistance, please contact Laura Picton-Hildreth at WAN 0767-5642.