

Sentry Record Management - A Quick and Simple Inventory Option

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	111111		Kyle	Robinson									
3	111111		Jackie	Stone									
4	111111		Lucas	Miller									
5	111111		Katie	Mitchell									
6	111111		Karl	Strauss									
7	111111		Kyle	Lowell									
8	222222		Steve	Finch									
9	222222		Lila	Stover									
10	222222		Neil	French									
11	222222		Ian	Marshall									
12	222222		Megan	Yeller									
13	222222		Rachel	Fox									
14	222222		Jessica	Alberts									
15	222222		Joanna	Stevens									
16													
17													

How To Use This Inventory Option:

- ♥ Do Not Title The Columns - this could mess up the file later when we sort
- ♥ Do Not Shortcut - always note the full box number and the full file name
- ♥ Always Back Up - any time that new information is entered, or old info is changed, back up your file onto a disk or at minimum, print the file for your records
- ♥ To Find A File - once the inventory report is open and viewable, hold down the "Ctrl" key and press "F"... this will bring up a small box. Enter the file name in that box and press "Enter" (or "Return") until the correct file is highlighted. Once highlighted, you'll be able to see what box that file is in.
- ♥ To Print A Report - click once on the controlling "A" cell and hold click to scroll over cells "B", "C" and "D" as well... this should highlight all 4 columns. On the task bar (File, Edit, View...) click "Data" to view drop down menu, and select "Sort" from menu. For a list by box number - "Sort by Column A"; for a list by patient's first name - "Sort by Column B", etc.
To avoid any confusion, I recommend that you do not save the file in its altered format.

Remember: Every computer is different, if you need help, give us a call, or drop us an email.