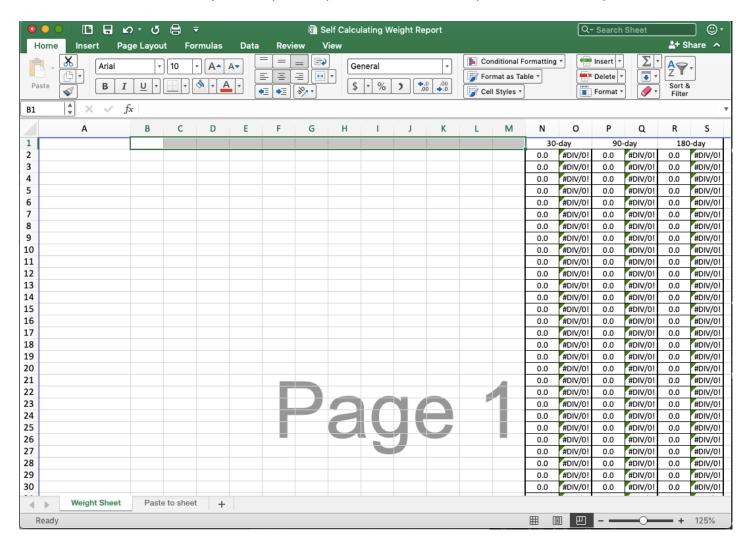
PC Version

PCC: How to easily calculate monthly weights.

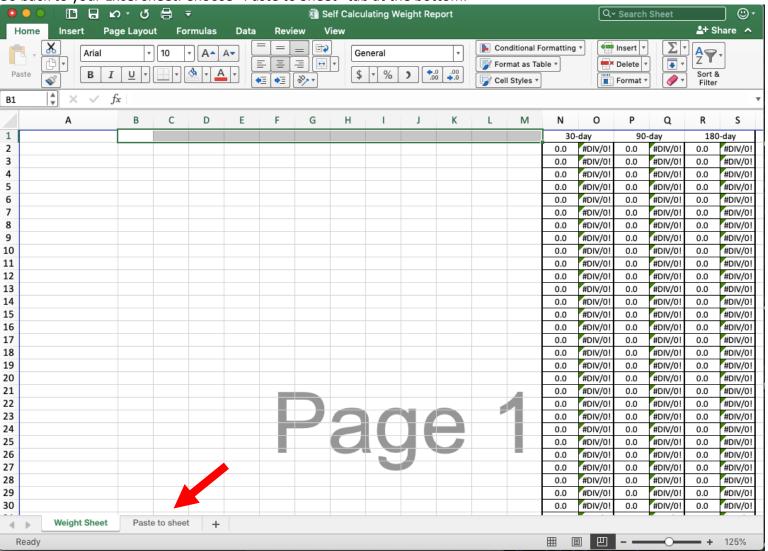
All names on this report are fictitious to protect patient information. The images contained are from a Mac computer, if you use a PC and have difficulty with this tutorial, please contact me and we can walk through the process.

From NSI Portal \rightarrow Click "NSI Team Resource" \rightarrow Click "NSI Forms & Tools" \rightarrow Under Charting Tools click "Self Calculating Weight Report". This will down load the Excel sheet to your computer. Open the download and proceed to next step.

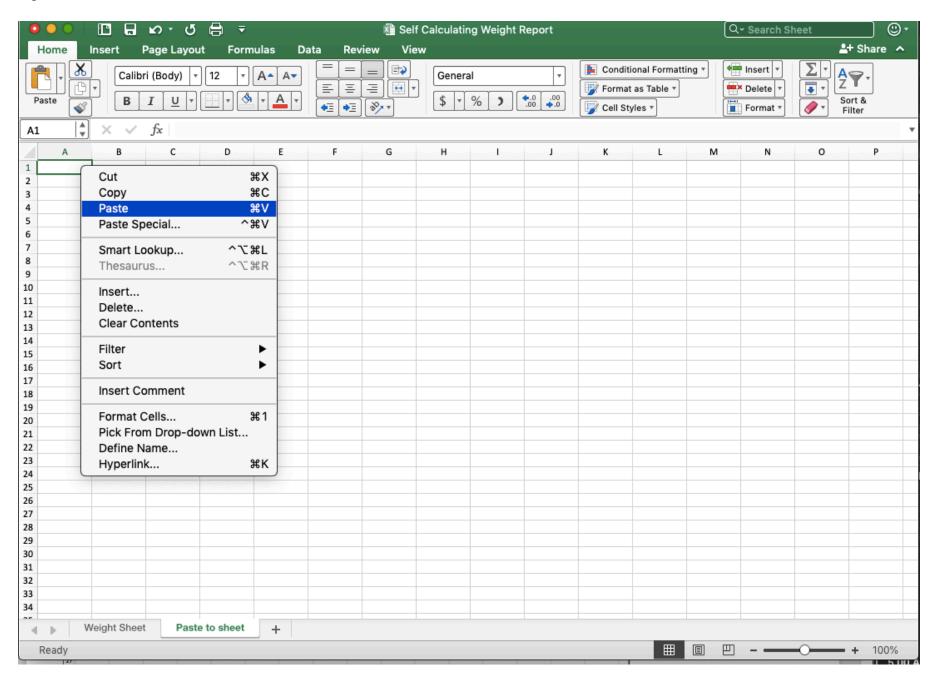


Clinical → Weights and Vitals Heading → Click "Monthly Weight Report" → Make NO changes to settings, Click "Run Report" When new window opens with Weight report, on your keyboard Hold down Control and Letter "A" (for PC) or Command and Letter "A" (for Mac). This will Select All. Right click your mouse, then select "Copy".

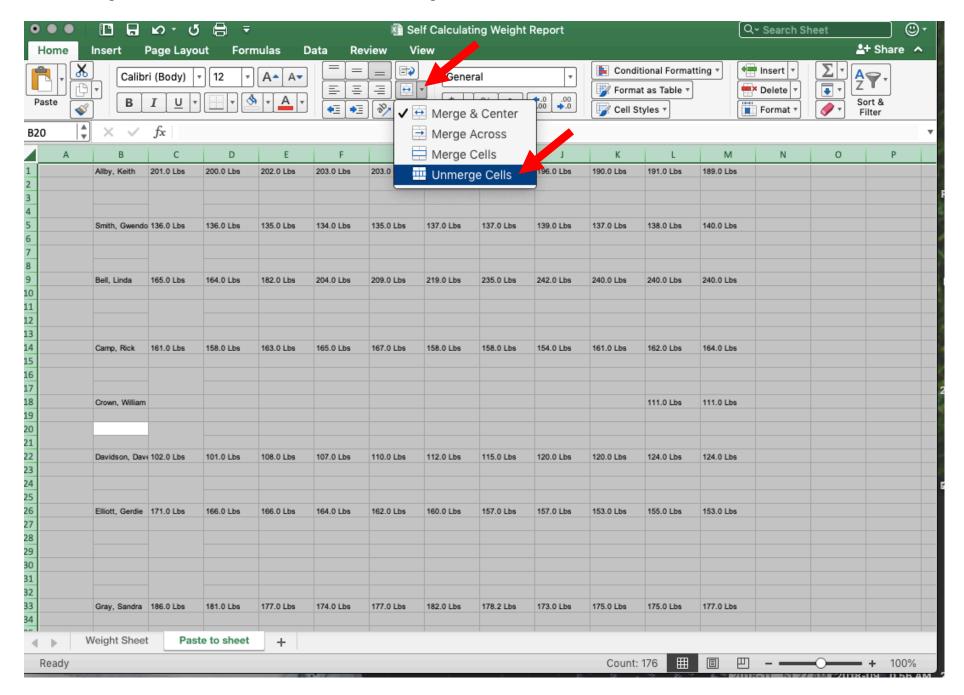
Go back to your Excel sheet. Choose "Paste to Sheet" tab at the bottom.



Right click in Box A1, then select Paste

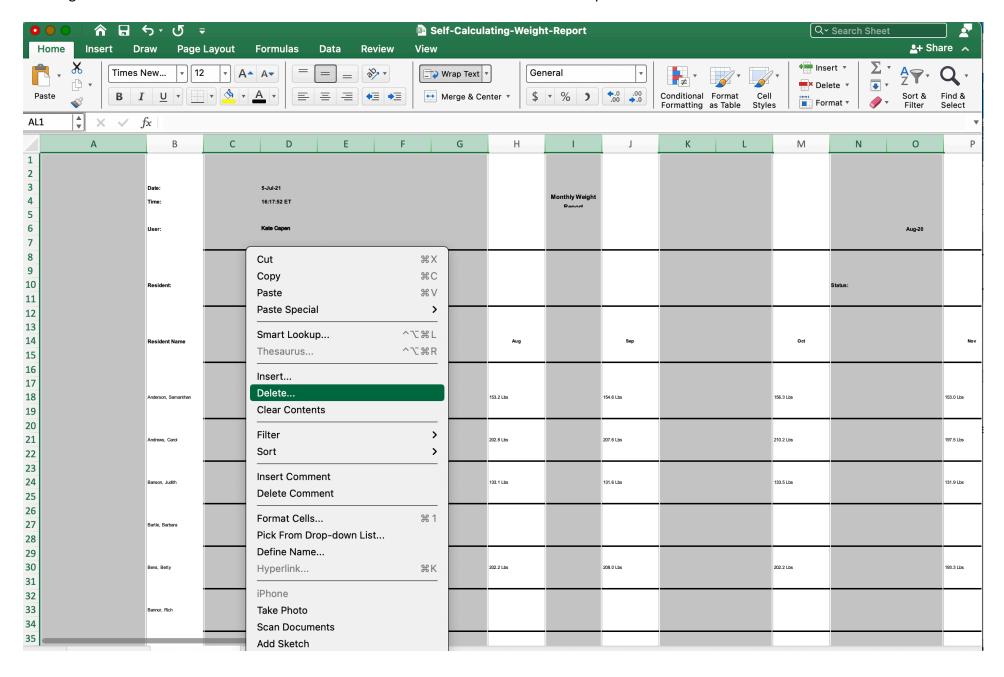


Find the Merge & Center button. Click on it and select "Unmerge Cells"

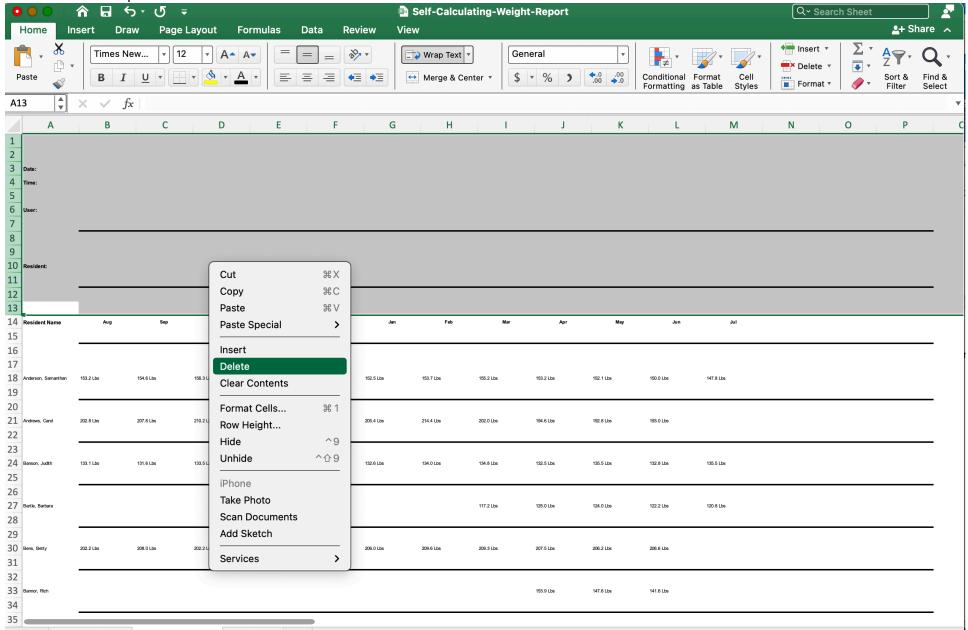


To select multiple columns of unneeded data--Hold the Control key while clicking columns that are empty. **☆日 5 で で =** Self-Calculating-Weight-Report Q - Search Sheet Insert Draw Page Layout Formulas ♣+ Share ^ Data Review View Home Σ · X Insert ▼ 30× × Times New... 12 A- A-☐ Wrap Text
▼ General ₽ • ■ Delete ▼ BIUVAAV .00 .00 •.0 Paste **E E E** → Merge & Center ▼ \$ 7 %) Conditional Format Sort & Filter Find & **◆**≣ **◆**≣ Cell Format ▼ Formatting as Table Styles Select $\checkmark f_x$ AL1 В D Ε G Н Κ M Α 1 2 3 5-Jul-21 Date: Monthly Weight Time: 16:17:52 ET 5 6 Aug-20 User: 7 8 9 All 10 Resident: 11 12 13 14 Oct Resident Name Aug Nov 15 16 17 18 153.2 Lbs 154.6 Lbs 156.3 Lbs 153.0 Lbs Anderson, Samanthan 19 20 21 197.5 Lbs Andrews, Carol 202.8 Lbs 207.6 Lbs 210.2 Lbs 22 23 24 133.1 Lbs 131.6 Lbs 133.5 Lbs 131.9 Lbs Banson, Judith 25 26 27 28 29 30 208.0 Lbs Bens, Betty 202.2 Lbs 202.2 Lbs 193.3 Lbs 31 32 33 Bannor, Rich 34 35

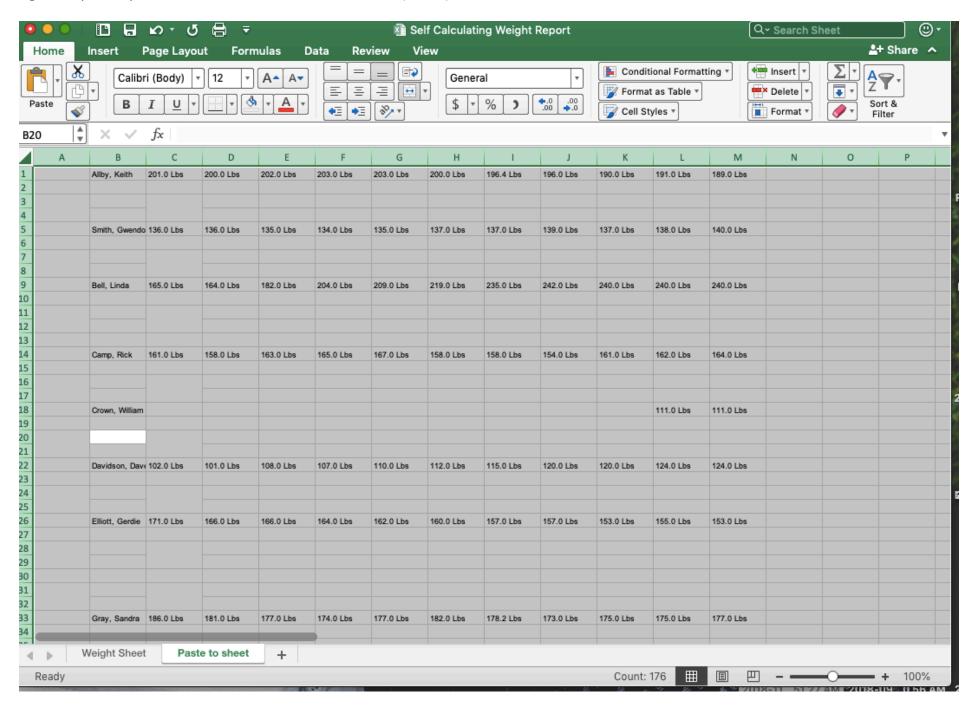
Then right click and select delete. You DO NOT need to remove the extra rows between patients.



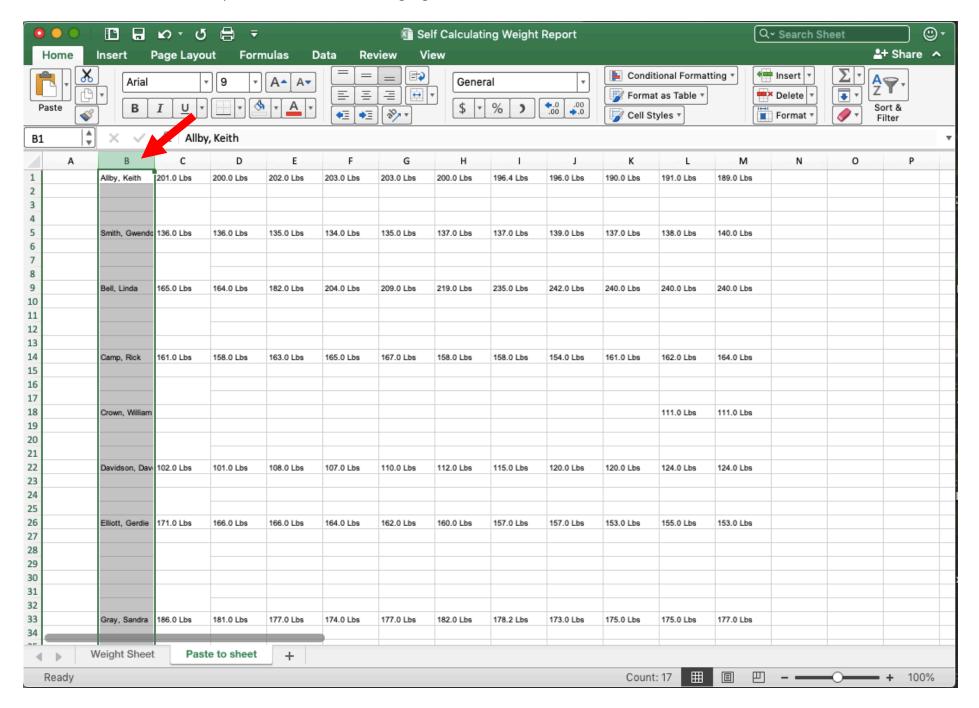
To remove the Header information—Select all rows with Facility info, Facility ID, Dates, etc. Then right click and select delete. If the box pops up, select "Shift cells up".



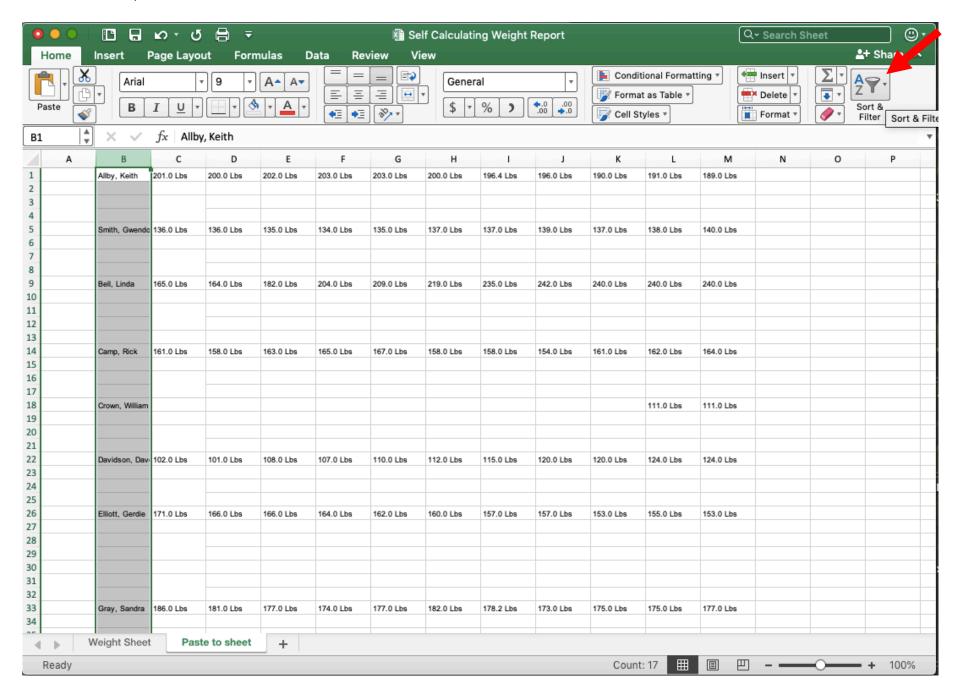
Again on your keyboard Hold down Control and Letter "A" (for PC). This will Select All.



Click on the Column header of patients names. This will highlight this column.

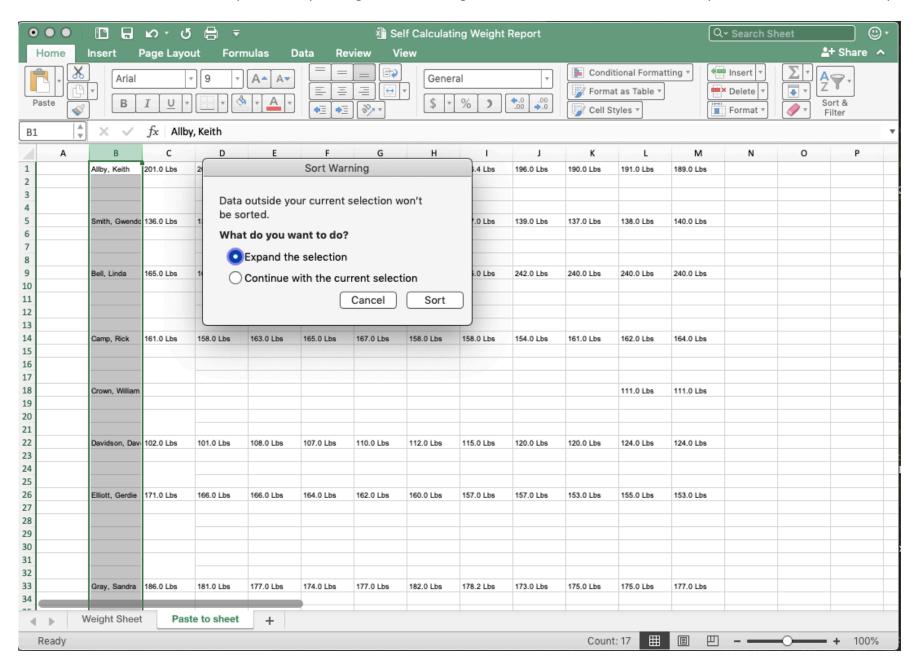


On the Home tab, look for Sort & Filter button.



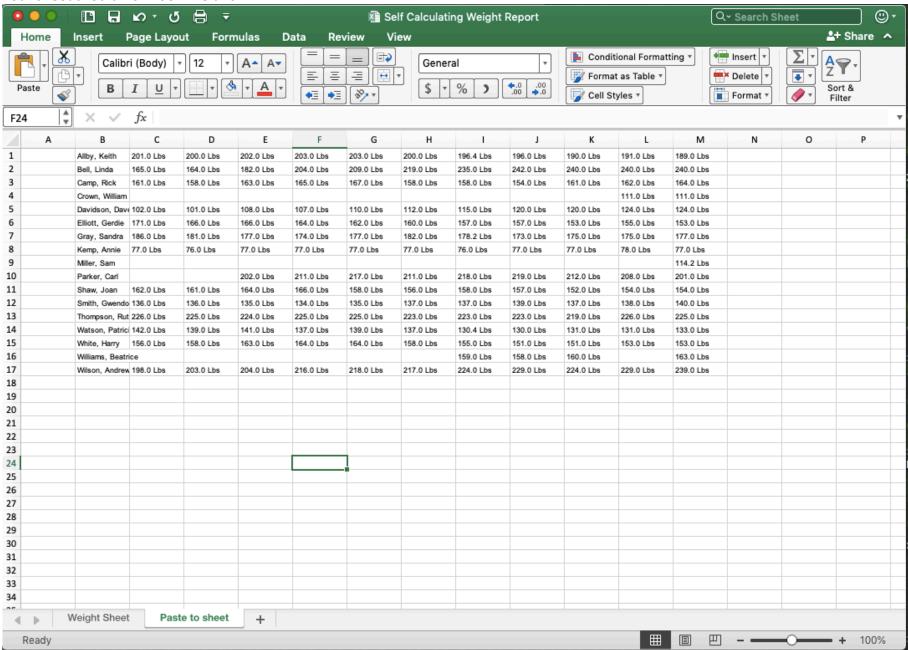
Click on Sort & Filter, then Choose Sort A to Z. A box may pop up and say Sort Warning and ask What do you want to do? With two options listed. Expand the selection OR Continue with the current selection. Choose "Expand the selection". Then click "Sort".

**This will then sort the names alphabetically, taking all of their weights to the sorted line with the now alphabetized names and compacted lines.

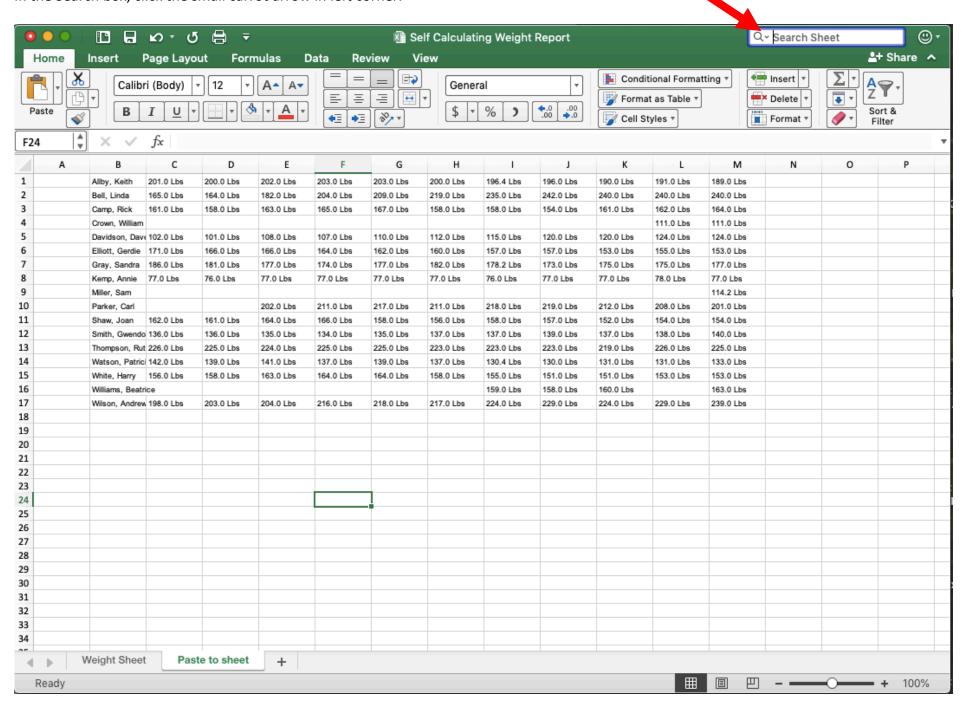


After sorting, if the only items that were sorted are the names you will need to "Undo". Then select all. Then proceed with sorting again. Look at the few patient names and be sure weights sorted with the correct patient.

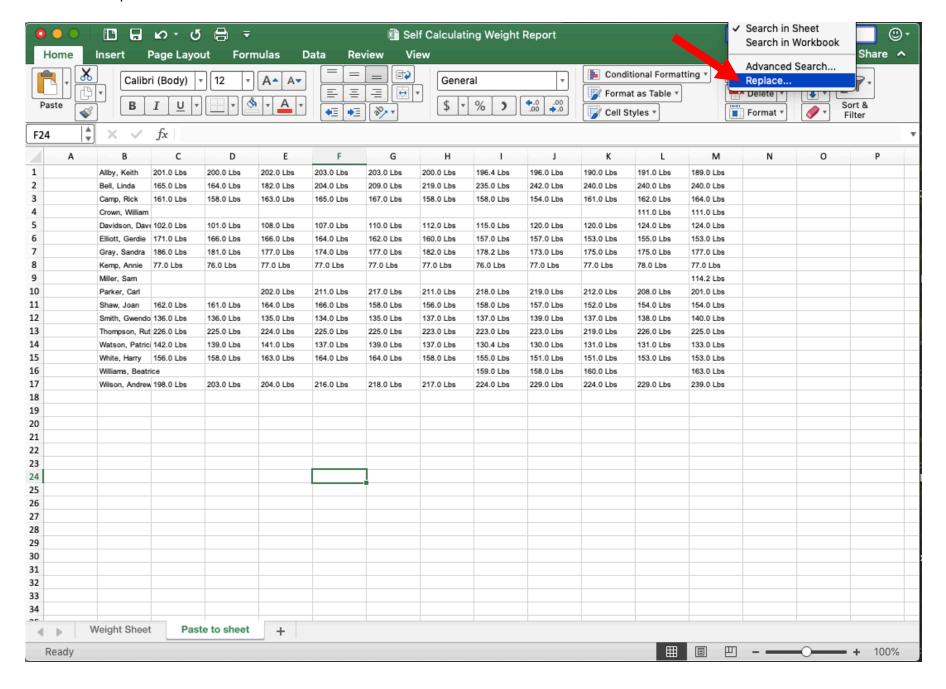
Your sheet should now look like this.



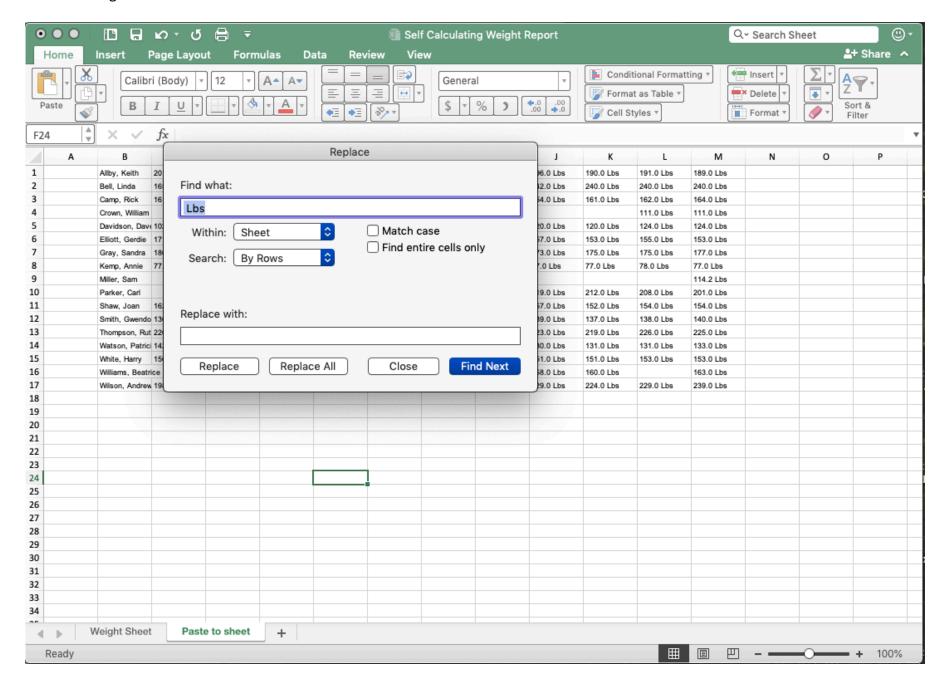
In the Search box, click the small carrot arrow in left corner.



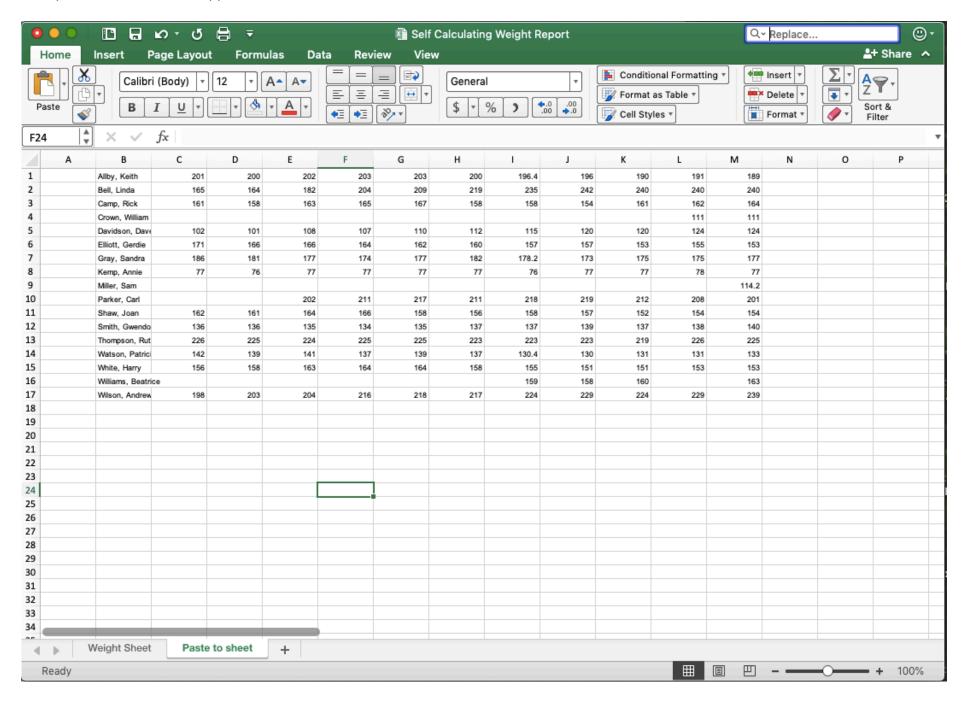
Then select Replace



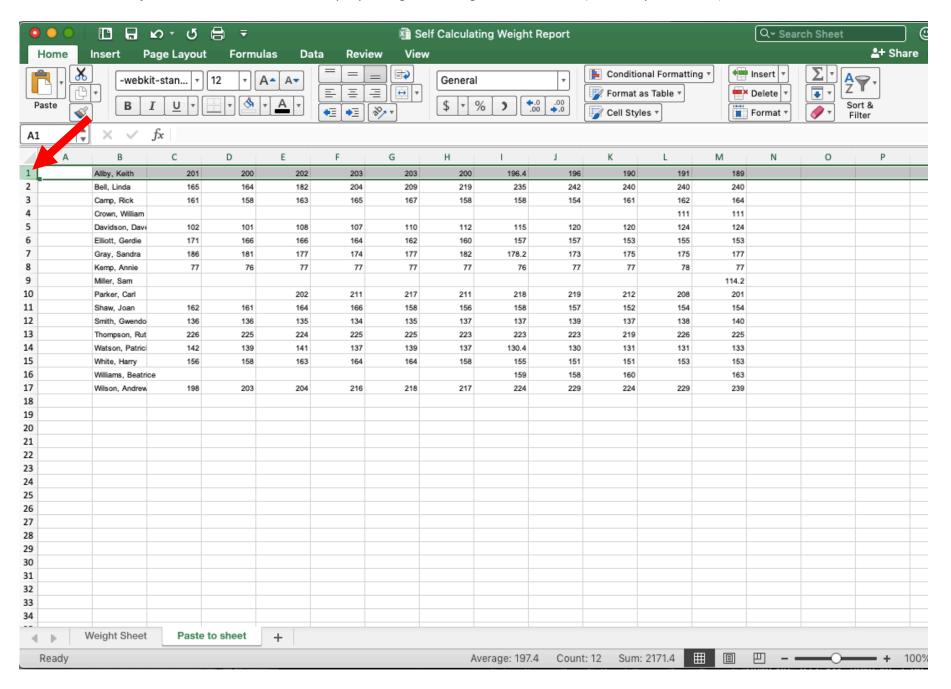
When the box opens in the Find what box type: a space and Lbs. In the Replace with box leave blank. Click "Replace All". This will remove Lbs from all of the weights.



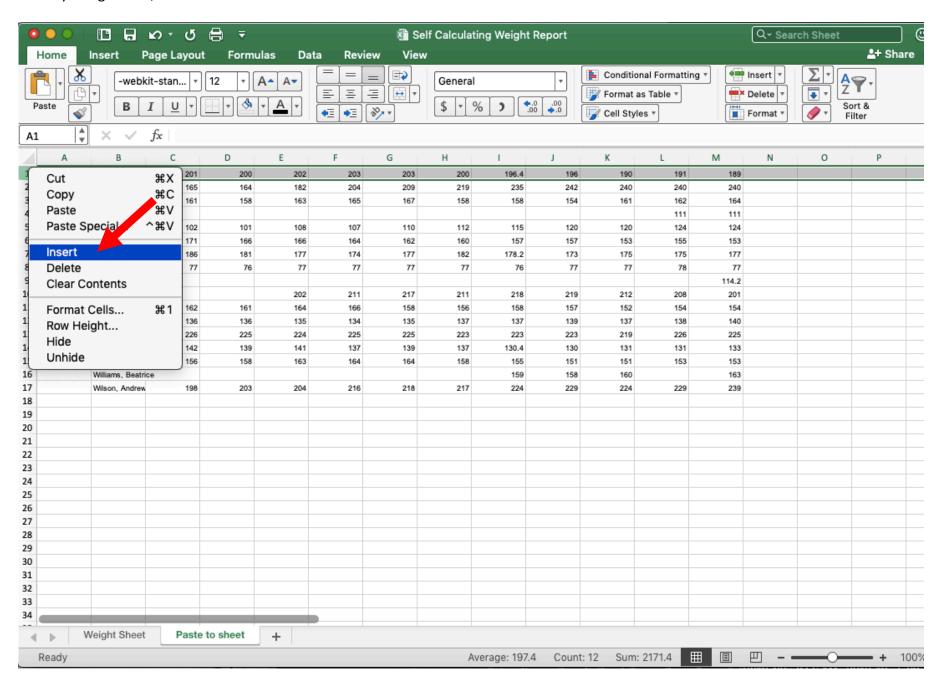
How you sheet should now appear.



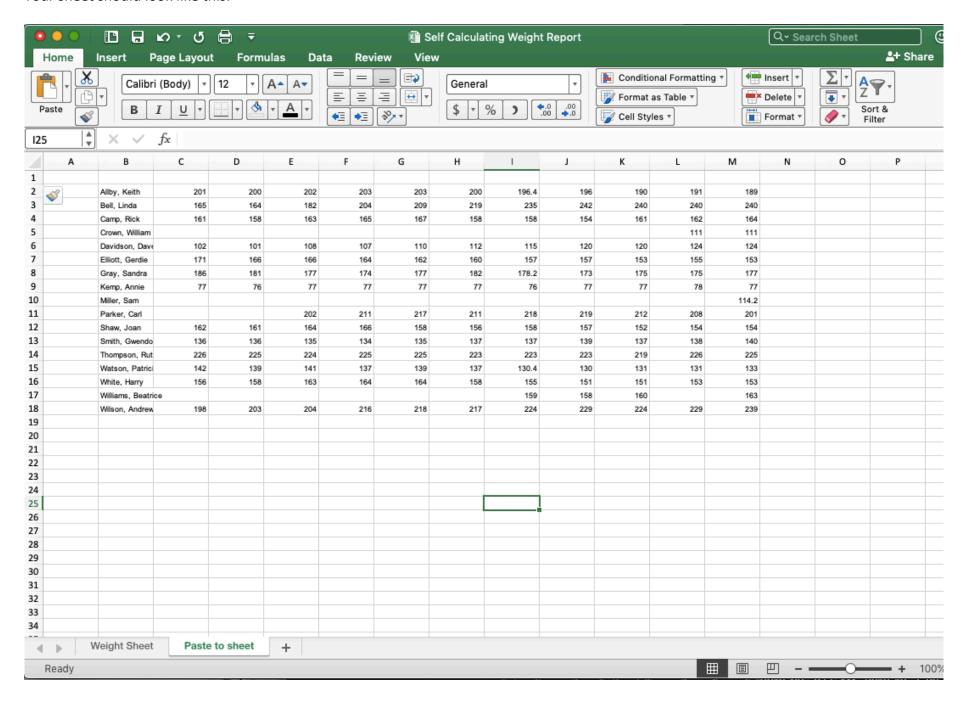
We will need to adjust some of the lines to have proper alignment. Right click on the 1 (shown by red arrow).



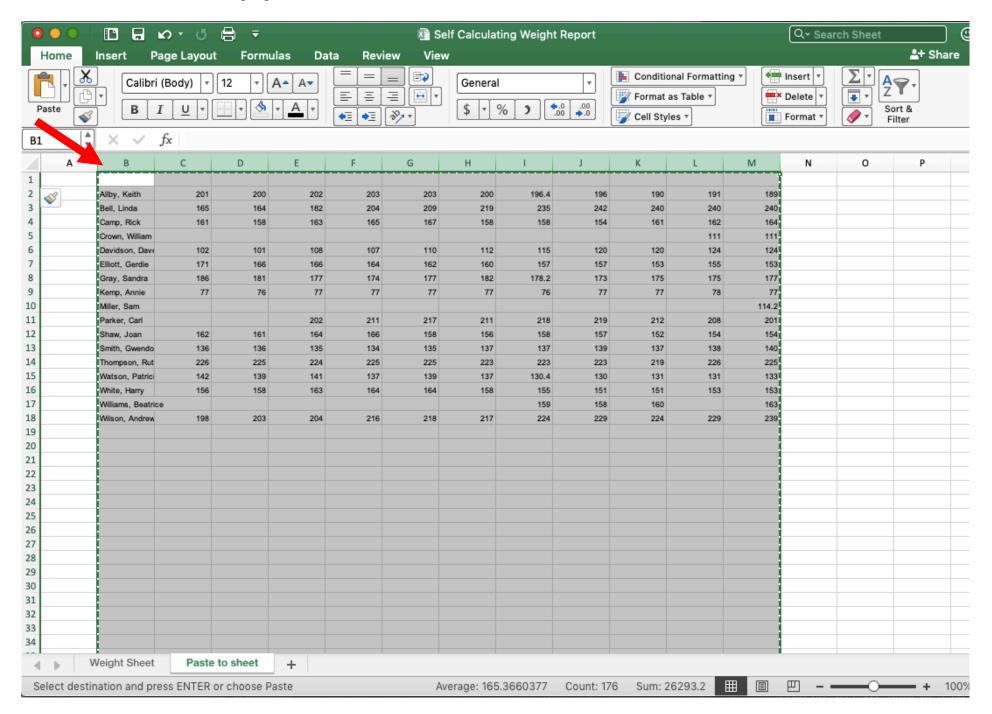
When you right click, then select "Insert". This will insert one line above.



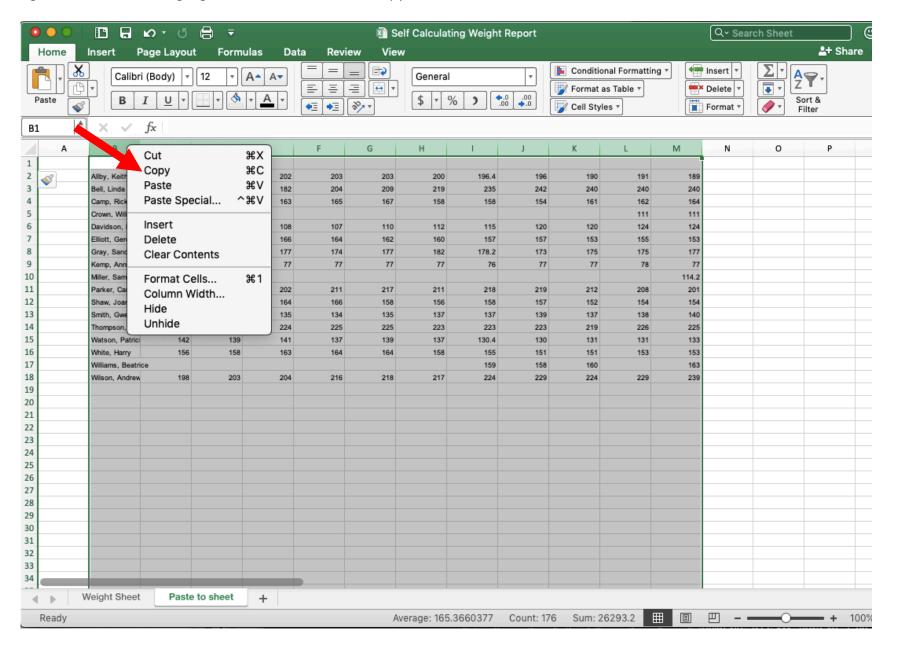
Your sheet should look like this.

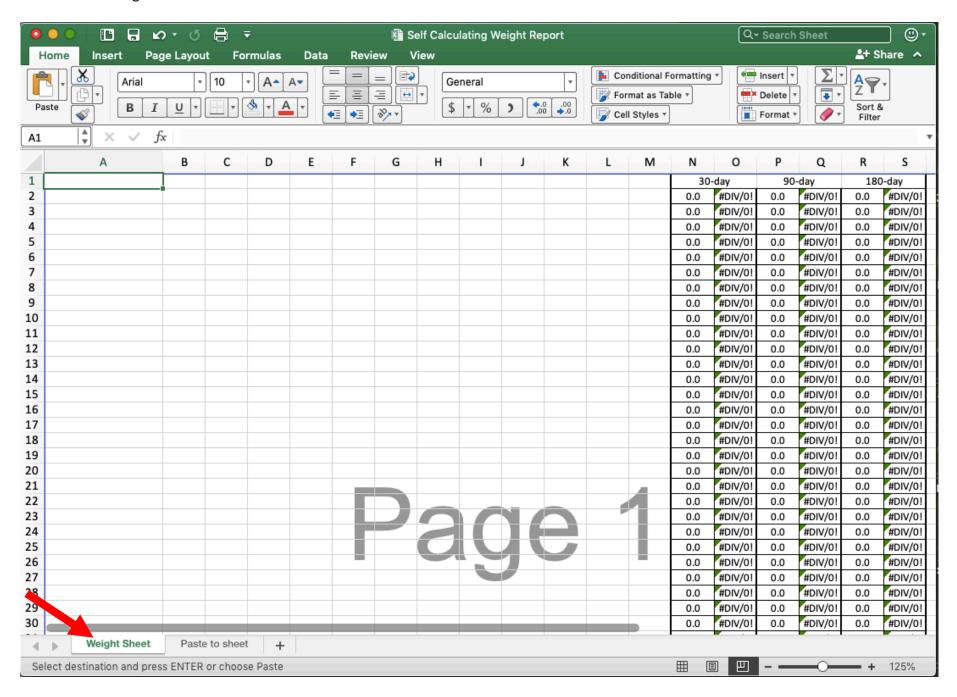


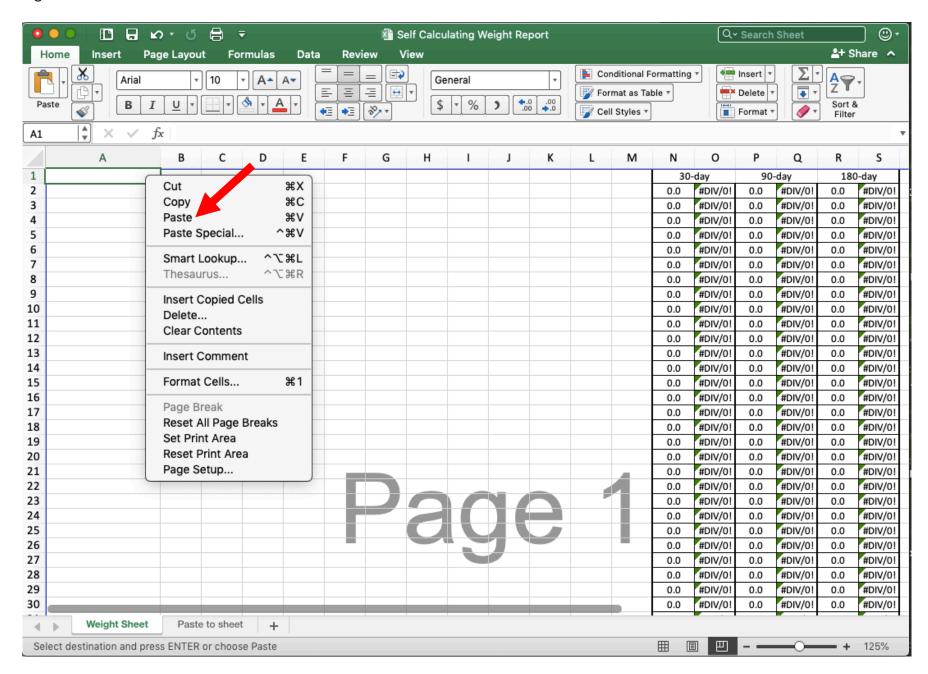
Click on the Column headers to highlight these columns.



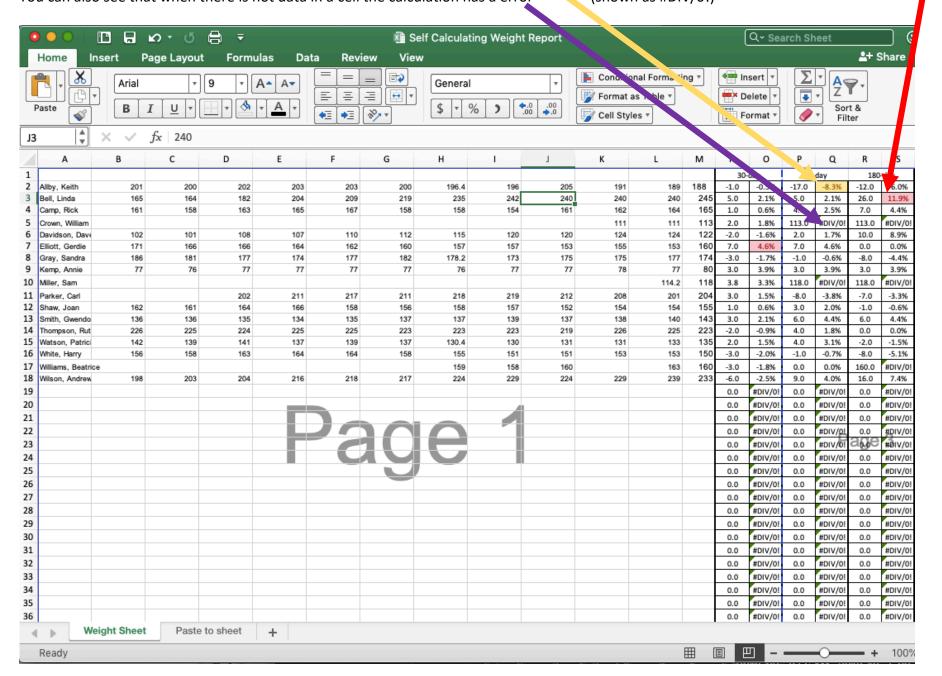
Right click on the now highlighted columns, and select Copy.



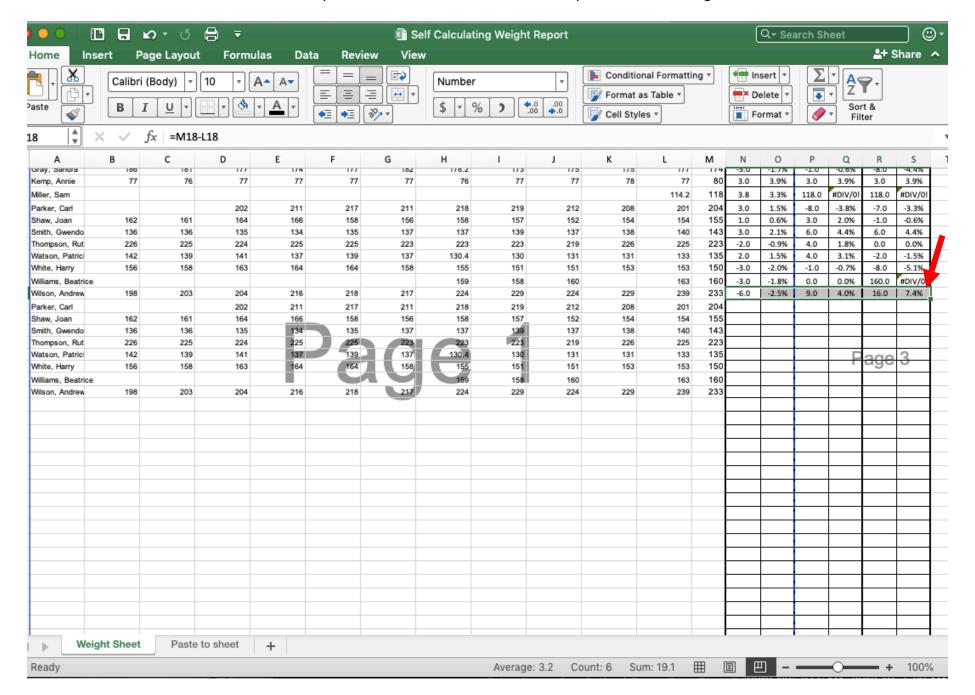




This is how your sheet should now look. The right 6 columns will automatically calculate weight changes for 30, 90, and 180 days in pounds and percent. The sheet will also automatically highlight significant weight gains in yellow and significant weight losses as a negative number in red. You can also see that when there is not data in a cell the calculation has a error----- (shown as #DIV/0!)



On this sheet there is room for 55 patients. If you have more patients, you will need to add additional formulas lines. Select the last row of boxes with calculations in them. When select these you will see a Green box with a small square in the lower right corner.



Click on the small square in the lower right corner, and Drag it downward to the number of patients. This will copy the formulas from the rows selected and now calculate all the weight changes.

This should complete the weight calculation report.