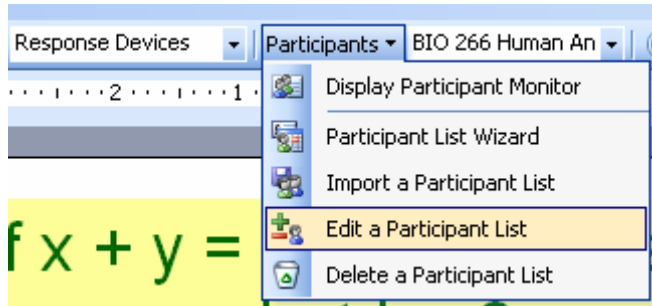
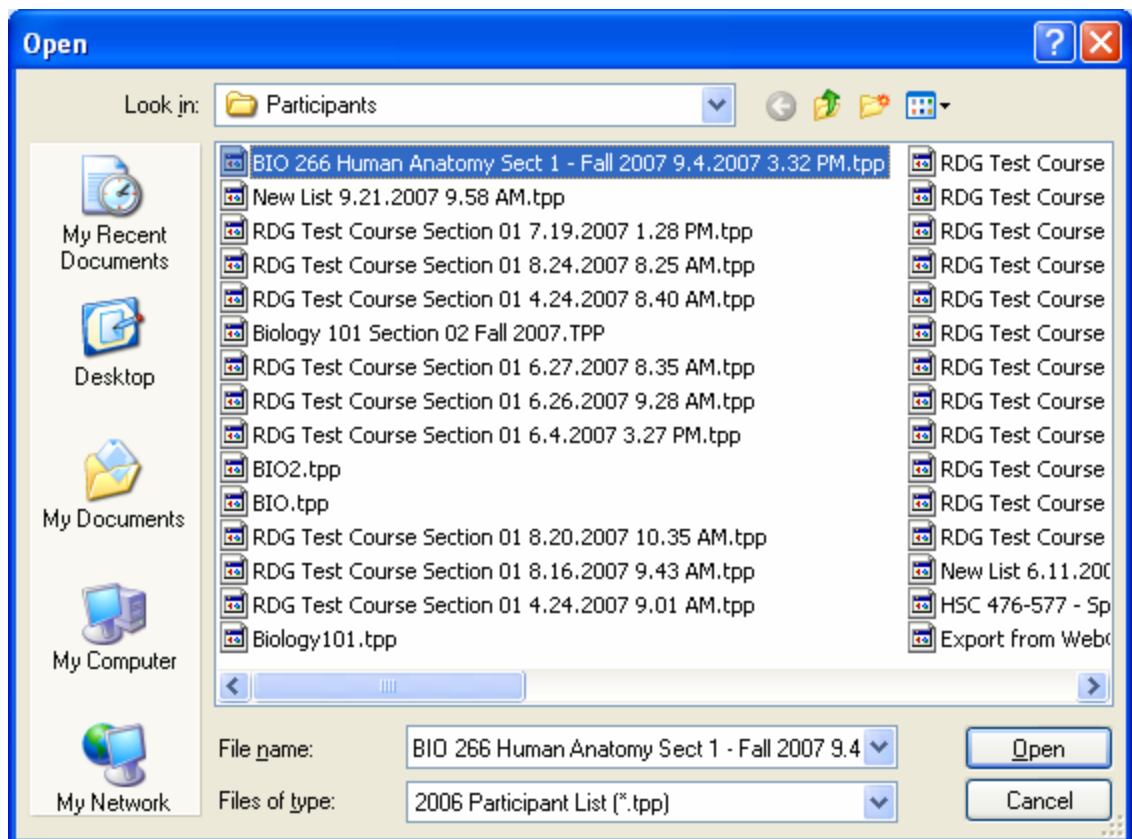


Sorting Entries in a Participant List

1. Open TurningPoint
2. Edit the Participant List

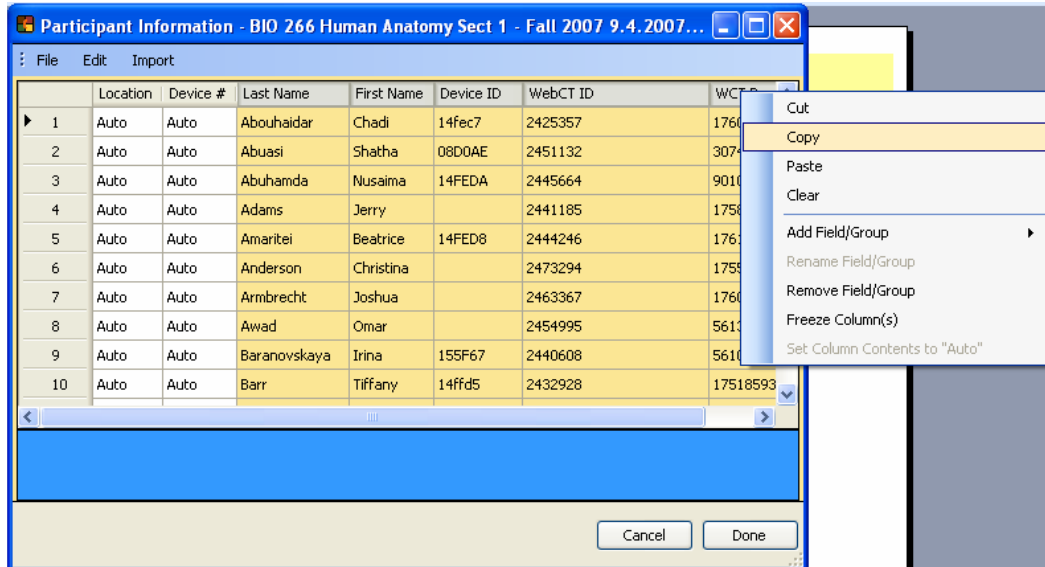


Select the participant list file.



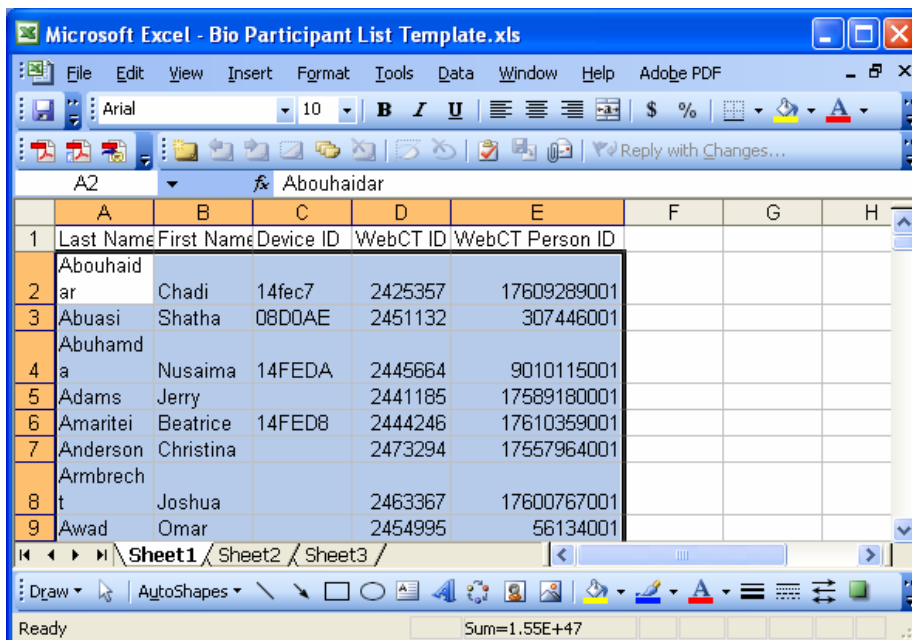
The participant list window will be displayed

- Highlight all columns except for the first two columns (Location, Device #)



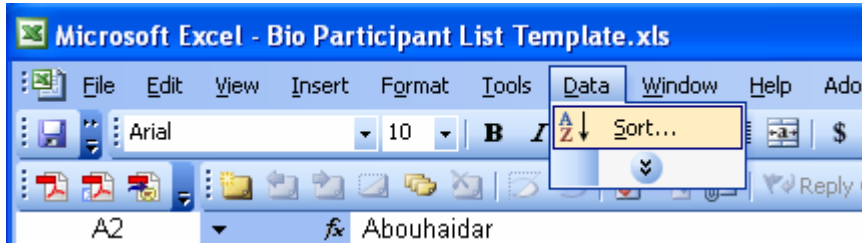
Press the Right click mouse button, then select 'Copy'

- Open Excel Template sent with this email.
- Place cursor in cell A2, then click 'Edit', 'Paste'. Data should now appear on the Excel worksheet.

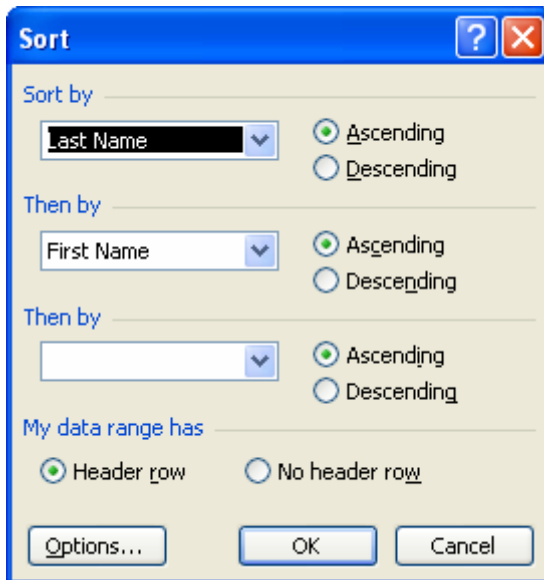


Make sure that the Device ID, WebCT ID and WebCT Person ID show up as text (not exponential numbers). The columns in the template are already setup as Text fields.

- Sort the data by pressing 'Data', 'Sort' from the main toolbar.



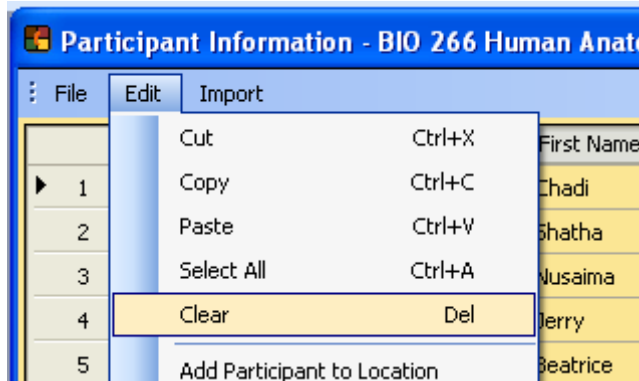
- From the Sort window, select Last Name as the primary sort, then First Name as the secondary sort.



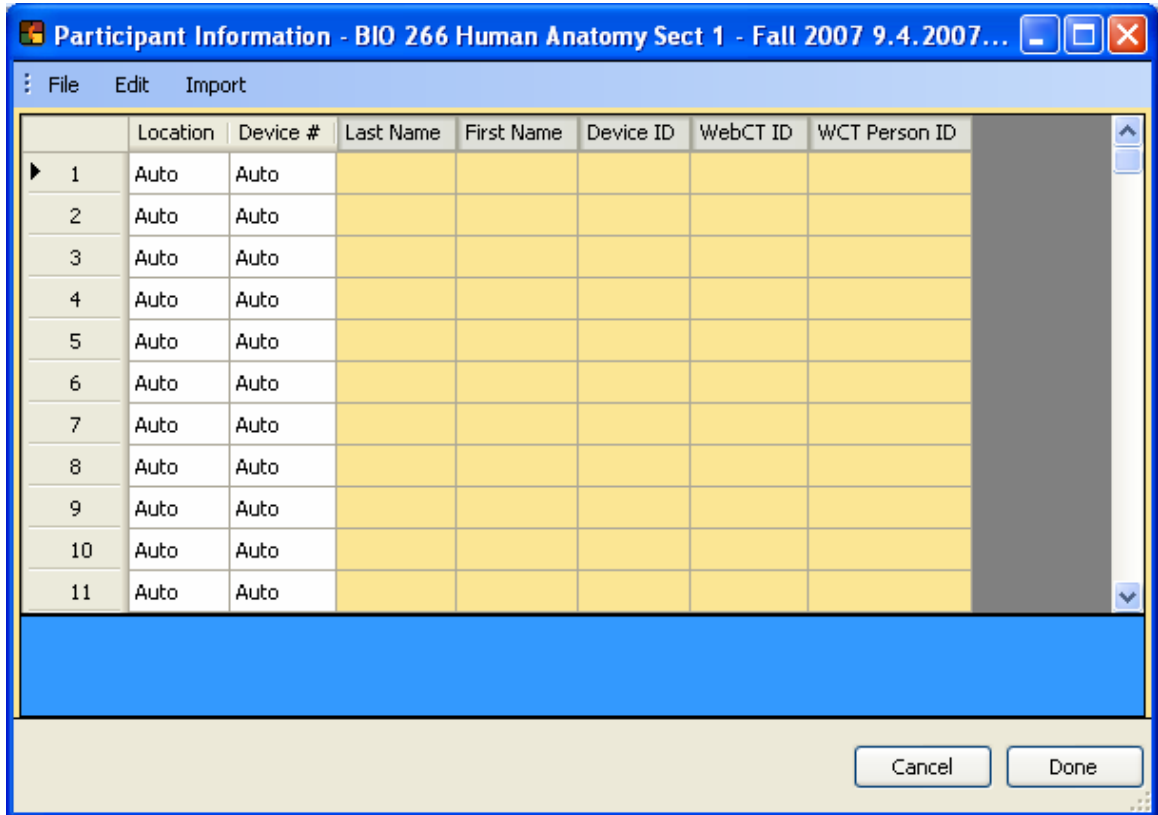
Click 'OK'.

- The data should now be sorted by alpha order. Copy the data ('Edit', 'Copy').
- Go back to TurningPoint. The Participant window should still be open. If not, edit the participant list from Step 2.

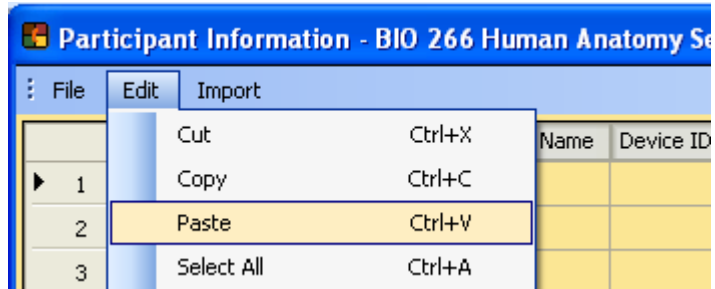
10. The columns from Step 3 should still be highlighted. Otherwise, select all columns except for the first two columns. Then, delete the data ('Edit', 'Clear').



This process will empty the participant list.



11. Now, paste the data you copied from Excel ('Edit', 'Paste').



The Sorted data should now display on the Participant window.

12. Click 'Done' to save new participant list.