

Quick Guide to ACS DPS Digital Directory

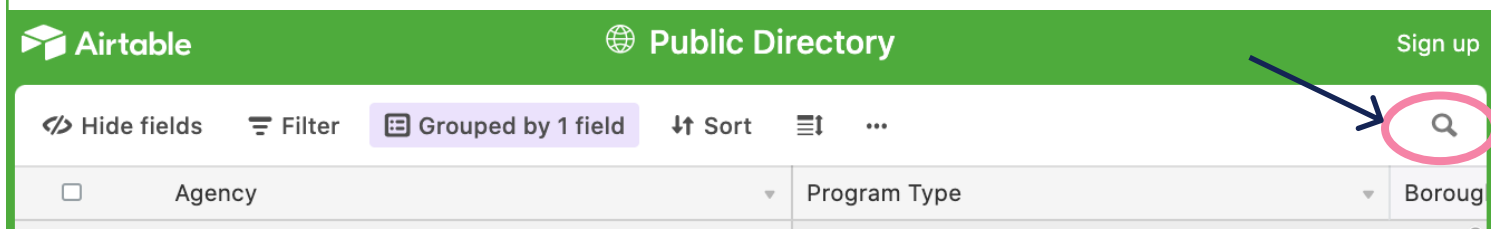
Link: <https://airtable.com/shrzCHXHzOCGEFABQ>

ACS' Division of Prevention Services will be using Airtable to support the new digital Provider Directory, centralizing program-level information and allowing for real-time updates. Airtable is a highly customizable spreadsheet-database software. It is web-based, allowing for real-time collaboration, and is a powerful tool for organizing qualitative data, like names and emails.

The following three key functions will help you navigate the Directory: search, filter, and sort.

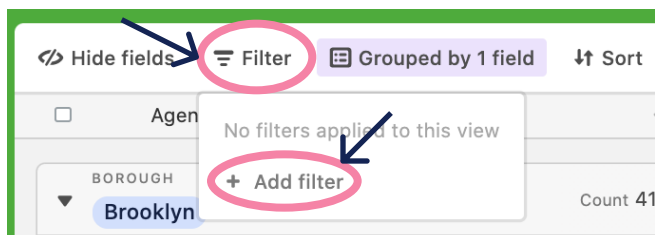
How to Search:

1. Click on magnifier icon.
2. Type in the word you want to search for.

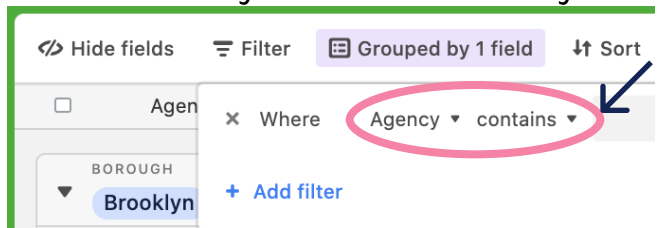


How to Filter:

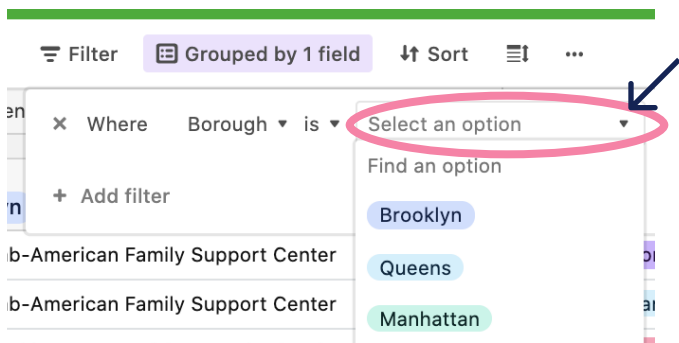
1. Click on "Filter" then "Add filter"



2. Use the drop down menu to select what column you want to filter by.

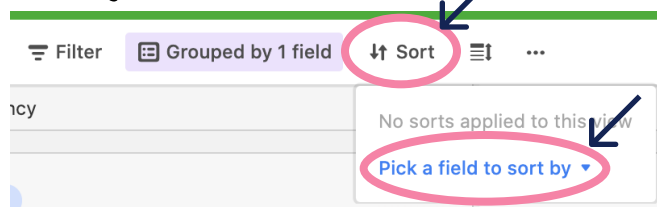


3. Select from the drop down menu what you want to see.

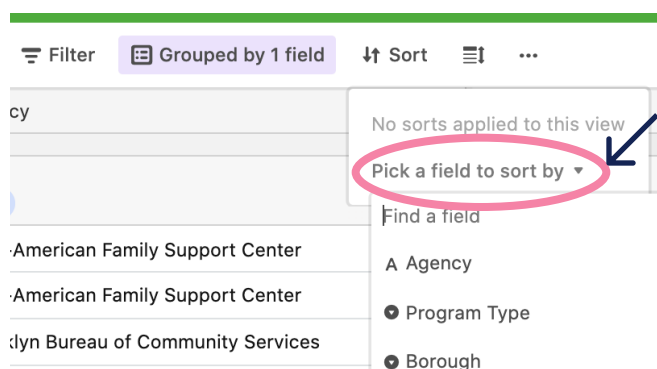


How to Sort:

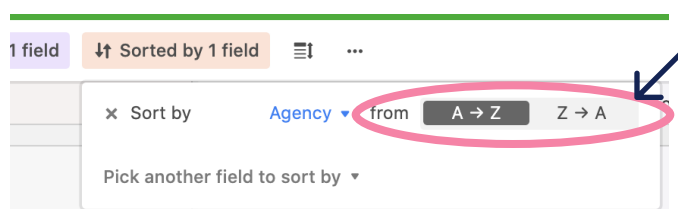
1. Click on "Sort" then "Pick a field to sort by"



2. Use the drop down menu to select what column you want to sort by.



3. You can sort from A to Z or Z to A.



Note: you can apply multiple filters or sort functions at once.