* Open your DQR and open the below embedded Excel document.
* Paste **column A** from the below Excel sheet (Anesthesia Short Names…) into **column I** of your DQR **(it must be posted into column I or this will not work**). Then **Highlight Column B** in your DQR by clicking on the row header with the letter B. The entire column will become grey.



* First: From the Home tab choose **Conditional Formatting** → **Clear Rules** → **Clear Rules from Entire Sheet**
* Then again click on **Conditional Formatting** → **New Rule** → and select **Use a Formula to Determine Which Cells to Format**
* Paste the below formula into the box labeled **Format Values Where this Formula it True**

=countif($I:$I, $B1)

**(The formula must be copied exactly or it will not work, be sure not to include any extra spaces before or after)**

* Then click **Format** and then select **Fill** from the tabs. Choose a color and select OK twice. The pop-up screen will close and the matching fields from Column I should be highlighted with your selected color in Column B.
* Then from the Home Tab select **Sort and Filter** → **Custom sort**

Sort by : MissingField

Sort on: Cell Color

Order: No Cell Color – On top

And select OK

The Anesthesia Fields should now be at the bottom of your report.

**\*\* If you alter your DQR in any way, this will not work\*\***

**\*\*If you need further assistance please reach out to your IT team\*\***