

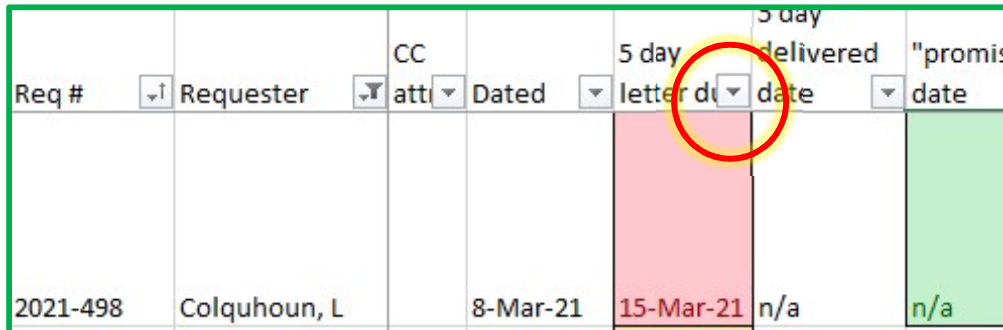
**This document, developed by the City of Nashua’s Right to Know Attorney in reasonable anticipation of the need for documentation in potential subsequent litigation (despite the City’s consistent good-faith efforts to comply with RSA 91-A), should be considered attorney work-product and, as such, should be considered exempt from disclosure under RSA 91-A:5, IV.

Excel Tutorials for “RTK tracker template”

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USING FILTER BUTTONS

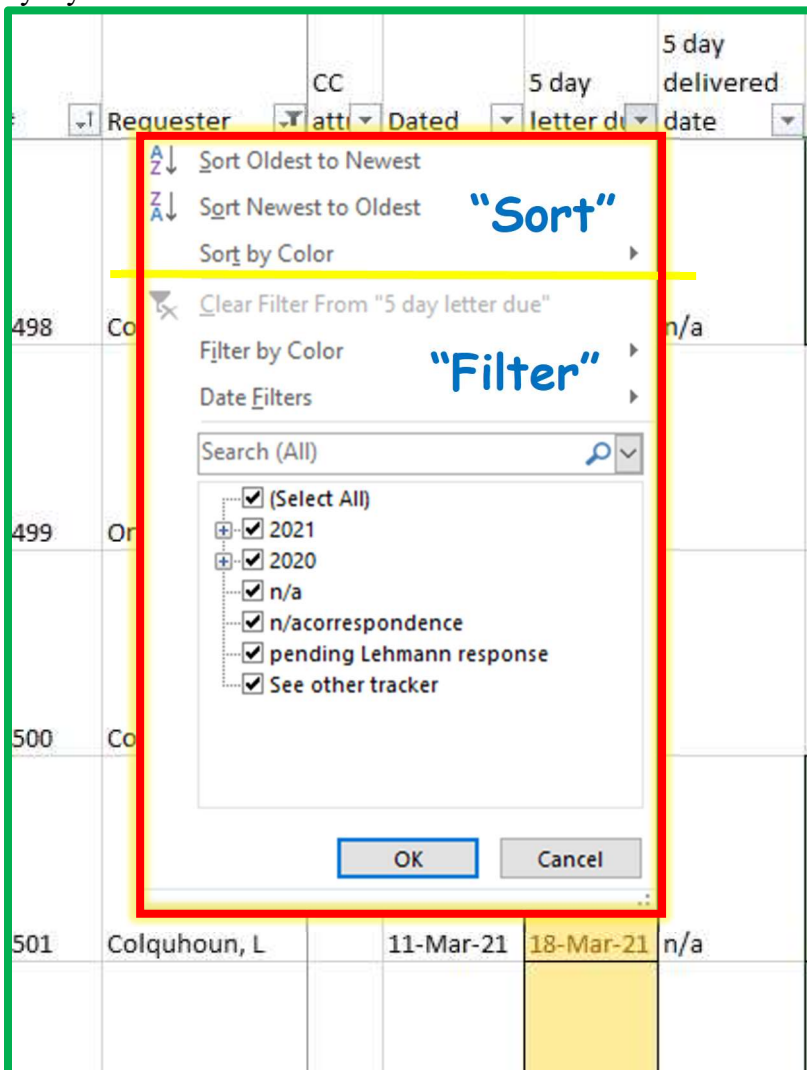
First step is to click the sort/filter button (looks like upside-down triangle) at the top of **any** column in the table.



Req #	Requester	CC	Dated	5 day letter due	5 day delivered	"promise"
2021-498	Colquhoun, L		8-Mar-21	15-Mar-21	n/a	n/a

This opens the menu for all your options.

The menu is separated into 2 sections: SORT and FILTER (in the below picture I separated them by a yellow line)



Req #	Requester	CC	Dated	5 day letter due	5 day delivered	"promise"
498	Colquhoun, L				n/a	
499	Or...					
500	Co...					
501	Colquhoun, L		11-Mar-21	18-Mar-21	n/a	

"Sort"

- Sort Oldest to Newest
- Sort Newest to Oldest
- Sort by Color

"Filter"

- Clear Filter From "5 day letter due"
- Filter by Color
- Date Filters
- Search (All)
- (Select All)
- 2021
- 2020
- n/a
- n/a/correspondence
- pending Lehmann response
- See other tracker

OK Cancel

KEEP IN MIND – using a filter button on ANY column in the table will affect the WHOLE table.

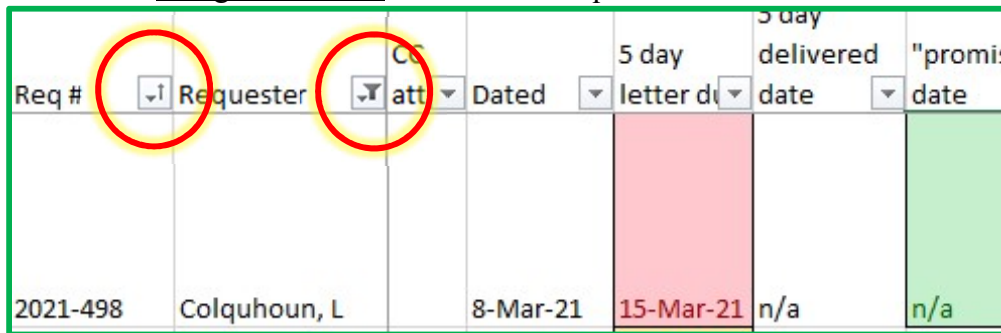
The specific criteria you select in the filter menu will determine one of two things:

1. If you select a **SORT** option: it will affect what order the rows are presented from top to bottom, based upon the information in that column (i.e.: oldest to newest, alphabetical).
2. If you select a **FILTER** option: it will determine whether or not a row is displayed, based upon information in that column.

Just a quick administrative point – you can have a FILTER running on **every** single column, but you can only SORT by one column.

You can tell which columns are FILTERING and which (single) column is SORTING the table by the icons shown in the buttons.

- The arrow icon shown on the button in the “Req #” column shows that column is SORTING
- While the triangle on a stick icon in the “Requester” column shows that column is FILTERING



The image shows a table with several columns. The first column is 'Req #' and the second is 'Requester'. The 'Requester' column has a 'triangle on a stick' icon, and the 'Req #' column has an 'arrow' icon. Both icons are circled in red. The table has a pink background for the 'letter d' column and a green background for the 'date' column. The data row shows '2021-498' for 'Req #', 'Colquhoun, L' for 'Requester', and '8-Mar-21' for 'Dated'.

Req #	Requester	att	Dated	letter d	date	"promis
2021-498	Colquhoun, L		8-Mar-21	15-Mar-21	n/a	n/a

Now for some examples:

SORTING

Say you want to display the rows of the table with the oldest dated requests at the top and the newest dated requests at the bottom.

First, you want to click the sort/filter button at the top of the “Dated” column to open the menu.

The screenshot shows an Excel spreadsheet with the following data:

Req #	Requester	CC att	Dated	5 day letter d	5 day delivered date	"promise" date	request delivered date	further response needed	Dept. requested from	specific request
2021-435	Colquhoun, L		6-Jan-21	13-Jan-21	sent by JG	set by JG	14-Jan-21		CFO	Kindly supply me (12/11/2020-12/3
2021-436	Merit Const.		6-Jan-21	13-Jan-21	n/a	n/a	12-Jan-21		Engineering	Requesting copi September 25, 2
									Sarah	"FYI - I do not wi You had Vern Ga Please forward t or provided to a

Then in the menu select “Sort Oldest to Newest” at the top.

	A	B	C	D	E	F	G	H	I	J	
1	Req #	Requester	CC	Dated	5 day letter d	5 day delivered date	"promise" date	request delivered date	further response needed	Dept. requested from	specific request
41	2021				13-Jan-21	sent by JG	set by JG	14-Jan-21		CFO	Kindly supply me with t (12/11/2020-12/31/2020
42	2021				13-Jan-21	n/a	n/a	12-Jan-21		Engineering	Requesting copies of Pr September 25, 2020 to t
43	2021				14-Jan-21	n/a	n/a	7-Jan-21		Sarah Marchant	"FYI - I do not wish for t You had Vern Gardner p Please forward this app or provided to a group i and I will obtain it thou
44	2021-438	Colquhoun, L		8-Jan-21	N/A	N/A	N/A	11-Jan-21		Tax	When does the city plac Then does the city take property to get back tax Could you please provi

The rows will now be sorted based upon the information in the “dated” column with the oldest at the top and the newest at the bottom of the table.

FILTERING

Now let's say you want to find a request based upon the date it was delivered. For our example let's use February 17, 2021 (or 17-Feb-21 as I have it formatted)

First, select the sort/filter button at the top of the "request delivered date" column to open the menu.

The screenshot shows an Excel spreadsheet with a filter menu open for the 'request delivered date' column. The menu is highlighted with a red box, and the column header is circled in red. The spreadsheet data is as follows:

	C	D	E	F	G	H	I	J	
			5 day	5 day	"promise	request	further	Dept.	
	CC	Dated	letter di	delivered	date	date	response	requested	
	att		date	date	date	date	ne del	from	specific request
n, L		5-Dec-20	14-					CFO	supply me with all emails
								Assessing	was a supervisor during pa
									New Hampshire DRA from
L		11-Dec-20	18-					Assessing	provide email copies of th
									held in 2018
L		15-Dec-20	21-					Assessing	1. provide a list of names o
									property record card.
									2. provide any data that is
									list what these codes stan
									3. provide an email copy o
									help finding "city ordinanc
L		15-Dec-20	29-Dec-20	29-Dec-20	N/A	29-Dec-20		Assessing	1. the bill for RTM Commu
									2. summary of every office

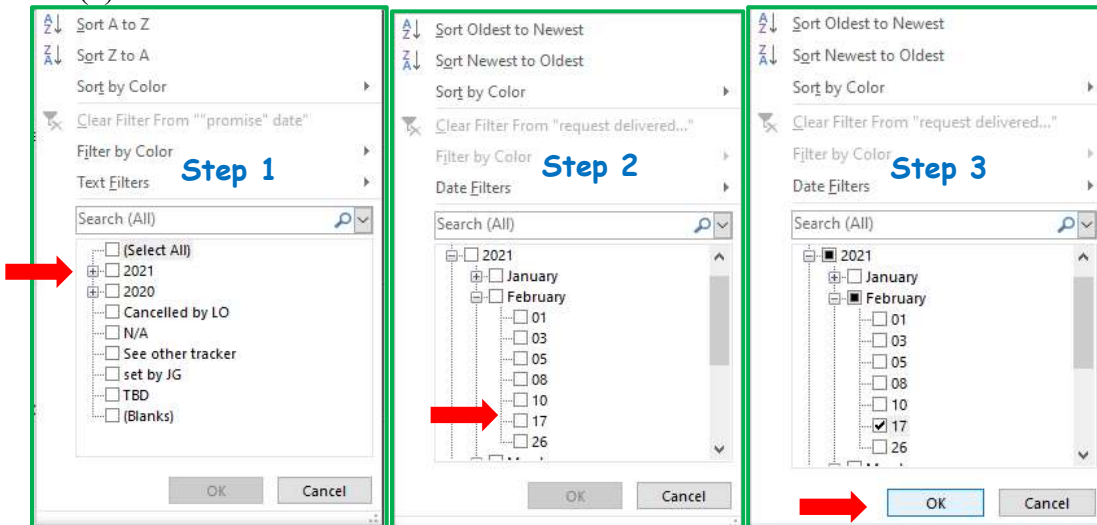
Next deselect the (Select All) box in order to remove checks for all the check boxes

C	D	E	F	G	H	I	J	
CC att	Dated	5 day letter d	5 day delivered date	"promise" date	request delivered date	further response neede	Dept. requested from	specific rec
	5-Dec-20	14-Dec-20					CFO Assessing	supply me was a supe New Hamp
	11-Dec-20	18-Dec-20					Assessing	provide em held in 201
	15-Dec-20	21-Dec-20					Assessing	1. provide a property re 2. provide a list what th 3. provide a
	15-Dec-20	29-Dec-20	29-Dec-20	N/A	29-Dec-20		Assessing	help findin
								1. the bill f 2. summary

Sort Oldest to Newest
 Sort Newest to Oldest
 Sort by Color
 Clear Filter From "request delivered..."
 Filter by Color
 Date Filters
 Search (All)
 (Select All)
 2021
 2020
 Cancelled by LO
 Cancelled by LO #457
 n/a
 requester never responded
 see 478
 (Blanks)
 OK Cancel

Then

- (1) Use the + buttons to expand the menu options,
- (2) Select the specific dates you want to display.
- (3) Click OK



Now ONLY the rows that have your selected date (17-Feb-21) in the “request delivered date” column will be displayed.

Req #	Requester	CC	Dated	5 day letter d	5 day delivered date	"promise" date	request delivered date	further response needed	Dept. requested from	specific request
2021-473	Hildreth, T		12-Feb-21	19-Feb-21	n/a	n/a	17-Feb-21			Attached please find a self-ex neighbors of 49 Buckmeadow I I am happy to come to City Hal staff time than making copies. Please let me know when nex
2021-475	Lu, Elizabeth		17-Feb-21	n/a	17-Feb-21	n/a	17-Feb-21			I am requesting a copy of any e meeting of September 18, 202 meeting via the link sent out b
2021-469	Ortolano, L	y	8-Feb-21	pending Lehmann response	n/a	n/a	17-Feb-21		legal	On January 8, you provided a r permit information submitted & 2020-375-A. You sent the res On January 12, 2021, I received to me. Attorney Lehmann and

CLEARING FILTERS

When you have FILTERS active, only rows with matching information are displayed. The other rows are hidden. In order to show **all** rows, you need to clear any FILTERS that you have active.

First look for the active FILTER icon at the top of each column (you may need to scroll left or right to see the buttons on top of all the columns)
In this example we can see that there are active FILTERS on the “5 day delivered date” column and the “request delivered date” (but again, don’t forget to scroll left and right to check **all** columns)

A	B	C	D	E	F	G	H	I	J	
req #	Requester	CC	Dated	5 day delivered letter d	5 day delivered date	"promise" date	request delivered date	further response needed	Dept. requested from	specific request
020-400-B	Colquhoun, L		30-Dec-20	7-Jan-21	7-Jan-21	14-Jan-21	13-Jan-21			1. The checks that were paid to 188 Concord Does the city have leases with 188 Concord of time does the lease go for. 2. I could assume that the city would not pe were performed. Kindly give me the listin 1 RTK number for request sent on 14dec20 2. Updated documentation on the RTK list

Now, in each of these columns, open the menu and select “Clear Filter From...”

The screenshot shows a context menu for the '5 day delivered date' column. The menu items are: Sort A to Z, Sort Z to A, Sort by Color, Clear Filter From "5 day delivered date" (highlighted in yellow), Filter by Color, Text Filters, Search (All), (Select All), 2021 (checked), 2020, n/a, and sent by JG. The background shows the spreadsheet with some rows highlighted in pink and green.

Once you do this for all the columns, every row should be showing.

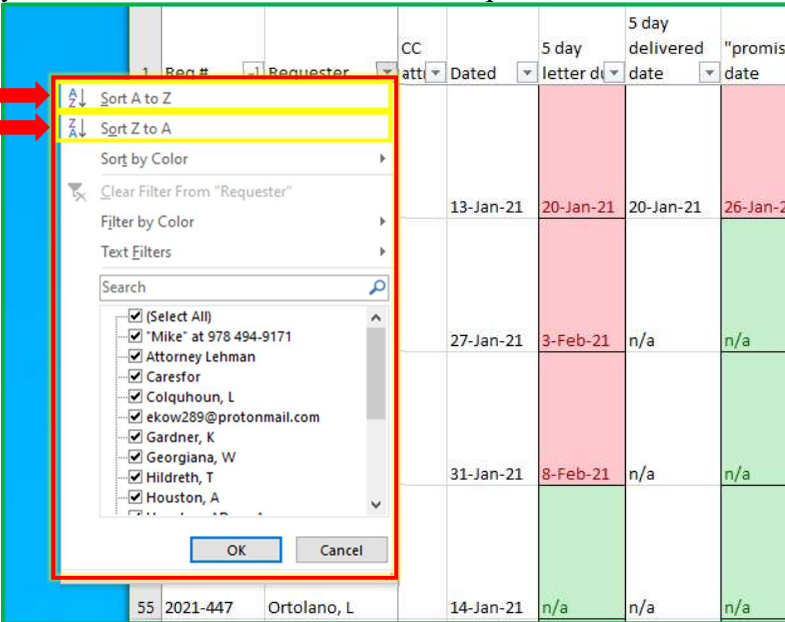
SORTING and FILTERING WORDS and NAMES

Filters can be used to find more than just dates. Using the same principles above we can sort and filter by text instead of dates.

SORTING by WORDS or NAMES

Say for example we want to sort the rows by name of the requester in alphabetical order.

Open the sort/filter menu for the “Requester” column and select “Sort A to Z” or “Sort Z to A” you want the rows sorted in reverse alphabetical order.



The screenshot shows a software interface with a table. The 'Requester' column is selected, and its sort/filter menu is open. The menu is highlighted with a red box, and two red arrows point to the 'Sort A to Z' and 'Sort Z to A' options. The table data is as follows:

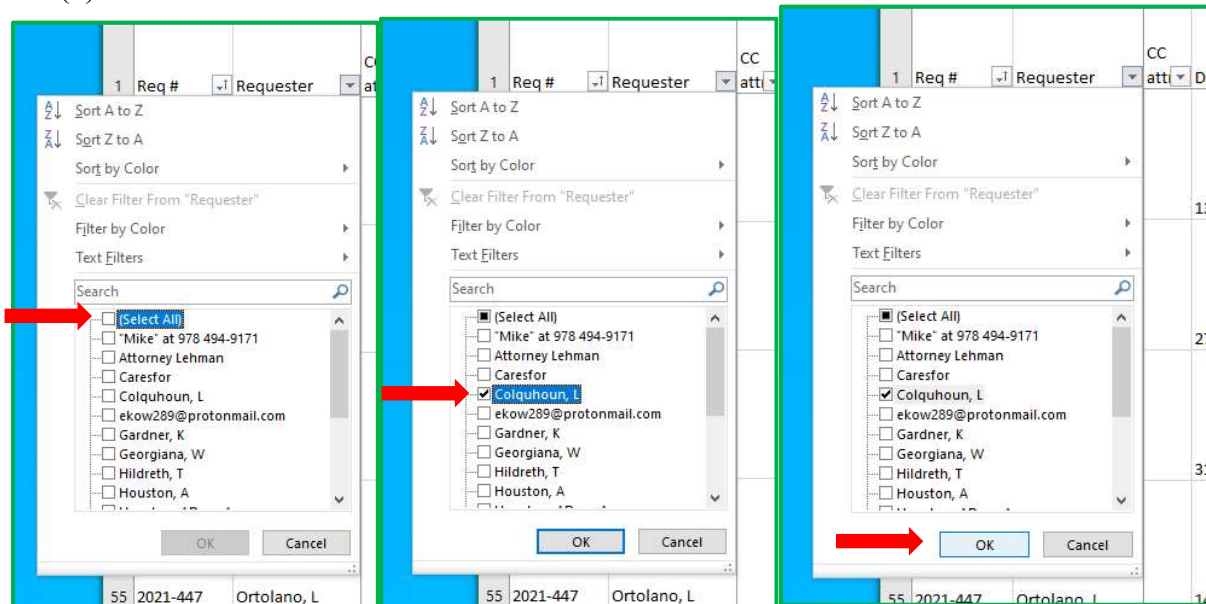
Req #	Requester	CC	Dated	5 day letter d	5 day delivered date	'promis date
1		att	13-Jan-21	20-Jan-21	20-Jan-21	26-Jan-21
			27-Jan-21	3-Feb-21	n/a	n/a
			31-Jan-21	8-Feb-21	n/a	n/a
55	2021-447 Ortolano, L		14-Jan-21	n/a	n/a	n/a

FILTERING by WORDS or NAMES

Now say you want to display only rows that have a specific word or name in a particular column. There are two ways to do this: (1) by selecting the word or name from the list, or (2) by searching for the word or name

Selecting the word or name

- (1) Open the sort/filter menu for the column and click “(Select All)” to clear the checkboxes.
- (2) Select the name or word from the list that you want to display
- (3) Click OK



Now the table will display only rows with the selected name or word in that column.

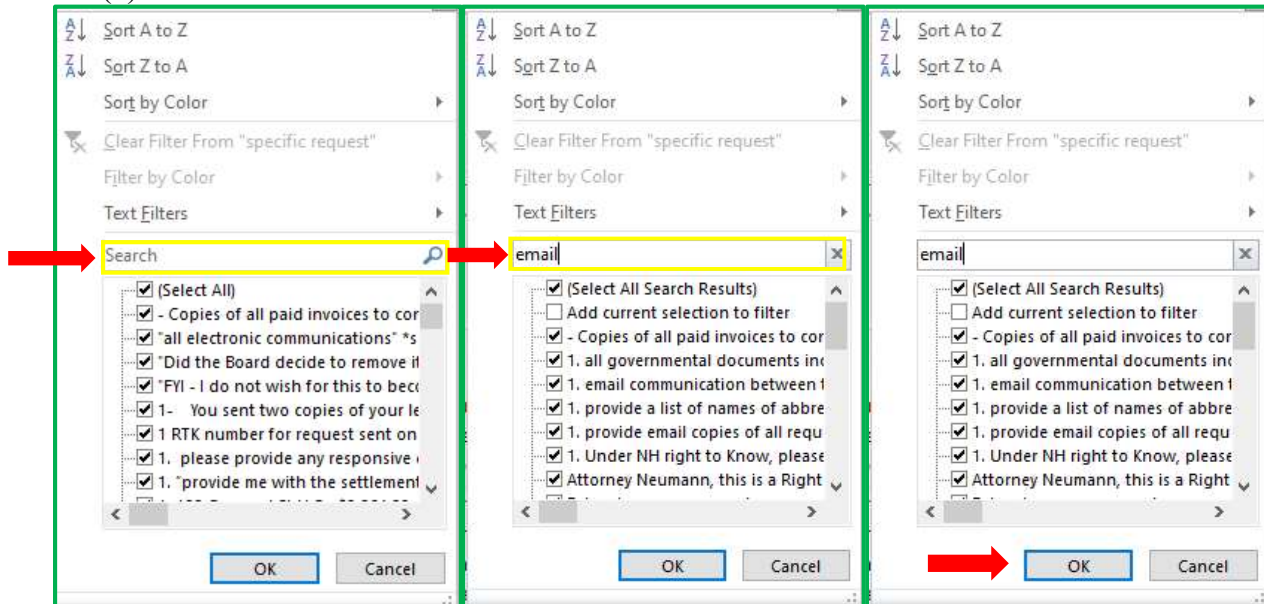
	A	B	C	D	E	F	G	H	I	J	
1	Req #	Requester	att	Dated	5 day letter d	5 day delivered date	"promise" date	request delivered date	further response needed	Dept. requested from	specific request
52	2021-446	Colquhoun, L		13-Jan-21	20-Jan-21	20-Jan-21	26-Jan-21	26-Jan-21		Made to Legal - but request was for assessing materials	Under the New Hamp electronic copies of 2 the city as of Tuesday
53	2021-446-A	Colquhoun, L		27-Jan-21	3-Feb-21	n/a	n/a	3-Feb-21			1- You sent two cop 2- Some of these ab important to the resid 3- Is the City of Nash see them?
54	2021-446-B	Colquhoun, L		31-Jan-21	8-Feb-21	n/a	n/a	5-Feb-21			Under the New Hamp a listing of all 2020 ab 2021. Mr. Vincent has abatements received request. Please provide an ele Board of Assessors an

ALWAYS REMEMBER you need clear FILTERS to display **all** rows again.

Searching for a word or name

Now say you want to search for all requests that have a specific word in it, for example “email”

- (1) Open the sort/filter menu for the column (in this case the “specific request” column) and click inside the text box labelled “search.”
- (2) Type in the word of name you want search for (in this case “email”)
- (3) Click OK



Now the table will display only rows that have that word or name in the column where you searched. (in this example: the word “email” in the “specific request” column)

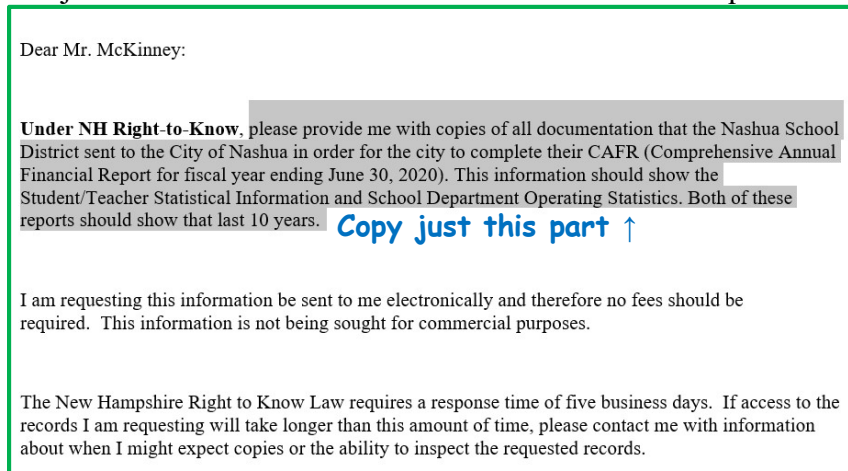
G	H	I	J	K	
promise"	request delivered	further response	Dept. requested	specific request	Notes
te	date	needed	from	electronic copies of all the emails Greg Turgiss created or responded to from August 1, 2020 to October 12, 2020.	
the other	Cancelled			1. all governmental documents including emails , excluding any information provided in the public board of assessor packet and excluding privileged information, that pertain to 2019 abatements.	
cker	by LO #457			2. email copies of all the 2019 abatements applications and supporting data submitted by property owners that were emailed or mailed to the Board of Assessors prior to June 1, 2020	
Jan-21	15-Jan-21		Assessing	1. email communication between the Mayor and Mr. Kleiner regarding these permits reference.	
Dec-20	29-Dec-20		Assessing	2. any documentation that contains information on the permits captured between September 2019 and December 2019.	
			Assessing	3. any documentation that contains information on the permits captured between September 2019 and December 2019.	
			building permit and	1. provide email copies of all requests for governmental records to the building permit and safety department for the time frame of September 1, 2020 to October 31, 2020.	1. Do we honor for the request
				2. include all responses that were sent to the legal department and any responses that came	2. first half still

ALWAYS REMEMBER you need clear FILTERS to display **all** rows again.

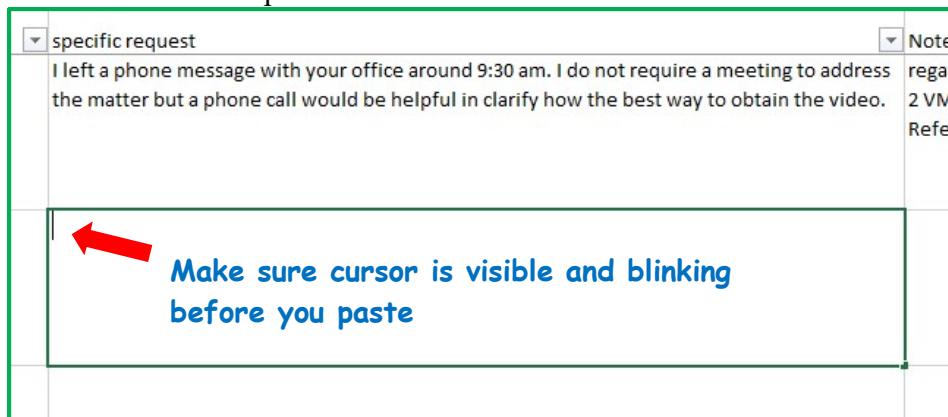
ADDING NEW RTK REQUESTS TO THE TRACKER

- (1) **Sort A to Z in the “Req #” column** to ensure you are assigning the next number in the sequence. (See SORTING above).
- (2) **In the “Dated” column fill in the date the requester sent the request** (NOT the date received). Dates should auto format as long as the date is recognizable.
- (3) **Fill in the “5 day letter due” column** with a date 5 business days after the request was received. If the request was sent after business hours, it does not count as received until the morning of the next business day.
- (4) **Fill in “Dept. requested from” column** if the request was originally addressed to someone outside of legal (This is not critical, but it is good info to have).
- (5) **Copy and paste the body of the FULL REQUEST into the “specific request” column.** Having the full request in this box makes it easier to search all requests we have received for specific words or phrases. (e.g.: “emails,” “Kleiner,” “abatements,” etc.) However, keep in mind the following:

- a. If the requester is using a form letter, don’t copy the parts at the beginning or end that just restate the law or are used in dozens of other requests.



- b. Make sure you double click in the cell (and a cursor is visible) before you paste the text in. If you don’t do this, it may paste the text into multiple cells if there are line breaks in the copied text.

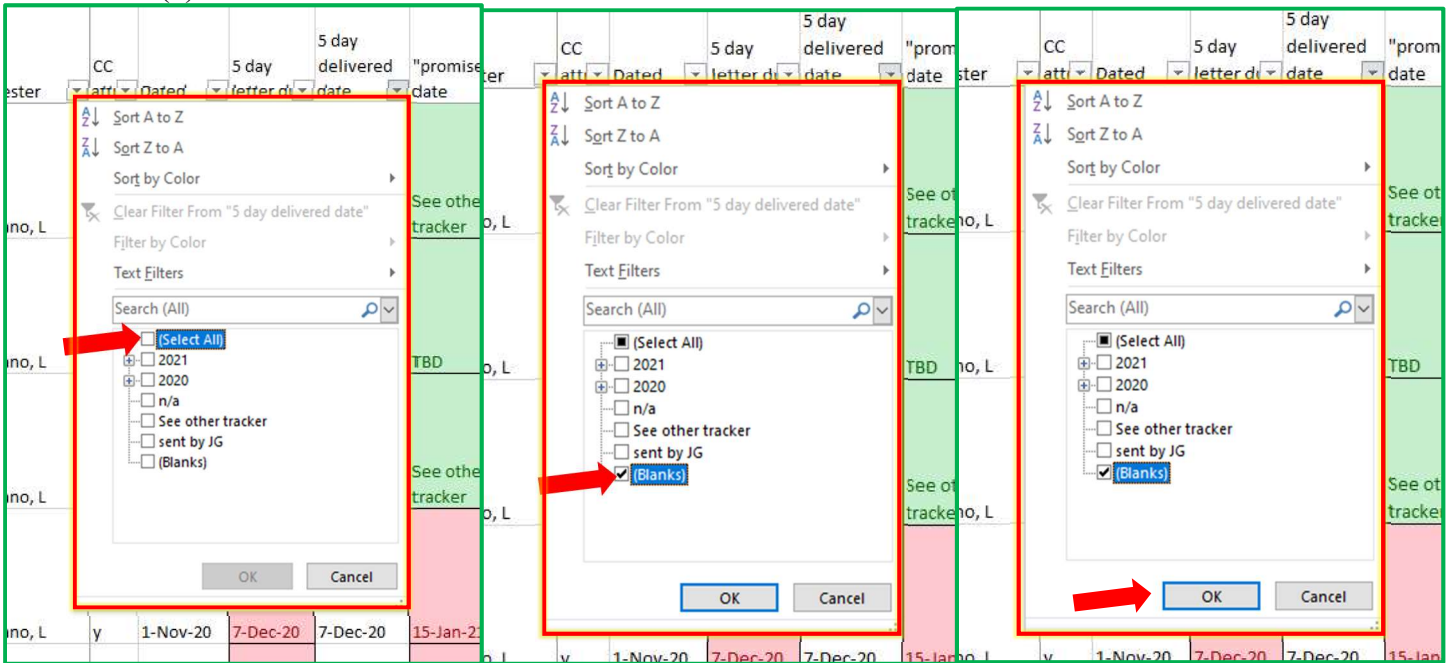


- (6) All other fields are fairly self-explanatory.

FILTERING FOR PENDING REQUESTS

Regardless of whether you are looking for requests that have not yet received a 5-day or a Final response, the process is the same:

- (1) Open the menu for either “5 day delivered date” or “request delivered date” depending on which one you are looking for, and uncheck “(Select All)”
- (2) Check “(Blanks)”
- (3) Click OK



Now the table will display only requests that have no entry for whichever “delivered date” column you chose.

Req #	Requester	att	Dated	letter d	5 day delivered date	"promise" date	request delivered date	further response needed	Dept. requested from	specific request
100	2021-492	Houston, A	16-Mar-21	23-Mar-21					legal	I am requesting public access, within 5 business days, to the described as follows: 1. The name of the Nashua School Districts Virtual Private Ne administration devices.
103	2021-494	Ortolano, L	17-Mar-21	24-Mar-21					legal	I will assume given the lack of phone call, that option to clari Here is my attempt to clarify the request. I believe the legal office will not accept the detailed descrip satisfy the City in the search. I believe I was wearing a purple clothing. I am unsure if I provide a car description that the leg
108	2021-498	Colquhoun, L	16-Mar-21	23-Mar-21					assessing	Mr. Vincent, I am sending you a Revised Right To Know on th within the assessing department. I may not know the actual I know that this information would be used in order to deter ... please provide me with a list of properties on which thei RSA 72:73k or RSA 72:23-n. This list should show the amount

INFO AT A GLANCE

Color coding

You probably have noticed the different colors in the “5 day letter due” column and the “‘promise’ date” column. This are auto-formatted based upon what dates are in each column.

- RED the date has passed.
- YELLOW the date is within the next 7 calendar days.
- GREEN the date is further than 7 calendar days out.

Say for example you want to display only requests with a 5 day letter due today or within the next 7 days all you have to do is filter by the appropriate color

Req #	Requester	CC attny	Dated	5 day letter due	5 day delivered date	"promise" date	request delivered date	further response needed
2021-476								
2021-480	Colquhoun, L							
2021-492								
2021-504	Colquhoun, L		26-Feb-21	n/a	n/a	n/a		
2021-509	Colquhoun, L		19-Mar-21	26-Mar-21				

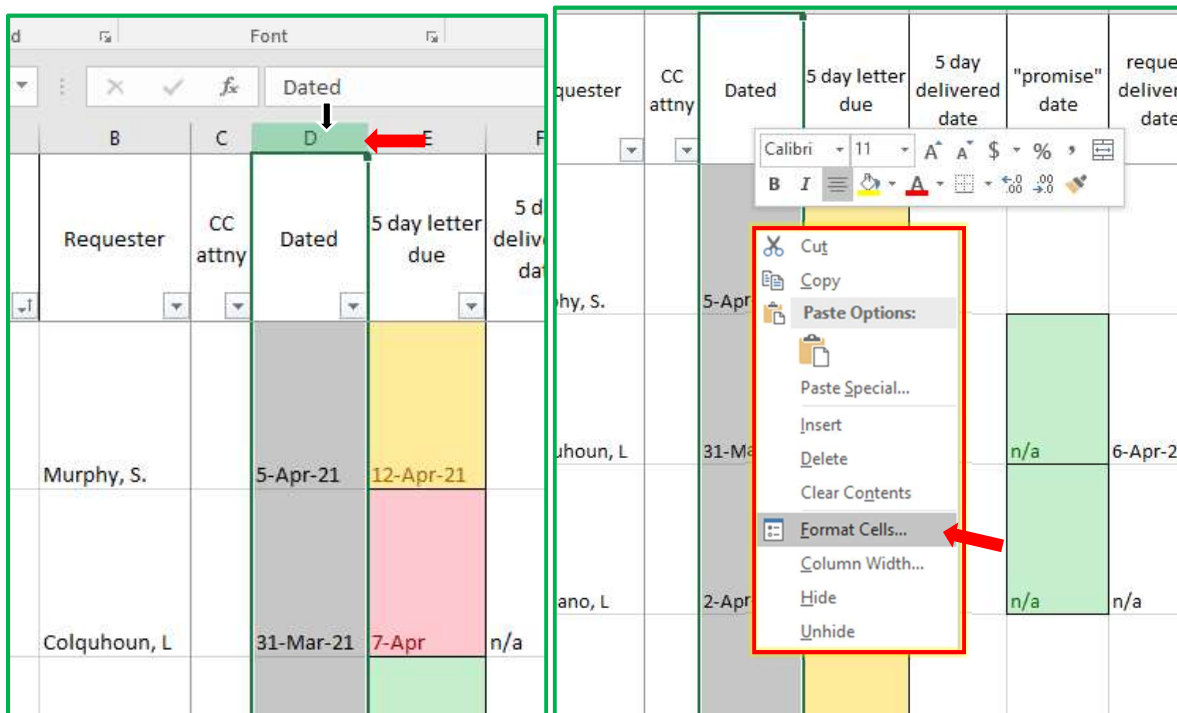
Req #	Requester	CC attny	Dated	5 day letter due	5 day delivered date	"promise" date	request delivered date	further response needed
2021-480	Colquhoun, L		25-Mar-21	1-Apr-21				
2021-492	Houston, A		23-Mar-21	31-Mar-21				
2021-509	Colquhoun, L		19-Mar-21	26-Mar-21				
2021-510	Colquhoun, L		22-Mar-21	29-Mar-21				

Changing the date format

I have the document set to format the date into the DD-Month-YY format. This means that as long as you input the date in a recognizable format (e.g.: MM/DD/YY, MM/DD/YYYY, Month DD, YYYY, etc.) it should always re-format to DD-Month-YY.

However, if you would rather it display in a different format, that is a quick fix:

1. Select the whole column by clicking above the cells in the box with the letter heading (A, B, C, Etc.). Make sure the cursor turns into a downward arrow before clicking. If you properly select the whole column, the heading should turn green and the cells should be highlighted gray like in the picture below.
2. Next, right click on any of the selected cells and scroll down to “Format Cell...”



3. In the menu you that pops up
 - a. Make sure you are in the “Number” tab
 - b. Select “Date” from the column on the left
 - c. Select the formatting type you want from the right column
(NOTE: stay away from the formats with an asterisk – they end up changing info based upon the computer’s selected time-zone)
 - d. Click “OK” and your dates should be changed to your selected format

