

# South Carolina

## DEPARTMENT OF CONSUMER AFFAIRS

2221 Devine St. STE 200 | PO Box 5757 | Columbia, SC 29250  
(800) 922-1594 | [www.consumer.sc.gov](http://www.consumer.sc.gov)

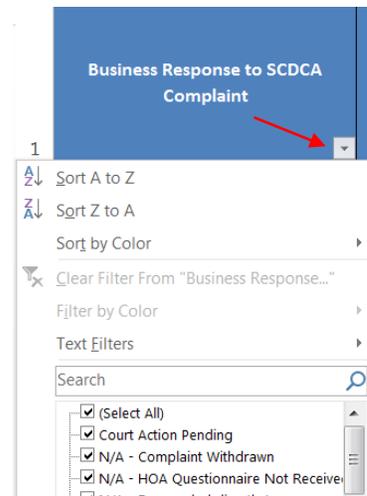
The HOA Complaint Database is formatted as a table in an Excel spreadsheet. In the top row (Row 1), you will see the description of each column along with a drop down arrow for that column.



When you click on the drop down arrow for a column, you will be able to filter and sort all rows of information based on the contents in that column.

### WORDS or TEXT

- Click on “Sort A to Z” or “Sort Z to A” to sort all rows based on the first letter in that column.
- Hover over “Text Filters” then click on various options. For example, if you click on “Contains” and type “beach”, you will only see rows that include the word beach in that column.
- Click on the Search box and type in a word or part of a word. For example, if you type “withdrawn”, you will only see rows that include the word withdrawn in that column.
- Under the Search box, check all of the options you want to see and uncheck the options you don’t want to see.



### DATES

- Click on “Sort Oldest to Newest” or “Sort Newest to Oldest” to sort all rows based on the dates in that column.
- Hover over “Date Filters” then click on various options. For example, if you click on “After” and type in a date, you will only see rows where the date in the column is after the typed date.
- Under the Search box, check all of the months you want to see and uncheck the months you don’t want to see. By clicking on the plus sign beside the month, you can limit the search to certain dates within that month.

