

Version

1

XL SOLUTIONS

The Hygiene Company Datasheet V.10

USER GUIDE

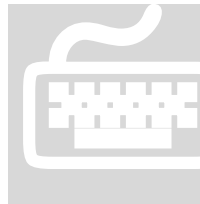
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Introduction

The Hygiene Company Datasheet transforms data from a simple list into a series of charts and a formatted report at the click of a button. The pages are formatted to print in a report that is well presented and easy to understand.

The sheet works using macros which are a built in feature in Microsoft Excel. Macros are safe when from a trusted source, and all macros in this datasheet have been tested. However, occasionally macros can fail. If this happens, contact me and I should be able to fix any problems. It is important to keep a spare version of the sheet saved somewhere as sometimes trying to resolve any issues can be done by simply reopening and starting again.



Note:

This user guide is based on using Microsoft Excel 2007. There will be some differences to how you may approach using the sheet in earlier versions of Excel.

Opening the File

When opening the file, you will be greeted with the following sheet:

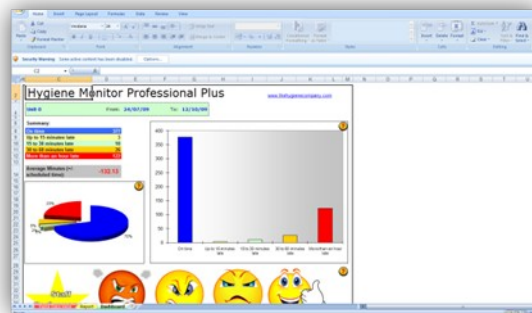


Figure 1- Opening the file

You need to accept the macros so that the file will run:

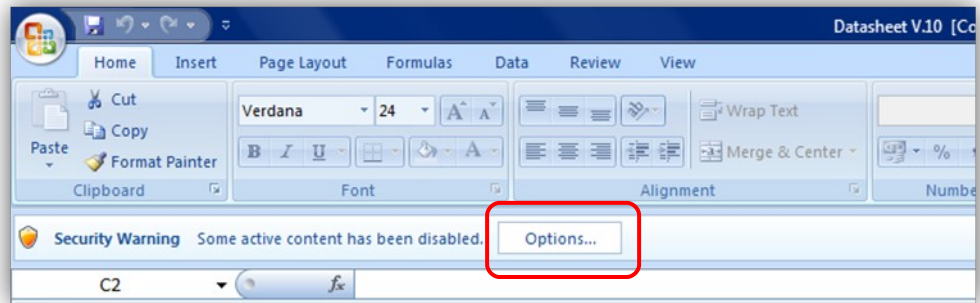


Figure 2 - Accepting Macros

Select 'Options' as marked in Figure 2.

The following pop-up will appear:



Figure 3 - Macro Security Options

Select 'Enable this content' as marked in Figure 3.

Select 'OK'.

The opening macros will now run and you will be redirected to the 'Paste Data Here' tab.

Adding new data

To add new data, open the **csv** file that contains the data you wish to process.

Ensure that the data is arranged in the correct way, which should follow the format shown below:

24/07/2009	09:26	9	0	Excellent Switch	0
24/07/2009	09:49	9	0	Excellent Switch	0
24/07/2009	09:49	2	0	Switch Reset	1027
25/07/2009	10:20	2	0	Switch Reset	-1199

Figure 4 - Example csv data

Copy all of the data from this sheet. The easiest way to do this is to select cell **A1** and then 'Ctrl', 'Shift' and the down arrow. Keep 'Ctrl' and 'Shift' held down and then tap the right arrow key until all of the data is selected.

Press 'Ctrl' and 'C' to copy the data:

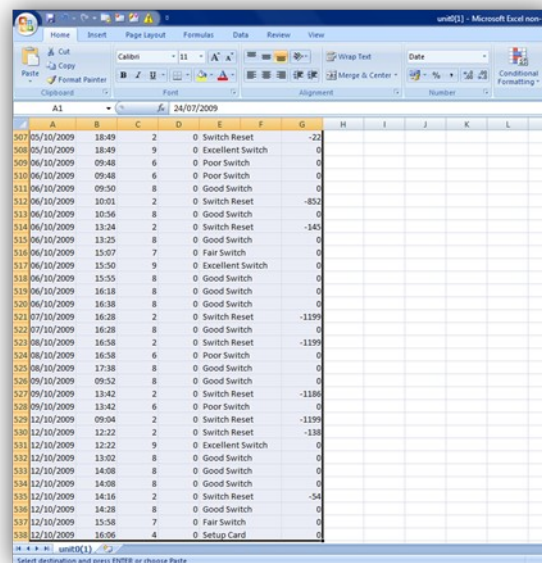


Figure 5 - Copying the data

Now return to the **Datasheet** and the 'Paste Data Here' tab.

Right click on the yellow highlighted cell 'A1':

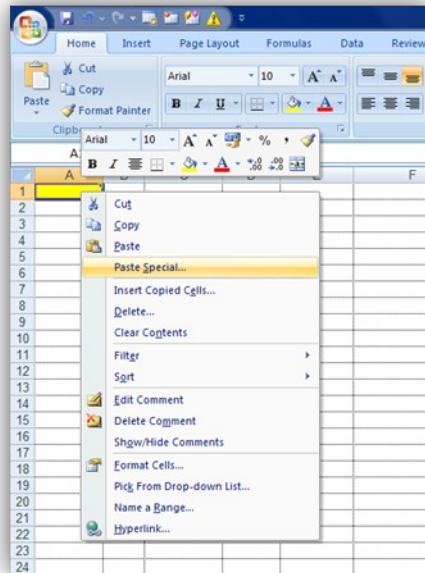


Figure 6 - Cell A1 in the 'Paste Data Here' tab

Select 'Paste Special'. The following pop-up will appear:

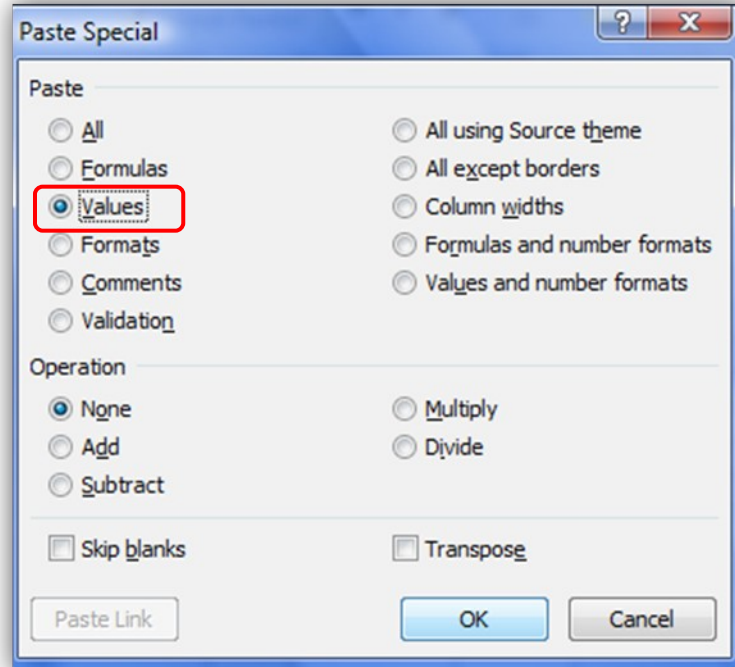


Figure 7 - Paste Special options form

Select the 'Values' option as highlighted in Figure 7 and then 'OK'.

Now press the 'Process Data' button:



Figure 8 - The 'Process Data' button

A pop up box will appear asking you to name the file:

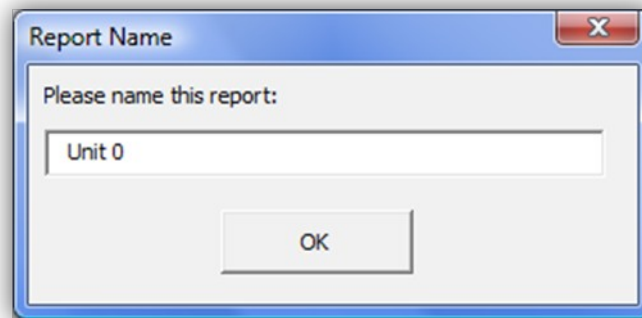


Figure 9 - The 'Report Name' form

Type the name for the report, avoiding characters such as '<' and '/'.

Press 'OK'.

Once the data is processed a pop-up notification will appear:

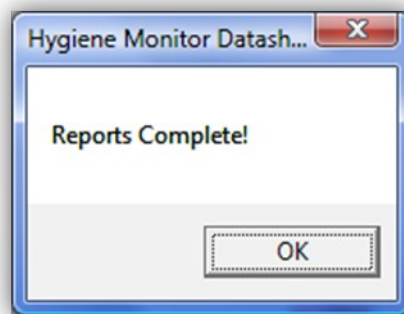


Figure 10 - 'Reports Complete!' notification

Press 'OK'.



Now it is important to save the file under a different name so that the original file can be preserved!



Figure 12 - 'Help' button

When these are pressed, a pop-up appears with information about the section you are interested in:

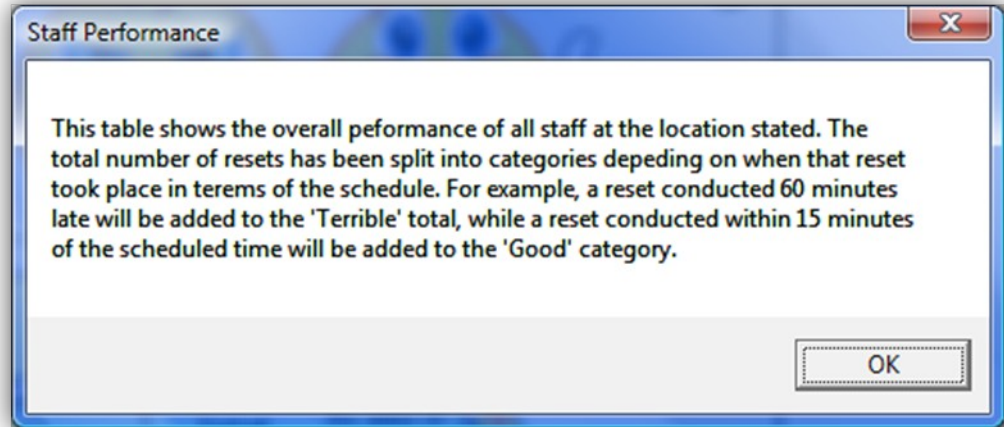


Figure 13 - A 'Help' pop-up

These buttons do not print and so have no impact on the appearance of the sheet.

The 'Report' tab

This tab is designed to provide a clearer version of the initial **csv** file.

It is set up ready to print in an easy to read format, however it will only really be useful if the data contains information regarding customer feedback or staff member details.

Further Information

This file has been created using macros. These are usually reliable, but require that the sheet remains intact as it was first created:

- No changes should be made to the structure of the sheets
- The **csv** file should remain in the same format
- Any changes to tags such as '**Poor Switch**' within the **csv** file will require changes to the formulas contained within the sheet.
- A version of the sheet should be saved which can act as a backup in case it is needed. Usually, this is the easiest way to resolve any issues.

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