

CleanOpsStaff-3ed *justDoNext* Import Wizard and *SpacePicker* Help

Updated 2/4/2017

(Recommend you print this file)

How to Use *SpacePicker*

Click here for instructions on using the *SpacePicker* to enter and edit data in the Macro Staffing and Inventory worksheet

About CleanOpsStaff-3ed Import Wizard

CleanOpsStaff-3ed justDoNext Import Wizard is a *CleanOpsStaff-3ed-Pro* add-on upgrade. It is functional in the Demo Mode and Full mode but only for demonstration, training, and evaluation. If you need the full features and functions of *CleanOpsStaff-3ed Import Wizard*, you must purchase the upgrade from <https://hunterconsulttrain-public.sharepoint.com/dataimportwizard>. Once the Wizard is activated your *CleanOpsStaff-3ed* becomes *CleanOpsStaff-3ed-Pro* giving you access to powerful features and capabilities to assist you in getting inventory data into *CleanOpsStaff-3ed* **without re-typing**, greatly reducing labor time and cost. You can now paste directly from an external spreadsheet that already contain APPA standard space category names, or you can let the wizard convert your local space names to APPA standard space category names.

NEW FEATURE 2-4-2017 -Copy and Paste Data Directly To CleanOpsStaff-3edUsing Import Wizard

If you purchased and activated the *CleanOpsStaff-3e justDoNext Data Import Wizard* upgrade, you can now paste data directly to the CleanOpsStaff-3ed Macro Staffing and Inventory worksheet from an external spreadsheet. The direct paste feature is not available in Demo mode. Follow the below steps.

1. Ensure your external spreadsheet contain seven columns in the exact order as shown below and that you have assigned the standard APPA Category names exactly as they are spelled in the CleanOpsStaff-3ed program (the names are case sensitive). You can open the **All 33 Standard Categories-HECS-Data.xls** training file and copy the names into your spreadsheet to avoid typos.

Building Name/Number	Floor Name/Number	Space Name/Number	Cleanable SF (CSF)	Flex Field	Standard Space Category Or Local Custom Space Category	APPA Cleaning Level
Barton Hall	1	100A	156	Zone 1	Entranceway	Level 2
Barton Hall	1	100B	150	Zone 1	Stairwell	Level 2
Barton Hall	1	100C	113	Zone 1	Stairwell	Level 2
Barton Hall	1	100H	80	Zone 1	Office with Carpet Floor	Level 2
Barton Hall	1	100J	156	Zone 1	Entranceway	Level 2
Barton Hall	1	100K	788	Zone 2	Public (Circulation) with H	Level 2
Barton Hall	1	100M	75	Zone 2	Public (Circulation) with H	Level 2
Barton Hall	1	100N	625	Zone 2	Public (Circulation) with H	Level 2
Barton Hall	1	100P	431	Zone 2	Public (Circulation) with H	Level 2
Barton Hall	1	100Q	186	Zone 2	Public (Circulation) with H	Level 2
Barton Hall	1	100R	1,150		Public (Circulation) with H	Level 2
Barton Hall	1	101	525		Public (Circulation) with H	Level 2
Barton Hall	1	101A	150		Office with Carpet Floor	Level 2
Barton Hall	1	101R	150		Office with Carpet Floor	Level 2

2. In the Macro Staffing and Inventory worksheet, click inside the row you want to paste your data to. You can paste to the end of your existing data or you can paste to anywhere within your existing data overwriting existing data.
3. Copy the desired range of rows in the external spreadsheet including or excluding the heading row (the text in the heading row does not matter). Do not select the entire row – select only the 7 columns in the desired rows.
4. Click Functions
5. Click Import
6. Click Paste From Clipboard (check the checkbox if your copied data contains a heading row)



7. You will be asked twice to confirm that you are sure you want to complete the operation because the paste operation cannot be undone.

Purpose of CleanOpsStaff-3ed Import Wizard:

CleanOpsStaff-3ed justDoNext Import Wizard will allow you to save time and money inputting your space inventory data into CleanOpsStaff-3ed. If you already have your inventory data in electronic form that can be imported into an Excel spreadsheet, you can use *CleanOpsStaff-3ed justDoNext Import Wizard* to import your data into CleanOpsStaff-3ed and automatically convert your room/space names to APPA-CleanOpsStaff-3ed Space Category Names. You can also automatically convert Square Meters to Square Feet and Square Feet to Square Meters using the wizard. The Wizard also has make use of the *SpacePicker* which significantly speeds up selecting Space Categories and Cleaning Levels from a flat tabbed form instead of from a dropdown list. The spreadsheet containing the external data can be of any sized and have many worksheets and the data can be in any order. *CleanOpsStaff-3ed justDoNext Import Wizard* will automatically convert and structure the data and import it into CleanOpsStaff-3ed as a CleanOpsStaff-3ed Inventory Data file. The only requirement is that the data be in rows and column format with each row representing one space or room.

Even if you already have your data entered into a CleanOpsStaff-3ed Inventory Data file, the *CleanOpsStaff-3ed Data Import Wizard* can still be very helpful to you. You can use it to break up large *CleanOpsStaff-3ed* data files into smaller subsets or to combine many small CleanOpsStaff-3ed data files into a single file. You can also use the *CleanOpsStaff-3ed Data Import Wizard* to automatically update existing *CleanOpsStaff-3ed* data files.

Lastly you can use the wizard to import data that you have collected for you by others (such as students) without the need to train them on how to use CleanOpsStaff. You can provide them with a copy of the data collection template found on your hard drive as C:\CleanOpsStaff-3ed Program Files\ CleanOpsStaff-3ed Data Input Template.xls. Since most people are familiar with Excel, you can have others collect data and place it in a copy of the above template and then you can use the wizard to import it.

CleanOpsStaff-3ed Import Wizard Functions and Capabilities:

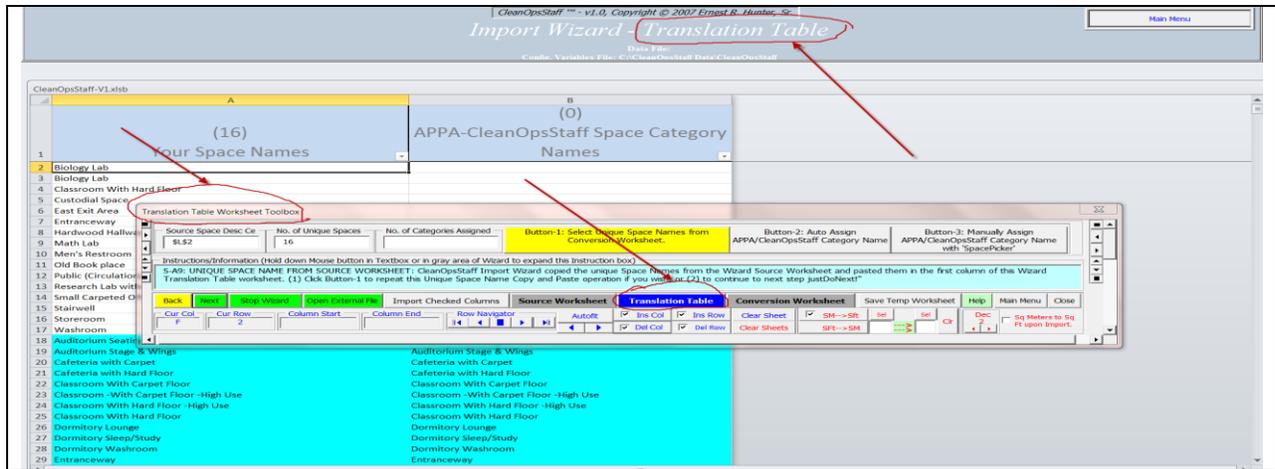
A demo version of the CleanOpsStaff-3ed Import Wizard is included in the CleanOpsStaff-3ed-Demo and CleanOpsStaff-3ed-Full versions for demonstration, training, and evaluation purposes only. You may experiment with the demo version immediately to decide if it will be useful to your operation. *CleanOpsStaff-3ed justDoNext Import Wizard* gets its name from the fact that all you have to do to use it is "Do Next" (click the Next button) and read the instruction box to make use of this powerful feature.

Capabilities:

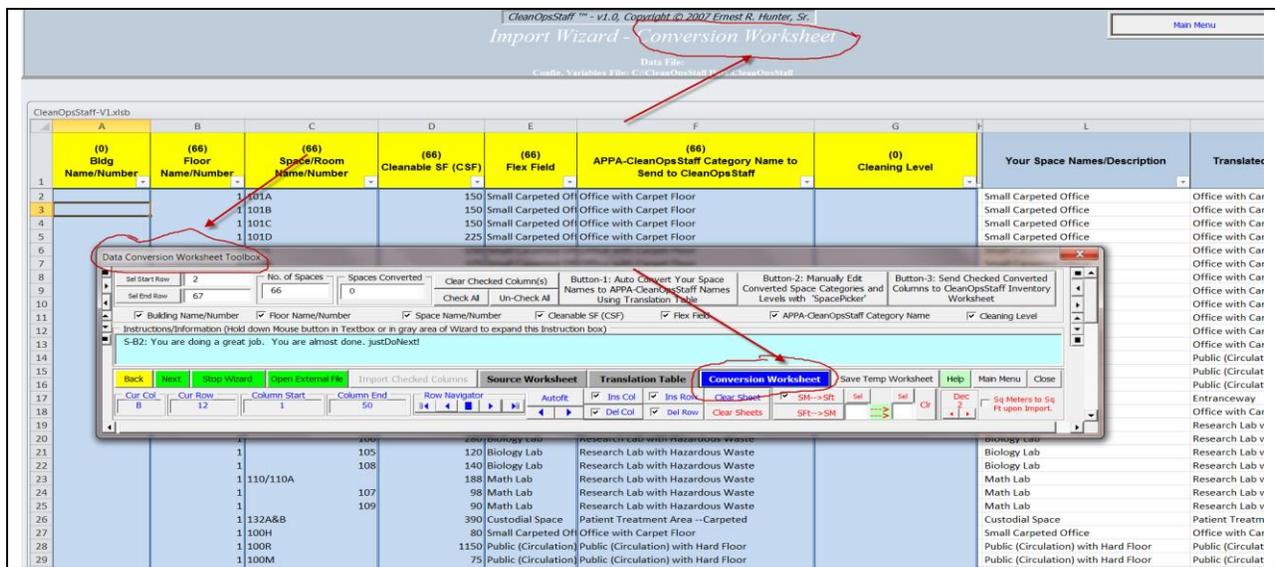
1. Convert external inventory data that already exist in excel spreadsheets to *CleanOpsStaff-3ed* inventory data files
2. Import another *CleanOpsStaff-3ed* Data file in order to update a *CleanOpsStaff-3ed* Master Data File. This capability allows different people to use a laptop in the field to collect data on a subset of the database and then upload their update to a master data file. An update report is generated that can be saved and/or printed so that you can retain a record of the updates.
3. Import external inventory data from excel spreadsheets into *CleanOpsStaff-3ed*
4. Import multiple records from within worksheets within an external data spreadsheet
5. Automatically convert your existing space/room name to *APPA-CleanOpsStaff-3ed* category names using keywords
6. Easy click-to-select "*SpacePicker*" input tool for entering Category Names and Cleaning Levels in the inventory worksheet and in the import wizard
7. Export CleanOpsStaff-3ed inventory data file to normal excel spreadsheets
8. Export CleanOpsStaff-3ed partial inventory data file to normal excel spreadsheets
9. Edit or enter *CleanOpsStaff-3ed* Data in the Temporary Conversion worksheet of the Wizard to copy and paste multiple *CleanOpsStaff-3ed* records to the *CleanOpsStaff-3ed* Macro Inventory worksheet
10. Automatically convert space cleanable units from Square Meters to Square Feet and from Square Feet to Square Meter -- especially useful for our Canadian customers and for data exchange between users on the two different systems of measurement

CleanOpsStaff-3ed Import Wizard Components:

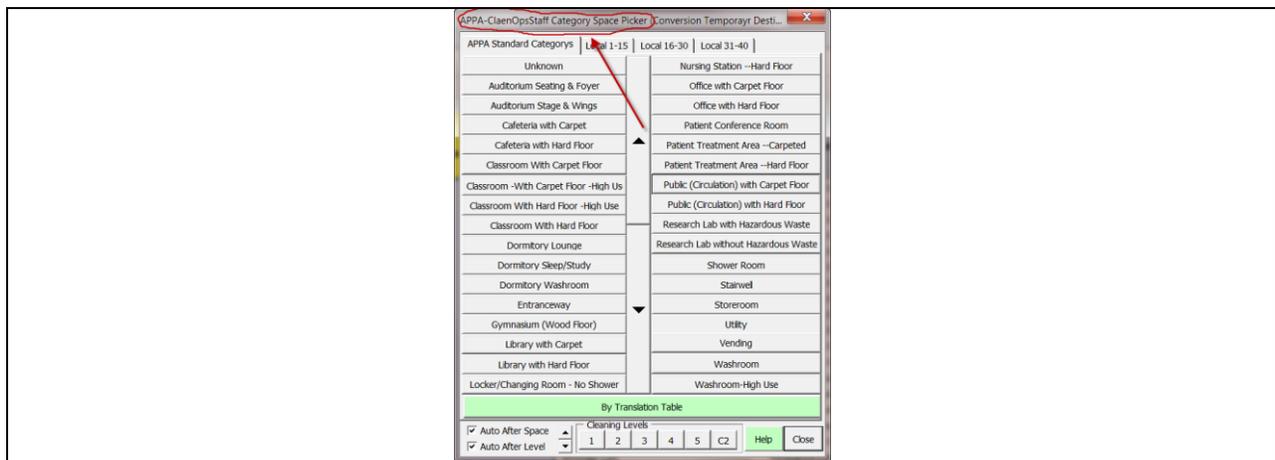
External Source Data temporary worksheet and Source Data Toolbox



Translation Table temporary worksheet and Translation Table Toolbox



Data Conversion temporary worksheet and Conversion Toolbox



CleanOpsStaff-3ed SpacePicker

Steps for importing and converting external data using CleanOpsStaff-3ed Import Wizard and SpacePicker

The *justDoNext Import Wizard* has an automatic mode that guide you through the steps required to import your external data into CleanOpsStaff-3ed. The steps are listed below. Most of the time, you will simply click the Next button. The general steps are (a) Click the **Start Wizard** button, (b) read the instruction in the cyan (blue) instruction button, (c) look for a green button to click. If no green button is seen, click a yellow button after performing the tasks in the instruction box, (d) *justDoNext (click the Next button)* when instructed to do so, (e) repeat steps (a – d) until finished. Below are the instructions that appears in the instruction box as you *justDoNext (click the Next button)* to import an external file. You can import from any excel spreadsheet or you can import from **CleanOpsStaff-3ed** Data files.

NOTE: WHEN IMPORTING A CleanOpsStaff-3ed DATA FILE, ALL OF THESE STEPS EXCEPT (STEP S-B5) ARE PERFORMED AUTOMATICALLY BECAUSE IT IS ASSUMED THAT THE DATA FILE DOES NOT REQUIRE CONVERTING OR TRANSLATION. IF YOU NEED TO CONVERT OR TRANSLATE A CleanOpsStaff-3ed DATA FILE, THEN YOU CAN MANUALLY, GO BACK TO THE TRANSLATION TABLE BEFORE EXECUTING STEP S-B5 AND EDIT THE TRANSLATION TABLE.

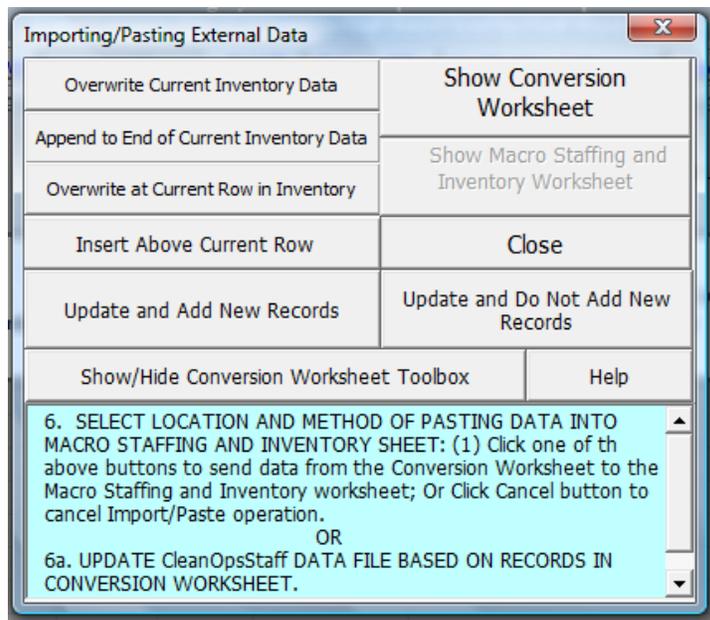
- S-A1: OPEN EXTERNAL FILE: To Open External File, JUST DO NEXT!
- S-A2: LOAD EXTERNAL FILE WORKSHEET INTO CleanOpsStaff-3ed SOURCE WORKSHEET: (1) Click Show External File Button to show the External File; (2) Click Arrow or External File Tabs to view different worksheets within the External File; (3) Click BUtton-1 to load the External File Worksheet into the Wizard's Source Worksheet; (4) Click the Next button to continue to next step.
- NOTE: You can also import CleanOpsStaff-3ed Inventory Data files. The Wizard will recognize them as CleanOpsStaff-3ed Data files and automatically process them and take you to Step S-B5.
- S-A3: The External File was opened. External Data was loaded into CleanOpsStaff-3ed Import Wizard Source Worksheet. The External File is now closed. (1) To continue to next step JUST DO NEXT!
- S-A4: SET THE EXTERNAL DATA HEADING ROW: (1) Click row in the worksheet containing the Headings; (2) click Heading Row-Sel; (3) To continue to next step JUST DO NEXT!
- S-A5: SET THE BEGINNING ROW OF DATA: (1) Click row inside the worksheet that is to be the beginning row to import; (2) click Beginning Row of data-Sel; ; (3) To continue to next step JUST DO NEXT!
- S-A6: SET THE ENDING ROW: (1) Click row inside the worksheet that is to be the last row to import; (2) click Ending Row of data-Sel; (7) To continue to next step JUST DO NEXT!
- S-A7: SET WHICH EXTERNAL DATA COLUMN IS TO BE IMPORTED INTO EACH CleanOpsStaff-3ed Column: (1) Click Column to be import into Bldg Name/Number then click Bldg Name/Number-Sel/Imp; (2) Repeat step 2 for all CleanOpsStaff-3ed columns you wish to import; (3) To continue to next step JUST DO NEXT!

- S-A8: Assign an External Source Column to CleanOpsStaff-3ed Column [Bldg Name/Number] or [Floor Name/Number] or [Space/Room Name/Number] or [Cleanable SF (CSF)] or [Flex Field] or [Column to be converted to APPA Categories] or [Cleaning Level] or JUST DO NEXT!
- S-A8: You are doing wonderful. You have assigned all CleanOpsStaff-3ed Columns. JUST DO NEXT!
- S-A9: UNIQUE SPACE NAME FROM SOURCE WORKSHEET: CleanOpsStaff-3ed Import Wizard copied the unique Space Names from the Wizard Source Worksheet and pasted them in the first column of this Wizard Translation Table worksheet. (1) Click Button-1 to repeat this Unique Space Name Copy and Paste operation if you wish; or (2) to continue to next step JUST DO NEXT!
- S-B1: AUTOMATICALLY ASSIGN STANDARD CATEGORY NAMES TO YOUR EXTERNAL DATA UNIQUE SPACE DESCRIPTIONS/NAME: (1) Click Button-2 to automatically assign APPA/CleanOpsStaff-3ed Category names to your unique space names; or (2) To continue to next step JUST DO NEXT!
- S-B2: You are doing a great job. You are almost done. JUST DO NEXT!
- S-B3: CONVERTING YOUR SPACE DESCRIPTIONS/NAMES TO STANDARD CATEGORY NAMES USING THE TRANSLATION TABLE: If you completed the Translation Table, then the justDoNext Import Wizard converted your space names to APPA-CleanOpsStaff-3ed names based on embedded keywords. If you want to repeat this step, (1) Click Button-1 to let the justDoNext Import Wizard convert your space descriptions/names to standard APPA/CleanOpsStaff-3ed space category names or (2) to continue to next step JUST DO NEXT.
- S-B4: USE SpacePicker TO MANUALLY EDIT THE STANDARD APPA-CleanOpsStaff-3ed STANDARD CATEGORY NAMES: (1) Click Button-2 to manually edit converted Space Categories and Levels with CleanOpsStaff-3ed SpacePicker; or to continue JUST DO NEXT.
- NOTE: The Wizard used the Translation Table to convert your Space Description/Names to standard APPA/CleanOpsStaff-3ed Space Category Name. You can edit the worksheet before sending this information to the *CleanOpsStaff-3ed Macro Staffing Inventory Worksheet*. You can use this worksheet as a data input area if you prefer to enter data here rather than the Macro Staffing Inventory Worksheet.
- S-B5: SEND DATA FROM CONVERSION WORKSHEET TO CleanOpsStaff-3ed MACRO STAFFING AND INVENTORY WORKSHEET: (1) Click Button-3 to send the converted columns to CleanOpsStaff-3ed Macro Staffing and Inventory Data worksheet, or JUST DO NEXT.
- NOTE: You can use this worksheet as a data input area even when you are not importing from an external source if you prefer to enter and edit data in a spreadsheet environment rather than in the CleanOpsStaff-3ed Macro Staffing and Inventory Worksheet. You would then use Button-3 to send your work to in the Macro Staffing and Inventory Worksheet.

- 6. SELECT LOCATION AND METHOD OF PASTING DATA INTO MACRO STAFFING AND INVENTORY SHEET: (1) Click one of the above buttons to send data from the Conversion Worksheet to the Macro Staffing and Inventory worksheet; Or Click Cancel button to cancel Import/Paste operation.

OR

- 6a. UPDATE CleanOpsStaff-3ed DATA FILE BASED ON RECORDS IN CONVERSION WORKSHEET. Use the 'Update and Add New Records' button or the 'Update and Do Not Add New Records' button to update the Data file in memory with the records in the file being imported



Once you become familiar with the Wizard, you can perform operations manually without starting the Wizard. Below is a listing of the Wizard buttons and the function they perform.

External Data Source Worksheet Toolbox Buttons and Boxes

- **File to Import Infobox:** This information box is used by the Wizard to indicate the last external imported file. There is no need for you to enter anything in this box.
- **Sheet to import:** This information box is used by the Wizard to indicate the last worksheet from the external imported. There is no need for you to enter anything in this box.
- **Headings Row Input box:** Enter the row number of the external file **Source** worksheet data headings or click inside the external file worksheet row and then click the **Sel** button. When you click the **Sel** button, the row number will be automatically entered into the input box and the row will be highlighted in **yellow**.
- **Beginning Row Input box:** Enter the row number of the external file **Source** worksheet where you want to begin importing data or click inside the external file worksheet row and then click the **Sel** button. When you click the **Sel** button, the row number will be automatically entered into the input box and the row will be highlighted in **blue**.
- **Beginning Row Input box:** Enter the row number of the external file **Source** worksheet that you want to the last row of data to be imported or click inside the external file worksheet row and

then click the **Sel** button. When you click the **Sel** button, the row number will be automatically entered into the input box and the row will be highlighted in **green**.

- **Check All buttons:** Places a checkmark in all the check boxes.
- **Un-Check All button:** Clear the checkmark from all the check boxes.
- **Clr All button:** Clear the content of all textboxes.
- Bldg Name/number, Floor Name/Number, Space/Room Name/Number, Cleanable SF (CSF), Flex Field, Column to be converted to APPA Categories and Cleaning Level input boxes: Enter the Column letter of the external file source worksheet of the column you want to import into the respective *CleanOpsStaff-3ed* data field, or click inside of the external file source column and then click the Sel button and then click the Import button. NOTE: Instead of using the Sel and Import buttons, you can use the Sel/Imp button which is the same as clicking Sel and then clicking Import.
- **Seven Heading Name Infoboxes:** These are the boxes directly above the **Instruction/Information** box. As you match up the columns from the external file **Source** worksheet with the *CleanOpsStaff-3ed* data fields, the Heading name is indicated in these boxes.

Buttons and Boxes Common to All Three Temporary Worksheets

- **Instruction/Information Infobox:** This box provides instructions when ***justDoNext Import Wizard*** is started in auto-mode. You should read the text in this box for instructions.
- **Back Button:** When ***justDoNext Import Wizard*** is started in auto-mode use this button to go back to the previous *justDoNext* step.
- **Next Button:** When ***justDoNext Import Wizard*** is started in auto-mode use this button to go to the next *justDoNext* step.
- **Start Wizard:** Use the button to start ***justDoNext Import Wizard*** in auto-mode.
- **Open External File:** Open an external file with ***justDoNext Import Wizard*** in manual-mode.
- **Import Checked Columns:** Import all the checked columns from the **Source** worksheet to the **Conversion** worksheet.
- **Source Worksheet Button:** Switch to the **Source** temporary worksheet. This is the worksheet where the data from the external file worksheet is initially imported into in order for you to select the columns you are interested in and to match them up with the respective *CleanOpsStaff-3ed* data field.
- **Translation Table Button:** Switch to the **Translation Table** temporary worksheet. This is the worksheet where you define a translation table to convert the imported space names in the external file **Conversion** worksheet to standard APPA/*CleanOpsStaff-3ed* categories names.
- **Save Temp Worksheet button:** Save the temporary worksheet in order to save your work in the event you are not able to complete the import process during a single session. You can then treat the file you save just as you would any other external and import it the next time to run *justDoNext Wizard* and re-start your work where you left off.
- **Help:** Open this PDF Help file.
- **Main Menu:** Go to Main Menu.
- **Close:** Close this toolbox.
- **Cur Col:** Indicate the current column location of the insertion point (cursor).
- **Cur Row:** Indicate the current row location of the insertion point (cursor).
- **Column Start:** Indicate the first row in the current column that contains an entry (not blank).
- **Column End:** Indicate the last row in the current column that contains an entry (not blank).

- **Row Navigator:** Buttons to move to **First Row, Previous Row, Middle Row, Next Row,** and **Last Row.**
- **Autofit/Increase-Decrease Buttons:** Autofit, Increase and decrease current column width.
- **Ins Col:** Insert a column. If the checkbox is checked then you will be prompted to confirm before the action is taken.
- **Ins Col:** Delete a column. If the checkbox is checked then you will be prompted to confirm before the action is taken.
- **Ins Row:** Insert a row. If the checkbox is checked then you will be prompted to confirm before the action is taken.
- **Ins Row:** Delete a row. If the checkbox is checked then you will be prompted to confirm before the action is taken.
- **Clear Sheet Button:** Clear the current worksheet of all content (blank all cells).
- **Clear Sheets:** Clear the all three *justDoNext* temporary worksheets (**Source, Translation Table** and **Conversion**) of all content (blank all cells).
- **SM -->Sft Button:** Copy square meters from the source column, convert them to square feet and paste them into the destination column.
- **Sft -->SM Button:** Copy square feet from the source column, convert them to square meters and paste them into the destination column.
- **Unit Conversion Source Column Input box:** This is the box directly to the right of the **Sft -->SM Button.** Enter the Column letter containing the numbers to be converted or click inside of the column and then click the **Sel** button above this box.
- **Unit Conversion Destination Column Input box:** This is the box directly to the left of the **Clr Button.** Enter the Column letter of the column you want to paste the converted number to or click inside of the column and then click the **Sel** button above this box.
- **Clr Button:** Clear the **Unit Conversion Source Column Input box** and the **Unit Conversion Destination Column Input box.**
- **Dec 2/Increase-decrease Decimal Buttons:** Set the number of decimal places for the current column to two (2) places or increase or decrease the number of decimal places.
- **Sq Meters to Sq Ft upon Import Checkbox:** Check this box if the data in the **Source** is in square meters and you would like them to be in square feet when they are imported to the **Conversion** worksheet. When this checkbox is checked, the **Cleanable SF (CSF)** field name will change to **Cleanable SM (CSM)** for the cleanable square unit fields and the background color will change.

Translation Table Toolbox Buttons and Boxes

- **Source Space desc Cell:** Indicates the cell containing the location of the External File Worksheet space names or description. You do not need to enter anything here. It is for information only.
- **No. of Unique Spaces:** Indicates the number of unique space names or descriptions found in the data you are importing. You do not need to enter anything here. It is entered by *justDoNext Import Wizard.*
- **No. of Categories Assigned:** Indicates the number of unique space names or descriptions to which a standard APPA/*CleanOpsStaff-3ed* standard categories name has been assigned either by you or by the Wizard's Auto-Assign button. You do not need to enter anything here. It is entered by *justDoNext Import Wizard.*
- **Button-1: Select Unique Space Names from Conversion Worksheet:** Use this button to capture or re-capture the unique space names/description contained in the **Conversion** worksheet. You will do this so that you can assign a standard APPA/*CleanOpsStaff-3ed* space category name to

each of them and/or use the Auto Assign button to let CleanOpsStaff-3ed attempt to assign a name based on built in key words contained within the Wizard's codes.

- **Button-2: Auto Assign APPA/CleanOpsStaff-3ed Category name:** Use this button to let CleanOpsStaff-3ed attempt to assign a name based on built in key words contained within the Wizard's codes. You will have to review the guesses the Wizard makes since the Auto-assign process is only an approximation and in some cases, there will not be a matching key word in which case no APPA/CleanOpsStaff-3ed space category name will be assigned.
- **Button-3: Manually Assign APPA/CleanOpsStaff-3ed Category Name with SpacePicker:** Use this button to activate the SpacePicker so that you can manually assign APPA/CleanOpsStaff-3ed space category name to those entries where there were no matching key word and/or those entries for which the guessed name is incorrect.

Conversion Worksheet Toolbox Table Buttons and Boxes

- **Number of Spaces:** Indicates the number of spaces contained in the **Conversion** worksheet. You do not need to enter anything here. It is entered by *justDoNext Import Wizard*.
- **No of Spaces Converted:** Indicates the number of spaces contained in the **Conversion** worksheet that have been converted to standard APPA/CleanOpsStaff-3ed standard category names. You do not need to enter anything here. It is entered by *justDoNext Import Wizard*.
- **Clear Checked Column(s):** Clear the content of all columns with checked checkboxes.
- **Check All:** Check all checkboxes
- **Un-Check All:** Un-Check all checkboxes
- **Button-1: Auto Convert Your Space Names to APPA-CleanOpsStaff-3ed Name Using Translation Table:** Use this button to apply the Translation Table to the space name contained in the **Conversion** worksheet.
- **Button-2: Manually Edit Converted Space Categories and Levels with SpacePicker:** Use this button to activate the SpacePicker to edit the assignment of standard names to accommodate unique situations within your data.
- **Button-3: Send Checked Converted Columns to CleanOpsStaff-3ed Inventory Worksheet:** When you are satisfied that the data in the **Conversion Worksheet** is what you want to import into the **Inventory Worksheet**, use this button to send the checked columns to the CleanOpsStaff-3ed **Macro Staffing Inventory Worksheet**.
- Building Name/number, Floor Name/number, Space Name/number, Cleanable SF (CSF), Flex Field, APPA-CleanOpsStaff-3ed Category Name, and Cleaning Level Checkboxes: Check these boxes to select the column to be sent the Macro Staffing Inventory Worksheet when Button-3 is clicked.

Using SpacePicker to Enter Data in Macro Staffing and Inventory Worksheet

CleanOpsStaff-3ed added the SpacePicker to the basic package instead of requiring *JustDoNext Data Input Wizard*. You can use the SpacePicker to speed up data entry into the **Macro Staffing and Inventory** worksheet.

- The **SpacePicker** is now part of the basic application and no upgrade is needed to use it
- It combines some of the features of the **KeyPad** and the **QEntry** tool to make data input fast and easy
- It has three sections: (a) the **Data Input Form** section; (b) the **Cleaning Level Section**; and (c) the **Space Category List** Section.

- To activate the SpacePicker, right click in the worksheet and select Space Picker from the short cut menu
- Or Click the **SpacePicker** button and then click the Space Picker button in the **MiniToolBox**

Using SpacePicker to Enter Rows of Data in the Inventory Worksheet

- The SpacePicker starts up as a data input form which allows you to enter data without typing into the worksheet
- This is a very flexible data input tool and you should consider making it your main data input tool
- You can change the way the tool behave by checking and unchecking the various checkboxes
- To enter data into your inventory worksheet, click the row you want to start entering data into

- Move the SpacePicker to a position on the screen that gives you a good view of the worksheet
- Uncheck the **Prompt on** checkbox. Check the **Auto Increment** checkbox. Check the **Next After Paste** checkbox.
- Enter data into the **Data Input Form** section
- Use the keyboard “ENTER” key to move from one input box to the next and to invoke the Paste button after the last data has been entered.
- After the data has been pasted, the SpacePicker will move the worksheet insertion point to the next row and set focus to the **Building** input box in the **Data Input Form** section.
- Continue using the keyboard “ENTER” keyboard cycling through the input boxes entering and changing only the data that is different for the previous pasted row.

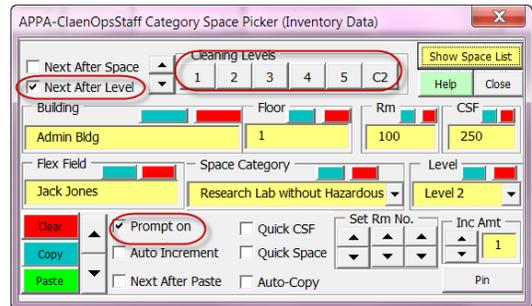
Using SpacePicker Quick CSF Feature for Fast CSF Entry

- Enter all data into your inventory worksheet for as many rows as you wish but leave the CSF column blank if you wish
- Click the **Quick CSF** button in the **SpacePicker**. This will turn the **SpacePicker** into a tool that will now only paste CSF into the worksheet row while leaving the rest of the data in the worksheet unchanged
- Click in the first row of the worksheet to begin entering or editing GSF

- Enter the CSF value in the CSF input box and hit the keyboard ENTER key. The worksheet insertion point will advance to the next row and focus will be given to the CSF input box
- Enter the CSF value for the next row and hit the keyboard ENTER key.
- Repeat the previous two steps until you have entered or edited CSF values for all the rows

Using SpacePicker Cleaning Level Section Feature for Fast Cleaning Level Entry and Editing

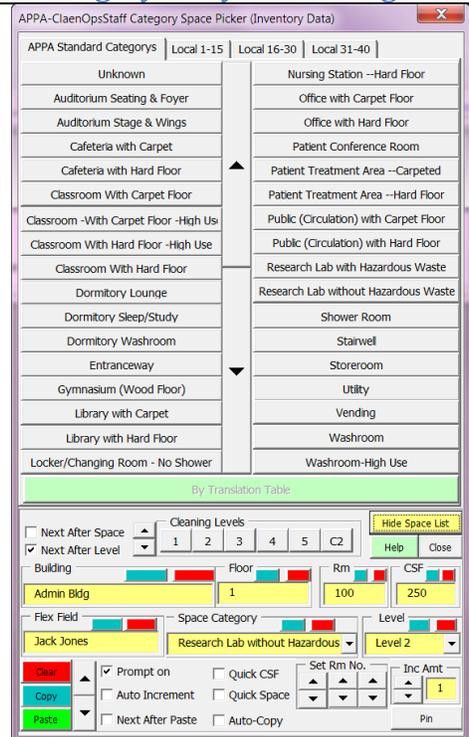
- Enter all data into your inventory worksheet for as many rows as you wish but leave the **Cleaning Level** column blank if you wish
- Check the **Next After Level** checkbox to the left of the **SpacePicker Cleaning Level** section. This will cause the worksheet to advance to the next row each time you click one of the six level buttons
- Click in the first row of the worksheet to begin entering or editing **Cleaning Level**



- Click the desired **Cleaning Level** button. Observe that the level has been pasted into the worksheet and the worksheet advanced to the next row
- Repeat the above step until you have entered or edited the cleaning level for all desired rows

Using SpacePicker Space Category List Feature for Fast Space Category Entry and Editing

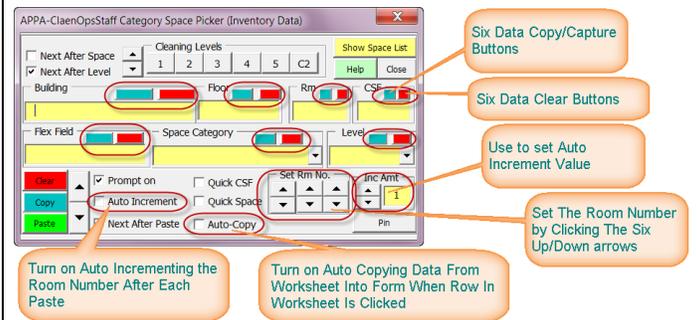
- Enter all data into your inventory worksheet for as many rows as you wish but leave the **Space Category** column blank if you wish
- Click inside the macro staffing and inventory worksheet in the row you wish to add or edit data
- Check the **Next After Space** checkbox to the left of the **SpacePicker Cleaning Level** section. This will cause the worksheet to advance to the next row each time you click one of the **Space Category** buttons
- Click the **Show Space List** button
- Click one of the Space Category button to paste the space category in to the row
- Observe that the space category has been pasted into the worksheet and the worksheet has advanced to the next row
- Repeat the above step until space category has been pasted in all desired rows



- You can manually advance to the next row in the worksheet by clicking one of the three sets of gray up/down arrows in the **SpacePicker**
- Note the four tabs in the Category list section giving you access to all of your Local Categories as well as the 33 APPA standard categories

Using SpacePicker Cleaning Level Section Feature for Fast Cleaning Level Entry and Editing

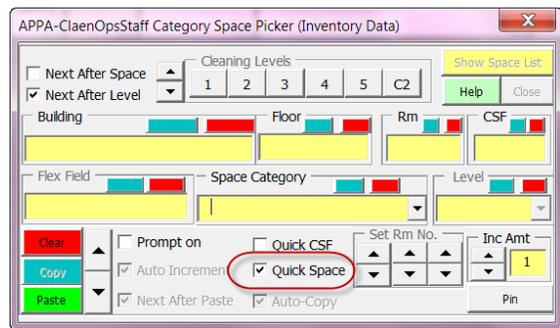
- You can use the **Row Copy and Paste Section** of the SpacePicker to copy an existing row and then paste all or part of the row to a new single row or to a range of rows
 - Click inside the row you wish to copy and click the Copy button in the **Row Copy and Paste Section**
 - Observe the data now in the input boxes of the **Data Input Form** section
 - Click inside the worksheet in the row you want to paste into or select a range of rows you wish to paste into



- Click the **Paste** button and click **Yes** if prompted. Observe the data pasted to the new row or rows
- Note the six blue **Data Copy Bars** in each data input section. Click these bars to copy an individual cell from the worksheet into the input box. This allows you to copy data into the form without copying yr entire row
- Note the six red **Data Clear Bars** in each data input frame. Click these bars to clear the associated input box. If a input box is blank then no data will be pasted into that field during the paste operation. This allows you to copy an entire row, but only paste some of it's data
- You can manual set or increase or decrease the space number in the form before pasting with the six **Manual Inc Rm No. arrows** buttons. The row number will increase/decrease by 1, 10, or 100 based on which of the six arrows you click
- You can enter a different increment number or use the up/down arrow buttons to change the increment in the **Inc Amt** input box
- Check the **Auto Increment** checkbox to automatically increment the row number of a range of rows with pasting operation
- Check the **Prompt** on checkbox to turn on prompting before pasting feature.
- **Reminder: you can pause the mouse pointer over items in the SpacePicker to get a screentip on what the item will do when clicked.**

Using SpacePicker Quick Space Feature for Fast Space Category Entry and Editing

- Enter all data into your inventory worksheet for as many rows as you wish but leave the Space Category column blank if you wish
- Click the **Quick Space** button in the **SpacePicker**. This will turn the **SpacePicker** into a tool that will now only paste **Space Category** into the worksheet row while leaving the rest of the data in the worksheet unchanged
- Click in the first row of the worksheet to begin entering or editing **Space Category**



- Select the **Space Category** from the dropdown list in the CSF input box and click the **Paste** button. The worksheet insertion point will advance to the next row and focus will be given to the **Space Category** input box
- Select the space category for the next row and click the **Paste** button.
- Repeat the previous two steps until you have entered or edited **Space Category** for all the rows