

CleanOpsStaff-3ed Recently Added Features

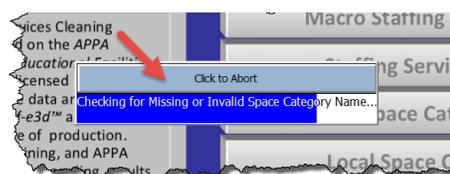
(Updated 2/3/2015 –click here for web version)

Recently Added Feature List

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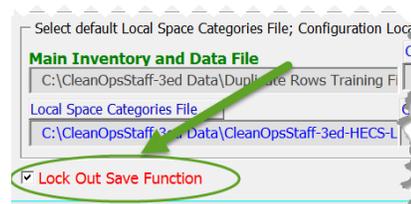
Abort Integrity Check When Opening Files (added 2-1-2015)

CleanOpsStaff-3ed check for the below data integrity issues after opening your inventory data file. For large inventory, this can take just a bit more time than you would like. You now abort the integrity test by clicking on the Progress Tool Title bar. If you have been using the file for some time and have not made any recent changes to it you can consider aborting the integrity check. During the data collection and validation phase off implementing CleanOpsStaff-3ed it is recommended that you not abort the integrity test.



Save Feature Lock Out (added 2-1-2015)

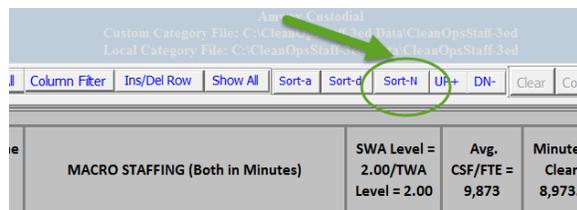
A checkbox has been added to the lower left corner of the Configuration form which will allow you to lock out the ability to save the file in memory during the current session. You will use this feature when you want to experiment with the data in memory and do not want to run the risk of overwriting your file on the hard drive with experimental changes you are making to the file in memory.



Another approach you can take to protect your master data file on the hard drive is to immediately after opening the file, use the Save As button to save the file in memory under a new file name. Any save from this point on in the session will over write the new file instead of the original file you opened.

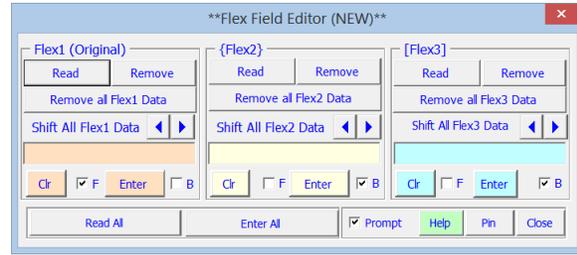
Sort-N – Sort in Natural Order (added 2-1-2015)

Often the most natural way to view a space inventory is with the building sorted in ascending order, the floor sorted in ascending order within the building, and lastly the rooms sorted in ascending order within the floor. You can of course achieve this row order manually by using the Sort-a button first to sort the room/space column, then the floor column and finally the building column. The Sort-N (sort in natural order) will perform all three of these sort for with just on mouse click instead of three.



Flex Field Editor (added 2-1-2015)

Users have been asking if it is possible to add a couple of more flex fields so they can track other data items associated with their space (such as priority, Zone, Supervisor, Crews, assigned custodian, etc.). After evaluating the time and resources that would be required to actually add physical columns in the Macro Staffing Inventory worksheet, Hunter Consulting and Training decided to develop the 'Flex Field Editor' tool as a more cost effective method of achieving the same goal.



The 'Flex Field Editor' tool allows you to enter three data elements in the Flex Field column which has the same effect as adding two additional flex fields. The original Flex Field item is referred to simply as the Flex Field-1 or 'Flex1' and it will continue to appear in the worksheet in the Flex Field column without brackets or braces. The two additional items are referred to as Flex Field-1 or '{Flex2}' and Flex Field-2 or '[Flex3]' and will be surrounded by brackets and braces respectively. The Flex Field Editor tool as shown in the above screenshot is made up of three identical sections that serve as editor for each of the three Flex Fields. The three sections can be used separately and independently to edit each Flex Field data element or used together to edit two of the data elements or all three of them at the same time.

The screenshot to the right is from the file 'C:\CleanOpsStaff-3ed Data\Inventory Training File-A-HECS-Data.xls' showing that the Flex Field column is being used to track the 'Zone' and 'Crew Number' for each space. This is a work-around which satisfies the need to track the two items, however, it is not ideal because the two data elements are bounded together and cannot be changed independently. Combining the two data elements also limits the flexibility in sorting the inventory based on the 'Zone' and 'Crew Number'. Keep in mind that one of the main purposes of the Flex Field Column is to provide flexibility in filtering and sorting the inventory for the purpose of scheduling and report generation.

432 Spaces 326,291 Total CSF	432 Zone-Crew (count)	Total Base Time (Minutes) = 137,606.83	MA
Cleanable SF (CSF)	Zone-Crew	Base Time (Minutes)	Standard
3,448	Z1-Crew 100	1,668.98	[LM] Publ
1,920	Z1-Crew 100	791.78	[LM] Cafe
680	Z1-Crew 100	309.09	[LM] Offi
1,836	Z1-Crew 100	47.98	[LM] Gym
490	Z1-Crew 100	91.32	Local Cor
1,100	Z1-Crew 100	503.15	[LM] Publ
780	Z1-Crew 100	20.39	[LM] Gym
392	Z1-Crew 100	299.69	[LM] Was
777	Z1-Crew 100	376.10	[LM] Publ

The screenshot to the right is from the same file, however, the Flex Field column now accommodates three separate data elements independently ('Zone Number', 'Crew Number' and 'Supervisor Name').

432 Spaces 326,291 Total CSF	432 Zone {Crew} [Supervisor] (count)	Total Base Time (Minutes) = 137,606.83	
Cleanable SF (CSF)	Zone {Crew} [Supervisor]	Base Time (Minutes)	Stand
3,448	Z1 {Crew 100} Jane Doe]	1,668.98	[LM] F
1,920	Z1 {Crew 100} Jane Doe]	791.78	[LM] C
680	Z1 {Crew 100} Jane Doe]	309.09	[LM] C
1,836	Z1 {Crew 100} Jane Doe]	47.98	[LM] C
490	Z1 {Crew 100} Jane Doe]	91.32	Local
1,100	Z1 {Crew 100} Jane Doe]	503.15	[LM] F
780	Z1 {Crew 100} Jane Doe]	20.39	[LM] C
392	Z1 {Crew 100} Jane Doe]	299.69	[LM] \
777	Z1 {Crew 100} Jane Doe]	376.10	[LM] F

The Flex Field Editor allows you to edit the three data elements independently as well as shift their position within the column providing maximum flexibility in sorting and filtering your inventory.

For example, if you wish to sort a range of rows by 'Supervisor Name', you can use the Flex Field Editor to shift 'Supervisor Name' to the front of the column and then sort on the Flex Field column.

The three sections of the Flex Field Editor work identically. The notes on the below screenshot indicate the purpose of each element of the Flex Field Editor.

Remove Button: Removes the value shown in the Flex1 input box from the selected rows if the value exists.

Remove All Button: Removes all values from the Flex1 in the worksheet.

Section Name

Read Button: Reads the Flex1 data from the current row of the worksheet into the input box.

Flex1 Input Box: For entering Flex1 data and for holding Flex1 data when the 'Read' button is clicked.

Read All Button: Reads all Flex Field data from the selected row into the three input boxes

Enter All Button: Adds data from all three Flex Field input boxes to the selected range of rows in the worksheet

Prompt Checkbox: Turn prompting on/off.

Flex3 Clear Button: Clear the input box

Flex3 Enter Button: Add data from input box to Flex Field column in the worksheet.

Shift Button: Shifts Flex3 to the back or front of the Flex Field column.

Front and Back Position Buttons: Set whether the 'Enter' button adds Flex3 data to the front or back of text already in the Flex Field column.

The best way to learn to use the tool is to experiment with it. Open the file 'C:\CleanOpsStaff-3ed Data\Inventory Training File-A-HECS-Data.xls' file and immediately save as '**Temp Flex Practice**' and experiment with using the tool to add, remove, edit and shift three data elements within the Flex Field column. As you likely already know, you can change the Flex Field Column heading name by going to the 'Configuration' form. You may discard the '**Temp Flex Practice**' file when you are done. To launch the tool click 'Functions' in the MiniToolBox and then click 'Flex Field Editor' button in the 'Functions' toolbox.

Revised Insert/Delete Rows Tool with Batch Deletion (revised 2-1-2015)

As users become more experience with the use of CleanOpsStaff-3ed some have inquired about expanding the row deletion capability to allow them to quickly create subsets of their master data file for special use and for speeding up processing of reports and scheduling (the fewer rows there are in memory, the faster reports and scheduling will be). So what some user have started to do is to maintain a master file that is basically locked down and backed up in multiple places. When they need to run many reports and schedules on only a subset of the spaces in the inventory, they open the Master file and immediately save it under a different name as a working file that can be discarded later is desired. Then they delete all the spaces they are not interesting in for the session and perform their work in using a smaller more efficient file.

The 'Batch Deletion section has been added to the Insert/Delete Rows tool to accommodate this mode of operation. The notes on the below screenshot indicate the purpose of each element of the Insert/Delete Rows tool.

Current Row Indicator: Indicates the currently selected row or first row in selected range of rows in the worksheet.

Selected Range Indicator: Indicates the currently selected rows in the

Delete All Rows From First: Delete all rows from first row to and including the Current Row. **NOTE: worksheet must not be filtered ****

Delete All Hidden Rows: Delete all hidden rows in the Selected Range of rows. **The workbook can be filtered.**

Prompt Checkbox: Turns on/off prompting for the insert and delete function.

Capture Checkbox: Turns on/off capturing deleted row into the Information Center. Check the check box to turn on capturing deleted

Insert Button: Insert blank rows before first row of selected range equal to the number of rows selected. **NOTE: worksheet must not be filtered ****

Delete Button: Delete rows in selected range. **NOTE: worksheet must not be filtered ****

Delete All Rows To Last: Delete all rows from Current row to and including the Last Row. **NOTE: worksheet must not be filtered ****

Delete All Visible Rows: Delete all visible rows in the Selected Range of rows. **The workbook can be filtered.**

The best way to learn to use the tool is to experiment with it. Open the file 'C:\CleanOpsStaff-3ed Data\Inventory Training File-A-HECS-Data.xls' file and immediately save as '**Insert Delete Practice**' and experiment with using the tool to insert and delete rows using all the buttons and checkboxes in the tool. You may discard the '**Insert Delete Practice**' file when you are done. To launch the tool click 'Functions' in the MiniToolBox and then click 'Ins/Del Rows' in the 'Functions' toolbox. You can also simply click 'Ins/Del Row' button in the Records Navigator'.

Revised Inventory Worksheet MiniNavigator (revised 2-1-2015)

The inventory worksheet MiniNavigator has been revised to add more flexibility in selecting, excluding, and filtering rows. A screen shot of the revised tool is shown to the right. The two main additions are 'Select on Cell Content' and 'Go To Next Unique Entry'.

The 'Select on Cell Content' feature allows you to select consecutive rows that contain the same values in a selected column without filtering the worksheet. The 'Go To Next Unique Entry' feature allows you to go to the next row that contains a different value in the selected column than the value currently selected.



Below is a more detail summary of the purpose of each button in the MiniNavigator. The Excel Auto Filter is always on for the Macro Staffing and Inventory worksheet. If you are familiar with Excel's Auto Filter feature then you should think of the select and filter buttons in this tool as short cuts to Excel's auto filter features.

- **Pick** – click on a value in a cell to filter out all rows except the rows containing the selected value in the selected column. You can perform the 'Pick' on multiple columns to filter the inventory worksheet to show only the rows of current interest (for example you can click 'Pick' with the insertion point on 'Building 1d' the building column, then do the same with the insertion point on '1' in the floor column, repeat with insertion point on '[LM] Office with Carpet Floor' in the 'Standard Space Category column' and the result will be that all rows will be hidden except those containing '[LM] Office with Carpet Floor' on the first floor of Building 1d).
- **Exclude** – this feature does the opposite of the 'Pick' feature. It filters out the rows that contains the value of the selected cell while making all other row visible. You can perform the "Exclude" on multiple columns to filter the inventory
- **Un-Filter Col** – select a column then click 'Un-Filter Col' to clear the auto filter for the selected column.
- **Show All** – clear the auto filter for all column to make all rows in the worksheet visible.
- **Sel All** – select all visible rows in the worksheet. Hidden rows are not included in the selection for the purpose of report generation.
- **Select on Cell Content** – this feature selects without filtering the worksheet, all rows above and below the selected row that consecutively contain the same value as the currently select cell. For example, if there are ten consecutive rows containing 'Administration' in the Building Column, then selecting any one of them and then clicking the **Select on Cell Content** button will cause all 10 rows to be selected.
- **Start, End and Sel Rows** – these three buttons are used together to select a range of rows without having to drag through the rows in the worksheet. They work the same way as they do in the Records Navigator at the top of the worksheet. Below are the steps.
 - Click inside of the first row of the range of rows you wish to select and click the '**Start**' button. Observe row number will appear in the Records Navigator Start Input box.
 - Click inside of the last row of the range of rows you wish to select and click the "**End**" button. Observe row number will appear in the Records Navigator End Input box.

- Click the **'Sel'** button and observe the cell highlighted in the worksheet and the row range indicated in the Records Navigator Sel Range input box.
- **Go To Next Unique Entry** – this feature allows you to skip through group of rows containing the same value in a selected column. For example if you have your worksheet sorted in natural order and you click inside of the building column this action will take you to the first row of each building.
- **Row Navigation Section** – the five buttons in the lower right of the MiniNavigator works the same as they do in the Records Navigator. They allow you go to rows in the worksheet without actually clicking inside the worksheet. The buttons from left to right are 'Top Row', 'Previous Row', 'Middle Row', 'Next Row', and 'Bottom Row'.

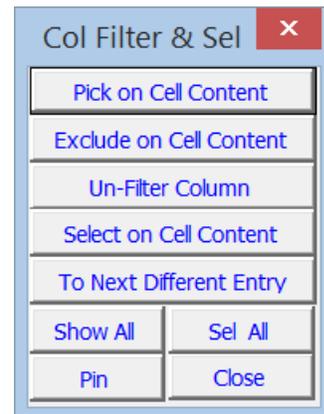
The best way to learn to use the tool is to experiment with it. Open the file 'C:\CleanOpsStaff-3ed Data\Inventory Training File-A-HECS-Data.xls' file and immediately save as '**MiniNavigator Practice**' and experiment with using all the features of the tool. You may discard the '**MiniNavigator Practice**' file when you are done.

Revised Column Filter & Select Tool (revised 2-1-2015)

The Column Filter tool have been revised from being a stationary dropdown list to a floating movable tool and renamed Column Filter & Select tool to more accurately match the task it perform. The old '*Select on Cell Content*' use to actually filter out all except the cell content and really did not select anything. So the name have been changed to '*Pick on Cell Content*' to mean that it picks all rows with the same content as the currently selected cell an make them visible while making all other rows hidden. The new '**Select on Cell Content**' button now actually select all consecutive rows containing the cell content without hiding any other rows.

The '*Go To Next Different Entry*' button is the only brand new feature while the other buttons that have been added to the Column Filter tool also already exist on other tool. Below is a screenshot of the revised Column Filter & Select tool an details about the use of the buttons. As you can see the Column Filter & Select tool is a subset of the MiniNavigator, except it has a vertical layout while the MiniNavigator has a horizontal layout.

- **Pick on Cell Content** – same as 'Pick' button in MiniNavigator above
- **Exclude on Cell Content** – same as 'Exclude' button in MiniNavigator above
- **Un-Filter Col** – same as 'Exclude' button in MiniNavigator above
- **Select on Cell Content** – same as 'Select on Cell Content' button in MiniNavigator above
- **To Next Different Entry** – same as 'Select on Cell Content' button in MiniNavigator above
- **To Next Different Entry** – same as 'Select on Cell Content' button in MiniNavigator above
- **Show All** – same as 'Select on Cell Content' button in MiniNavigator above
- **Sel All** – same as 'Select on Cell Content' button in MiniNavigator above
- **Pin** – pin this tool to its current screen position. The tool will always open us at this screen position until you pin it to a different screen position.



Duplicate Check Tool (added 2-1-2015)

Because of the importance of ensuring that your data does not contain duplicate rows, the *Duplicate Check* feature has been totally revised and given its own tool. The process of checking your inventory for duplicates use to take up to 20 minutes for very large inventories. The process is now much faster as indicated by the table to the right. **You can**

also now stop the checking process after it has started at any time by clicking the title bar of the progress tool. Therefore during the early stages of data collection and validation, you

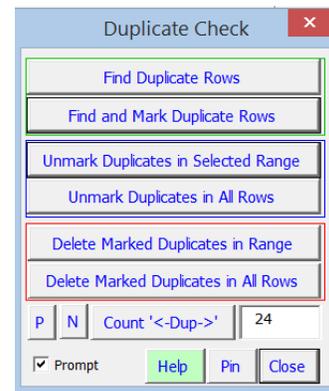
Rows in Inventory Worksheet	Appropriate Time to Process
5,000	12 seconds
10,000	36 seconds
15,000	1.4 minutes
20,000	3.5 minutes

should check your inventory often for duplicate rows. A row is considered a duplicate if there is one or more rows above it in the worksheet with the same building, floor, and room number/name. You will sometime get duplicate rows if you accidentally enter or import same data multiple times because you forgot you already entered or imported it. A screen shot of the *Duplicate Check* tool is shown below.

IMPORTANT NOTE: before using the Duplicate Check tool, it is more efficient to use the 'Sort-n' button to sort your inventory in natural order (by building, by floor, by room). Prior to sorting in natural order, you can use the 'Set Default Order' button to ensure you can re-sort the rows back to their original order.

The element of the tool are listed and explained below:

- **Find Duplicate Rows:** click this button to check all rows in the inventory worksheet to see if they are duplicate without marking then in the worksheet as duplicates.
 - A copy of the duplicate rows will captured into the Information Center delimited by the vertical hash mark ('|')
 - You can paste the duplicate row from the information center to an external excel spreadsheet and convert the data to column using the vertical hash mark ('|') as the delimiter
 - This will allow you to investigate the duplicate and determine which of the row you should keep. While the duplicate row will have the same building, floor and room number/name other data elements such as CSF, and Description might be different.



- **Find and Mark Duplicate Rows:** click this button to check all rows in the inventory worksheet to see if they are duplicate and mark the duplicate rows.
 - Duplicate rows will be marked by appending <-Dup-> to the front of the Flex Field.
 - A copy of the duplicate rows will also be captured into the Information Center delimited by the vertical hash mark ('|') available for you to paste into other applications such as an external Excel spreadsheet.

Floor Name/Number	Space Name/Number	Cleanable SF (CSF)	Flex Field	Base Time (Minutes)	Stair
3	ST03-2	212	STAIR	111.95	Stair
3	310	0	STORAGE	0.02	Storage
3	311	0	STORAGE ROOM	0.02	Storage
3	UT03-1	0	UTILITY CHASE	0.02	Storage
3	UT03-2	0	UTILITY CHASE	0.02	Storage
3	312	123	WOMEN'S RESTROOM	28.82	Wash
1	100B	598	HALLWAY EAST	182.23	Public
1	100B	598	<-Dup-> HALLWAY EAST	182.23	Public
1	100-A	508	HALLWAY WEST	154.80	Public
1	100-A	508	<-Dup-> HALLWAY WEST	154.80	Public
1	100-A-1	25	MEN'S RESTROOM	5.86	Wash
1	103C	100	MEN'S RESTROOM	23.43	Wash
1	100-A-1	25	<-Dup-> MEN'S RESTROOM	5.86	Wash
1	103C	100	<-Dup-> MEN'S RESTROOM	23.43	Wash

- Once this command has marked all of the duplicate rows you can use the <-Dup-> along with CleanOpsStaff-3ed 'sort and filter' capability to sort and filter the inventory in a way that makes it easier to investigate the duplicate rows.

- **Unmark Duplicates in All Rows:** click this button to remove the duplicate mark (<-Dup->) from all the rows in the entire worksheet. This does not delete the rows, it just remove the mark.
- **Unmark Duplicates in All Rows:** click this button to remove the duplicate mark (<-Dup->) from all the rows in the entire worksheet. This does not delete the rows, it just remove the mark.
- **Delete Marked Duplicates in Range:** click this button to delete rows that are marked with <-Dup->

for the range of rows currently selected in the worksheet. This actually deletes the rows from the worksheet and there is not undo feature. So you should use this command with caution.

- **Delete Marked Duplicates in All Rows:** click this button to delete rows that are marked with <-Dup-> in all rows for the entire worksheet. This actually deletes the rows from the worksheet and there is not undo feature. So you should use this command with caution.
- **Previous Marked Duplicate (P):** click this button to find the first marked duplicate above the currently selected row in the worksheet.
- **Next Marked Duplicate (N):** click this button to find the first marked duplicate below the currently selected row in the worksheet.
- **Count '<-Dup->':** click this button to count the number of rows in the worksheet that are marked with '<-Dup->' and place the count in the **Number of Marked Duplicate input box** to the right of the button. You should note that the count does not change if you manually remove '<-Dup->' from the Flex Field. If you manually edit the cell to remove the '<-Dup->', then you must use the **Count '<-Dup->':** button to update the **Number of Marked Duplicate input box**.
- **Prompt:** check this box to turn on prompting to ask if you are sure before executing the requested action. Uncheck the box if you do not want to be prompted.

The best way to learn to use the tool is to experiment with it. Open the file 'C:\CleanOpsStaff-3ed Data\Duplicate Rows Training File-HECS-Data.xls' file and immediately save as '**Duplicate Practice**' and experiment with using all the features of the tool. You may discard the '**Duplicate Practice**' file when you are done. This file already has 24 duplicates in it. Use the *Sort-n* button in the *Records Navigator* tool to sort the inventory in natural order. Use the tool to find the duplicates, mark them, unmark them, and delete some of the. You can introduce duplicates into the file yourself just so you get more practice of using the *Duplicate Check* tool.