

# GroundsOpsStaff Quick Help File

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## Help on Main Menu and How to Get Help

### Ways to Get Help

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- Click on any toolbox to give it the focus. Move the mouse pointer over the toolbox button or textbox and pause. Then read the yellow ScreenTip box.

- Move the mouse pointer over headings row in most worksheets until the pointer turns into a hand with a pointing index finger. Click to activate/deactivate the Help Information Center. Scroll if necessary. Click again or click the Close Button to close the Help Center.

- Click the Help Button on most toolboxes

- Read the User Manual and Help Getting Started documents

## About GroundsOpsStaff

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GroundsOpsStaff is a Grounds OPERATIONs and STAFFing computer application used to determine staffing requirements for grounds maintenance. It is also a grounds operations aid, which can assist in scheduling, determining grounds maintenance levels of attention, and determining cost and resource requirements for new and existing grounds areas.

GroundsOpsStaff was developed by Ernest Hunter, Sr. of Hunter Consulting and Training. GroundsOpsStaff can be used as a companion tool with the APPA Operational Guidelines for Grounds Management (subsequently referred to as the guidelines).

## Re-Sizing GroundsOpsStaff Main Menu Window to Fit Your Screen (added 10-13-2011):

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**Zoom Buttons** – Use the '**Zoom -**' and '**Zoom +**' buttons to re-size the Main Menu to fit your screen. You can also use the mouse wheel while holding down the CTRL key to re-size your screen as desired.

**Save Zoom as Default Button** – Use the '**Save Zoom as Default**' button to save the current zoom setting to disk as default setting. Each you run **GroundsOpsStaff** in the future, it will load the default zoom setting, so you do not have to fit the Main Menu to your screen each time you run **GroundsOpsStaff**.

**Get Default Zoom Button** – Use the '**Get Default Zoom**' to set the screen back to your default setting after you have changed the current zoom.

## Using Grounds on Computer with Multiple Monitors (added 10-13-2011):

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If you have more than one monitor on your computer, you can move **GroundsOpsStaff** to any monitor connected to your computer.

**Move to Another Monitor button** – Click the **Move to Another Monitor button** to launch the **Move Window tool** as shown in the screen shot.

**Move Mode Checkbox** – With the **Move Mode checkbox** check, roll your mouse pointer over the Direction Button of the direction you want the window to move.

**Move to Another Monitor OK Button** – When the **GroundsOpsStaff** window is fully onto the desired monitor, click the **OK** button and the **GroundsOpsStaff** will maximize on the desired monitor. If you do not want the window to move automatically when the mouse is rolled over the **Direction Buttons**, then uncheck the **Move Mode checkbox**. You will now move the window by clicking the **Direction Buttons**

**Move To Home Monitor** – Use the **Move To Home Monitor** button to move the quickly move **GroundsOpsStaff** to the main monitor.

**Move-Window Tool Find Button** – Use the **Find** button to find the **GroundsOpsStaff** window when it has been move off all monitors and is not visible to you.

### GroundsOpsStaff Three modes

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**Demo Mode** – GroundsOpsStaff-Demo is intended for demonstration and evaluation purposes only. Can handle only a limited number of records and some output features may be disabled.

**Full Feature Mode** – GroundsOpsStaff-Full is intended for operational purposes. All features are active and can handle the standard number of records to meet the needs of most organizations. It requires a single-user license (Product Code), and it must be activated. It requires an Activation Key. Visit <https://www.hunterct.com/groundsstaff-activationkey-request> for information on purchasing a single-user license (Product Code) and obtaining an Activation Key.

**Pro Mode** – GroundsOpsStaff-Pro is intended for user with larger than average record handling or other special requirements. It requires GroundsOpsStaff-Pro. All features are active and can be customized to meet the special record handling needs of the organization. Purchase of any upgrade automatically converts GroundsOpsStaff-Full to GroundsOpsStaff-Pro.

### GroundsOpsStaff Dual Interface

GroundsOpsStaff features and functions can be access through it Toolboxes and MiniToolBox which work in much the same way as toolbar and dialog box work in Microsoft Excel since Excel is the engine running in the background that drives the GroundsOpsStaff powerful features.

Most of the functions available in the Toolboxes are available through Right Click Short Cut menus.

It is recommended that you learn to use the Toolboxes to get an appreciation of the structure of the application and then using the Short Cut menus should be easy to learn.

To access a Short Cut menu, simply right click in any worksheet just as you normally would in Excel.

### GroundsOpsStaff Toolbox System

GroundsOpsStaff uses High Density toolboxes to perform most of its functions. It packs many controls on toolboxes to reduce the amount of time you spend switching among tools. Since GroundsOpsStaff uses Microsoft Excel as an engine, it is used much like using Excel. Most of the times you will simply click on a button and follow further instructions.

NOTE: Most toolboxes have color button in the upper left corner like the blue and green button in the upper left corner of this Help Center button. Use these buttons to increase and decrease the height and width of the toolbox.

### **GroundsOpsStaff Main Program Concept and Components**

The main component of GroundsOpsStaff is the Inventory & Macro Staffing worksheet. You will begin by entering your inventory data in this the Inventory & Macro Staffing worksheet. GroundsOpsStaff requires you to enter certain data elements for each record in the inventory worksheet and it computes certain other data elements. The data elements are:

**Grounds Area ID (required)** -- a unique identifier for the ground area. This can be a number or letter or a combination of letters and number such a "1", or "GA2", or "Main3". It is important that for reporting and scheduling purposes that each grounds area have a unique identifier. For better sorting and filtering results it is recommended that you pad the numeric part of you ID with '0' such as GA-0001 or GA-00001 depending on how many total area IDs you expect to need. For example if you expect to need 1,000 IDs then your format should be AlphaPart-0001, AlphaPart-0002, and AlphaPart-0003...

**Using the Grounds Area ID as additional Flex Fields** – The Grounds Area ID can be used to add up to four additional Flex Fields by entering the name of four parts for the ID in the Configuration form and structuring the ID as 'Part1-Part2-Part3-Part4'. An example is 'NC-Z1-Admin-001' for 'North Campus-Zone1-Administration Building-Sequence 001. The *Sort*, *Pick* and *Exclude* buttons in several tools with launch the *Special Sort*, *Special Pick* or *Special Exclude* tool when the cursor in in the Grounds ID column. You can use these special tools to sort and filter on the individual Grounds Area ID parts in the same manner as you can for all other columns. **[New 6-30-2019]**

**Description (Optional)** – a description of the ground area. This can be a combination of letters and number to describe the grounds area such as "Main building lawn" or "Admin Bldg east flower bed"

**Grounds Type (required)** – a grounds type selected from dropdown list. This is one of the 150 grounds type contained in the grounds type matrices. It is required that you assign a Grounds Type to every row in the Inventory and Macro Staffing worksheet in order for GroundsOpsStaff to compute the 'Worker per Week' and FTEs required to maintain the Grounds Area (asset) described in the row.

**Units of Measure** – unit of measure automatically populated based on the grounds type you select from the dropdown list such as SF, Acre, Ft, Yard etc.

**Size** –the size of the grounds area. This is the size of the grounds area such 100, 350, 1, 1200 etc.

**Flex Field 1** – optional. This field can be used for whatever you wish to use it for. You can use the Configuration form to rename this field and set to number or text.

**Flex Field 2** – optional. This field can be used for whatever you wish to use it for. You can use the Configuration form to rename this field and set to number orf text.

**Level of Attention** -- level of attention selected from dropdown list.

**Weeks in Season** – this is automatically populated from the selected grounds type matrix.



**Units Per Worker** – computed by GroundsOpsStaff as described in the APPA guidelines book. This indicates how many units of the grounds area you can assign per worker and expect the selected level of attention.

**Workers Per Week** – computed by GroundsOpsStaff as described in the APPA guidelines book. This is an indication of the average crew size needed per week during the weeks of the growing season to provide the selected level of attention to the ground area.

**FTE** – computed by GroundsOpsStaff as described in the APPA guidelines book. This is the Worker Per Week converted to FTEs based on the number of weeks in the growing season and the number of days per week the grounds workers work.

The other components include additional worksheets for holding reports generated by GroundsOpsStaff, worksheets for the 150 Grounds type matrices. All these components are accessible from the Main Menu, Toolboxes, and from the Right-Click short Cut Menus.

It is recommended that the Toolboxes be considered the primary interface and that you learn to use GroundsOpsStaff using the toolboxes first. If for some reason you hide the toolboxes, you can right click to get the short cut menu and then show the toolboxes again.

#### **Main Menu Navigation and Information**

**Large Top Left Main Menu Button (APPA Web Site)** - Copyright information and link to APPA web site. Click this button to go to APPA web site.

**Large Bottom Left Main Menu Button (Single User License details)** - use to open document containing the single user license details.

**Large Top Right Main Menu Button (Hunter Consulting and Training Web Site)** - View this button to see the release date of the Main Program you are currently running. Click this button to go to Hunter Consulting and Training web site. If your release date is earlier than the release date listed in the web page, you should use the 'Get Latest Release' button to get the latest release of GroundsOpsStaff or you should go to <https://www.hunterct.com/groundsopsstaff-get-latest-release> to download the software.

**Inventory & Macro Staffing Button** - Click this button to go to the Inventory & Macro Staffing worksheet. This worksheet contains your grounds areas inventory data and compute the macro staffing required for the level of attention you choose for each grounds area.

**Staffing Services Levels Button** - Click this button to go to the Staffing Services Levels worksheet. This worksheet displays the quantity per worker and tasks associated with the ground type matrices and the levels of attention.

**Grounds Type Matrix Navigator** - Click this button go to the 150 grounds type matrices. The first six (6) matrices are the standard grounds type found in the APPA guidelines book. The last 144 matrices are available for you to customize to define your own local grounds types.

**Grounds Type Matrix Maker** - Click this button launch the Grounds Type Maker. The Grounds Type Maker is a tool that allows you to edit the last 14 grounds type matrices.

**Quick Help File Button** - Click this button to open the PDF version of this Quick Help File. The Quick Help PDF file contains all the help text you get when you click one of the Help button on the toolboxes found throughout GroundsOpsStaff. This file is located in your 'C:\GroundsOpsStaff Program Files' folder and on the Hunter Consulting and Training web site.

**User Manual File Button** - Click this button to open the PDF User Manual/Training Manual. This file is located in your 'C:\GroundsOpsStaff Program Files' folder and on the Hunter Consulting and Training web site. This manual contains more detailed information and training exercises.

**Configuration Button** - Click this button to open the Configuration form. You will use this form to configure GroundsOpsStaff according to your local parameters such as wage rate, workdays in the years, productive minutes in the day, days in the week, material cost factor, capital (equipment) cost factor, and fringe benefits factor.

**Current Data File box** - this box is located in the upper left of your screen. It indicates which data disk file the current data in memory was loaded from or saved to.

**Program Status box** - this area on left of the screen indicates the activation status of your copy of GroundsOpsStaff. There are three activation modes: (1) Demo, (2) Full, and (3) Pro. Demo mode is free and allows you to use all program features but limits the input to five (5) records. Demo is for evaluation and training only. Full mode requires the purchase of a Product Code (single user license). Full mode gives you access to all standard features and allow you to input the standard number of records but does not give you access to certain upgrades. Pro mode is the mode that provides access to upgrades you purchase such as additional record capacity, Data Import Wizard, ProScheduler and other upgrades that might be developed in the future. The Program Status box will indicate your activation mode, your record capacity, and what upgrades you have purchased and activated.

NOTE: GroundsOpsStaff always starts up in Demo mode and switches to your activated mode after you click a button in the Main Menu worksheet. Do not be concerned that the Program Status box indicate Demo upon start-up, if you have activated the program, the status will switch when you take any action within the Main Menu.

### **Main Menu File and Data Management Buttons**

**Open Button** - Click this button to open an existing GroundsOpsStaff Inventory Data File from a local hard drive or from a Local Area Network drive. The data file currently in memory will be replaced in memory by the content of the last file opened. The file you open is only copied into memory and is not changed or affected in any way on the disk drive unless you save back to it under the same file name.

**Save Button** - Click to save the GroundsOpsStaff Inventory Data File that is currently in memory to disk file. Unless you change the name, the data in memory will be saved back to the file it came from when you opened the data file. If you do not wish to change the content of the data file on disk that you opened, then you should use the Save As button to save the data currently in memory under a different name. If you do not wish to retain the data currently in memory at all, then you can use the Close button or the Exit button without saving.

**Save As Button** - Same as the Save Button except use this button to save the data currently in memory under a different name thereby leaving the file the data came from unchanged on disk.

**Close Button** - Click this button to close the data file currently in memory without saving it.

**justDoNext Import Wizard Button** - Click to run the GroundsOpsStaff justDoNext Import Wizard. This is a GroundsOpsStaff-Pro upgrade that you must purchase from the Hunter Consulting and Training to make use of its full feature. A demo version of the justDoNext Import Wizard is contained in the Demo and Full versions of GroundsOpsStaff for you to evaluate. There is a 'Help' button on the justDoNext Data Import Wizard toolboxes that will open a help file specifically for the justDoNext Data Import Wizard.

**Exit Button** - Quit and Exit GroundsOpsStaff without saving the data currently in memory. **YOU SHOULD ALWAYS USE THIS BUTTON TO EXIT THE PROGRAM BEFORE SHUTTING YOUR COMPUTER DOWN!**

### How to Get Help

- Click on any toolbox to give it the focus. Move the mouse pointer over the toolbox button or textbox and pause. Then read the yellow ScreenTip box.

- Click the Help Button on most toolboxes. This is the quickest and best place to get help on step-by-step instructions on how to use many of the GroundsOpsStaff features. It is also recommended that you print out the GroundsOpsStaff Quick Help file as a ready reference while you learn to use GroundsOpsStaff

- Visit the Hunter Consulting and Training web site (<https://www.hunterct.com/groundsopsstaff-2ed>) for the latest GroundsOpsStaff News and Updates in order to determine if you have the latest program and documentation files. The Last Updated Date will appear at the top of the Help file and in the GroundsOpsStaff title box in the Main Menu Screen

NOTE: You may use the buttons on the bottom of this GroundsOpsStaff Help Center to send the content of this box to other applications such as Microsoft Word, PowerPoint, and Note Pad. This is useful when you want to print Help text to assist you in learning how to use GroundsOpsStaff. Use the following steps:

To Microsoft Word, PowerPoint, Notepad (all content)

1. Click 'Sel All Button' for all content.
2. Click 'To Word Button', or To 'PowerPoint Button', or 'To Notepad Button' to activate the desired application.
3. Once the desired application is activated, paste the content into the application.
4. Close the application or leave it opens.
5. Click on GroundsOpsStaff in the taskbar to return to GroundsOpsStaff or use the Alt-Tab key.

To Microsoft Word, PowerPoint, Notepad (partial)

1. Click inside of this textbox. Select the part of the text you want to send to another application.
2. Click 'To Word Button', or To 'PowerPoint Button', or 'To Notepad Button' to activate the desired application.
3. Once the desired application is activated, paste the content into the application.
4. Close the application or leave it open.
5. Click on GroundsOpsStaff in the taskbar to return to GroundsOpsStaff or use the Alt-Tab key.

To other applications (all content)

1. Click 'Sel All Button' for all content.
2. Click 'Clipboard Button'
3. Open or switch the desired other application.
3. Once the desired application is activated, paste the content into the application.
4. Close the application or leave it open.
5. Click on GroundsOpsStaff in the taskbar to return to GroundsOpsStaff.

## Help on Matrices

There are 150 grounds or landscape matrices in GroundsOpsStaff. You should review page 87 in the second edition or page 35 in the third edition (***An Explanation of the Matrices***), in the APPA Operational Guidelines for Grounds Management book, for an explanation of the matrices. GroundsOpsStaff enhanced the matrices somewhat so that you do not need to understand the details of the matrices in order to make use of them or to make your own.

There are six (6) standard APPA grounds type matrices from the APPA guidelines book. These six matrices cannot be changed except for the number of weeks in the growing season (default weeks in growing season is changed using the Configuration form).

The Grounds Matrices is made up of the Summary Area and the Task Area. The Summary Area is the same as the Total area at the bottom of the matrices in the Guidelines book. The Task Area represents the same information as the task areas in the Guidelines book; however, it has been reformatted slightly so that you can focus on Task Frequency per Season instead of Adjustment Factor. The Adjustment Factor is included in the GroundsOpsStaff matrices to be consistent with the APPA Guideline book, however it is automatically calculated by GroundsOpsStaff and you do not need to concern yourself with the Adjustment Factor. The GroundsOpsStaff numbers for the six standard matrices are sometime slightly different than those in the Guideline book due to rounding.

## Help on Grounds Type Matrix Maker

The Grounds Type Matrix Maker provides you the ability to define your own local grounds or landscape templates. You should review page 87 in the second edition or page 35 in the third edition (***An Explanation of the Matrices***), in the APPA Operational Guidelines for Grounds Management book,, for an explanation of the matrices. GroundsOpsStaff enhanced the matrices somewhat so that you do not need to understand the details of the matrices in order to make your own.

There are six (6) standard APPA grounds type matrices from the APPA guidelines book. These six matrices cannot be changed except for the number of weeks in the growing season.

You will use the *Matrix Maker Input Form* to edit up to 144 matrices to suit your local needs. You can use the *Matrix Maker Input Form* for working with a small number of custom matrices. However, if you are working with many matrices you might find the *Matrix Editor Worksheet* and the *Matrix Editor Worksheet Tool* (discussed elsewhere in the help document) more efficient and faster.

### ***Follow the below steps to make your own custom grounds type matrix using the Matrix Maker Input Form.***

1. Use the right/left arrow button or the Navigator button to select the desired matrix.
2. Click the Maker 'Matrix Maker Input Form' or 'Form' button to open the Matrix Maker Input Form. Think of the Matrix Maker Input Form as a scratch pad that does not have any effect until you Write to Matrix.
3. Enter the Grounds Type Name (matrix name). Choose a name that is not already assigned to a matrix.
4. Enter the Base Units or click the green button to the right of the input box to select from a dropdown list.
5. Enter the Base Size or click the green button to the right of the input box to select from a dropdown list.
6. Enter Weeks in Growing Season for each Level of attention or click the green button to the right of the input box to select from a dropdown list. You can click the long green button above the input boxes to select the same number of weeks for all level (MOST OF THE TIME YOU WILL SELECT THE SAME NUMBER OF WEEKS PER SEASON FOR ALL LEVELS).
7. Enter a maintenance task for each task number you wish to define (up to 15 tasks).
8. Enter the Base Time for the task or click the green button to the right of the input box to select from a dropdown list.
9. Enter the Frequency per Season for the task for each level or click the green button to the right of the input box to select from a dropdown list. You are NOT required to enter a number for all levels.

10. Repeat steps 7-9 for any many tasks as you wish up to 15.
11. Click the Write To Matrix button to write the newly made matrix to memory.
12. You may save the 14 custom matrices in a Custom Matrices File by clicking the Custom Matrices File button to be loaded later.

NOTE: Each time you save a Grounds Inventory File, the Grounds Inventory File will not only contain the ground areas inventory data, it will also contain a copy of the 14 custom grounds type matrices to make and it will contain a copy of the local variables from the configuration that is currently in memory.

#### **Matrix Maker Buttons and Boxes**

**Type ID textbox** - indicates the current grounds type matrix worksheet.

**Right/Left Arrow button** - move to next and previous grounds type matrix.

**Grounds Type Name textbox** - input box for you to assign a name to your custom grounds type.

**Base Size textbox** - input box for you to enter the base size for the grounds type. For example, you may know how much time it takes to perform certain tasks for 1,000 SF of a special flowerbed. Then you would enter 1,000 for the base size and enter the base times it takes to perform tasks for a 1,000 SF special flowerbed.

**Week in Growing Season for Each Level input boxes** - input box for you to enter the number of week in the growing season for each level of attention (MOST OF THE TIME YOU WILL SELECT THE SAME NUMBER OF WEEKS PER SEASON FOR ALL LEVELS).

**Srv Lvls button** - click this button to go to the service level worksheet to review the custom matrix in a single line format.

**Panel button** - reset the panel to its default height. The panel is the blue area at the top of the screen available for positioning the toolboxes.

**Panel (-) button** - decrease panel height.

**Panel (+) button** - increase panel height.

**Main Menu button** - go to Main Menu.

**Main Tool button** - show or hide the Main Toolbox.

**Help button** - open this help text.

**Navigator button** - show or hide the matrices navigator tool.

**Summary checkbox** - show or hide the summary information in the matrix worksheet.

**Save Custom Matrices File button** - use this button to save your custom grounds type matrices to a disk file that can be loaded later. The Custom Matrices files can also be designated by the Configuration to be the default matrices.

**Task No. textbox** - indicate the task number in the matrix editor.

**Task Name textbox** - input box for you to enter the maintenance task name you want to perform in the grounds type. Use the keywords "Winter", "Spring", "Summer" or "Fall" in the maintenance task name if you want the GroundsOpsStaff-ProScheduler to automatically schedule the task in the appropriate season.

**Base Time textbox** - input box for you to enter the base time that it takes to perform the task for the custom grounds type for the base size.

**Frequency per Season textboxes** - input boxes for you to enter the number of times you want the task to be performed per season.

**Task checkboxes** - these checkboxes are located to the right of the Level 5 Frequency per Season textboxes. These checkboxes are used to select tasks to perform certain actions on the tasks such as Clear Task Frequency, Clear Checked Rows, Delete Checked Rows.

**Check all button** - check all the task checkboxes to select all tasks to perform action on the tasks.

**Uncheck all button** - un-check all the task checkboxes.

**Auto-Read checkbox** - check this checkbox to, automatically read, the matrix into the editor as you move from matrix to matrix. Uncheck this checkbox to be able to move from matrix to matrix without automatically reading the matrices into the editor.

**Copy Frequencies button** - launches the Copy and Paste Frequencies Tool. See User Manual for detail information on this feature. Search for 'Copy Frequencies' in the User Manual

**Read Matrix button** - read the current matrix into the matrix editor.

**Write To Matrix button** - write the content of the Matrix Editor to the matrix worksheet.

**Clear Entire Matrix button** - clear all content from the current matrix without affecting the matrix maker.

**Clear Entire Form button** - clear all content from the Matrix Maker without affecting the matrix worksheet.

**Clear Task Names button** - clear Task Names from the Matrix Maker without affecting the matrix worksheet.

**Clear Base Times button** - clear Base Times from the Matrix Maker without affecting the matrix worksheet.

**Clear Task Freq button** - clear Task Frequencies from the Matrix Maker without affecting the matrix worksheet.

**Clear Checked Rows** - clear content from the task where the task checkbox is checked.

**Delete Blank Rows** - delete all blank rows in the editor.

**Configuration button** - show or hide the Configuration form.

**Service Levels button** - go to the service levels worksheet.

**Close button** - close this Matrix Maker.

## **Help on Matrix Editor Worksheet and the Matrix Editor Worksheet Tool**

**SEE THE USER MANUAL FOR MORE DETAILS ON THIS SUBJECT.** In March 2019 we increase the number of custom (Local) matrices from 14 to 150 so you can have a total of 150 matrices including the six standard APPA matrices. To improve the efficiency and speed of creating and editing custom matrices we added the 'Matrix Editor Worksheet' and the 'Matrix Editor Worksheet Tool' to the Matrix Maker process. Think of the 'Matrix Editor Worksheet' and the 'Matrix Editor Worksheet Tool' as an extension of the Matrix Maker.

By now you are probable aware that each matrix has its own worksheet in GroundsOpsStaff-2ed and when we refer to the 'Matrix' we are referring to its worksheet. You probably also know that you cannot edit a matrix (matrix worksheet) directly. When there were only 14 custom (local) matrices the 'Matrix Maker Form' was the only way to enter inputs into the matrices (matrix worksheet).

Now that you can make 144 custom (local) matrices, we added the 'Matrix Editor Worksheet' which allow you to make/create or edit matrices directly in the worksheet or use the 'Editor Worksheet Tool' in a similar manner as your use the 'Matrix Maker Form'.

Keep in mind that the 'Matrix Editor Worksheet' is only a workspace or scratch pad and the information it contains has no impact in GroundsOPsStaff-2ed until you write it to the matrices.

The concept of the Matrix Maker Editor Worksheet is to give you a work area to create and edit matrices in much the same way you would in a regular Excel spreadsheet and to write your edits to the actual individual matrix worksheets. You can work direct in the Matrix Maker Editor Worksheet or use the Editor Tool to have access to drop down lists or do both interchangeably.

The Matrix Maker Editor Worksheet Tool (Editor Tool) works similar to a Microsoft Wizard in that it allows you to make your inputs for the worksheet using the Editor Tool and accepting them into the



worksheet by clicking the Accept button. The advantage of using the Editor Tool is that it gives you access to drop down lists and allows you to make most of your inputs with mouse without typing.

***Matrix Editor Worksheet Layout*** – the worksheet contains 144 color coded sections to serve as input area or scratch pad area for creating and editing custom matrices. Each section has 15 rows to accept input for up to 15 tasks for each custom matrix. The headings in the worksheet are all the same elements as are in the Matrix Maker Form representing the elements of the matrices themselves (each individual custom matrix worksheet).

***Activating the Matrix Editor Worksheet*** – from the Main Toolbox click the ‘Matrix Maker’ button → click the ‘Go To Matrix Editor Worksheet’ button. This will activate the ‘Matrix Editor Worksheet’ and the ‘Editor Worksheet Tool’ will become visible beneath matrix Name, Base Unit, Base Size, and Week in Growing Season input cells. You can use the ‘Editor Worksheet Tool’ to enter inputs in somewhat of a wizard mode or you can close it and enter the inputs manually and directly. You can also have the ‘Editor Worksheet Tool’ open and use combination of wizard and manual entries.

**CAUTION:** You must be careful when manually editing the Matrix Base Unit, Matrix Base Size and the Task Base Time for an existing matrix. The Base Time for each task is relative to the Matrix Base Unit and Matrix Base Size. If you manually change the Matrix Base Unit or Matrix Base Size, the Task Base Time is like no longer valid. The ‘Matrix Editor Worksheet Tool’ automatically adjust the Task Base Time to a valid value relative to the new Base Unit and/or new Base Size.

***Follow the below steps to make your own custom matrix using the Matrix Editor Worksheet Tool.***

1. From the Main Toolbox click ‘Matrix Maker’ button -> click ‘Go To Matrix Editor Worksheet’
2. Navigate in the worksheet to the Matrix ID number you want to create the matrix for. Click inside of the worksheet and the Matrix ID number you selected will scroll to the top row
3. Click inside of the ‘Input Selection’ drop down box and click on ‘Name Selection’
4. Type in the desired name for the Matrix Name and click ‘Accept’ and observe the Name input cell in the worksheet
5. Click the ‘Next Input’ button. Click on a Unit in the drop-down list -> click Accept
6. Click the ‘Next Input’ button. Click on a Base Size in the drop-down list -> click Accept
7. Click the ‘Next Input’ button. Click on a number in the drop-down list for ‘Week in Growing Season for Level -> click Accept
8. Repeat Step 7 for Levels 2 through 5
9. Click the ‘Next Input’ button. Click on a Task name in drop down list -> click Accept -> click the ‘Next Input’ button to keep the Base Time that is automatically populated
10. Click the ‘Next Input’ button. Click on a frequency in the drop-down list for ‘number of times per season’ for Level1> click Accept
11. Repeat Step 7 for Levels 2 through 5

12. Click 'Next Row' button. Click inside of the 'Input Selection' drop down box and click on 'Grounds Task Selection'
13. Repeat Steps 9 through 12 for as many 15 different tasks
14. Click 'Write Cur Matrix' button to write the inputs to the actual matrix worksheet. Observe that the Matrix Maker appears momentarily and write the inputs to the matrix worksheet
15. You can use the 'Return to Matrix Maker' button to activate the matrix worksheet and confirm that your inputs were in fact written to the matrix worksheet

### *Exporting and Importing Matrices to and from External Excel File.*

With the increase of custom (local) matrices from 14 to 150 we added this Exporting/Importing Matrices section to the Matrix Maker to provide more flexibility in creating, editing and sharing custom (local) matrices. The buttons function are described below:

**Import from File** button – import matrices from an Excel file into the Matrix Maker Editor Worksheet.

**Current Matrix from Editor Worksheet** button – Read Current Matrix from the Matrix Maker Editor Worksheet into this Matrix Maker form.

**Write This Form to Current Matrix** button – Write the current matrix from this Matrix Maker Form to the Actual Matrix Worksheet.

**Copy Current Matrix from Editor Worksheet to Matrix** button – Copy current matrix from the Editor Worksheet into this Matrix Maker form and write the form to the matrix.

**Copy Multi-Matrices from Editor Worksheet** button – Copy multiple matrices from the Editor Worksheet into this Matrix Maker form and write the form to the multiple matrices.

**Previous/Next Arrow** button – go to previous/next matrix.

**Prompt** checkbox – check to enable being prompt before the write to matrix action is taken.

**Auto Next** checkbox – check this checkbox to enable advancing to the next matrix after the write to matrix action is executed.

**Export Editor Worksheet to File** button – export the entire Matrix Maker Editor Worksheet to an external Excel file. You can edit the external in Excel as you would any normal Excel file and import it back into GroundsOpsStaff-2ed Matrix Maker Editor Worksheet.

**Go to Matrix Editor Worksheet** button – activate the Matrix Maker Editor Worksheet and launch the Matrix Maker Editor Worksheet Tool.

### **Help on Main Toolbox**

The Main Tool provide you access to the all the functions of the GroundsOpsStaff application. You should move the Main Toolbox around on the screen as often as you wish to have the best view of the current worksheet.

**Hm button** - move the cursor to the home cell in the current worksheet.

**Top button** - move the cursor to the top row in the current worksheet.

**Flt button** - move the cursor to the far left in the current worksheet.

**Btm button** - move the cursor to the bottom row in the current worksheet.

**FRt button** - move the cursor to the far right in the current worksheet.

**Up/Down Arrow button** - move the cursor to the next or previous row.

**Right/Left Arrow button** - move the cursor to the next or previous column.

**Panel button** - reset the panel to its default height. The Panel is the blue area at the top of the screen that allows you to place the toolboxes to the top of the screen so you can see the data in the worksheet.

**Panel (-) button** - decrease the panel height.

**Panel (+) button** - increase the panel height.

**Column button** - Autofit selected columns. You should use the 'Column' button to adjust the width of the columns in the current worksheet in order to see the data in the columns.

**Column (-) button** - decrease the column(s) height.

**Column (+) button** - increase the column(s) height.

**Dec Places buttons** - use these five buttons to set the number of decimal places in numbers in the selected cell (s) of the current worksheet. Select the desired cells and then click the desired number of decimal places.

**Main Menu button** - go to the Main Menu.

**Inventory & Staffing button** - go to the Inventory & Staffing worksheet. You will enter your grounds area inventory data into Inventory & Macro Staffing worksheet.

**Staffing Service Levels button** - go to Staffing Service Levels worksheet. The Staffing Service Levels worksheet lists the six standard grounds types and the custom grounds type you create with grounds type Matrix Maker. It lists the Unit per Worker, and all the maintenance tasks associated with all five levels of attention.

**Matrix Navigator button** - launch the matrix navigator tool to quickly go to the 150 matrices.

**Configuration button** - launch the Configuration form to configure GroundsOpsStaff to match your local situation. Use the Help button on the Configuration form for more help on Configuration.

**Matrix Maker button** - launch the Matrix Maker to customize the last 14 grounds type matrices to define your own local grounds types. The six standard APPA guidelines grounds types might not

adequately represent the grounds maintenance tasks and times for your local situation. You will use the Matrix Maker to create your own local ground type matrix to accommodate your local situation.

**File... button** - display the File sub menu to Open, Save, SaveAs, or Close an inventory data file. When you click this button, the Main Toolbox will expand to give you access to the file management buttons. These file management buttons perform the same function that their name implies and work in much the same way as these functions work in Excel. Click the Hide button to hide the file management buttons.

**Data Input--> button** – launches the Data Input form that allows you to enter data without typing directly into the Inventory Worksheet. To avoid typos and data integrity issues you should refrain from typing the same item more than once. You should use dropdown lists whenever they are available and use copy and paste whenever possible.

**Records... button** - display the Records sub menu to Show All, Select All, Pick, Unpick, and Exclude records in the inventory and macro staffing worksheet. The Records sub menu also allows you to Insert Row, Delete Row, Copy Row, Paste Row, Copy Cell, Paste Cell, Sort records, and Set a new default sort order of the records. Additionally, the Records submenu contains a Find and Replace tool which allows you to enter search text in the search box and use the 'Find 1st' and 'Find Next' buttons to find cells containing the search text. There is a 'Replace-with' text box that allows you to enter text to replace the search text with. The 'Replace' button replaces text in the single selected cell. The 'Replace All' button replaces text in the range of selected visible cells. The two 'Get' buttons allow you to get text from the current cell and paste it into the Search box and the Replace-with box.

**Reports... button** - display the Reports sub menu to generate the below listed reports. To generate a report, you first select the records you wish to generate the report for by highlighting cells in a single column in the Inventory and Staffing worksheet. Then select the report Type from the 'Type' dropdown list box. Then select from the 'Group by' dropdown list. Then click the 'Generate Report' button. The report will be generated and displayed in its own worksheet and the information will be grouped by the selection you made from the 'Group by' list box.

**Cost and Staffing by All Levels report** - this is a "what if" report that computes and displays the cost and staffing for the records you select by each level of attention. The Workers per Week, FTE, Direct Labor Cost, Supply Cost, Capital Cost, and Total Cost are the columns of the report. All calculations are based on the local variable contained in the configuration form.

**Staffing by Type & by All Levels report** - this is a "what if" report that computes and displays the Workers per Week and FTE by grounds type and by level of attention.

**Cost and Staffing by Types for Selected Levels report** - this is a "what is" report that computes and displays the Workers per Week, FTE and cost information by grounds type, based on the levels of attention you selected in the inventory and macro staffing worksheet.

**Cost and Staffing by Area for Selected Levels report** - this is a "what is" report that computes and displays the Workers Per Week, FTE and cost information by grounds area based on the levels of attention you selected in the inventory and macro staffing worksheet.

***Time to Perform by Area and by Task Selected Levels report*** - this is a "what is" report that computes and displays time to perform information for each ground area and maintenance task based on the level of attention you selected in the inventory and macro staffing worksheet. This report will give you a big picture view of the resources needed to perform the grounds maintenance tasks for your grounds inventory. It can be printed on oversized paper and used for such things and scheduling, assigning crew sizes, estimating material, supplies and equipment needs, and for making other judgments.

***Staffing by Flex Field 1 – All Level*** - this is a "what if" report that computes and displays the Workers per Week and FTE grouped by Flex Field 1 and by level of attention. (New 4-11-2019).

***Staffing by Flex Field 2 – All Level*** - this is a "what if" report that computes and displays the Workers per Week and FTE grouped by Flex Field 1 and by level of attention. (New 4-11-2019).

***Cost and Staffing by Flex Field 1 for Selected Levels report*** - this is a "what is" report that computes and displays the Workers Per Week, FTE and cost information grouped by Flex Field 1 area based on the levels of attention you selected in the inventory and macro staffing worksheet. (New 4-11-2019).

***Cost and Staffing by Flex Field 2 for Selected Levels report*** - this is a "what is" report that computes and displays the Workers Per Week, FTE and cost information grouped by Flex Field 1 area based on the levels of attention you selected in the inventory and macro staffing worksheet. (New 4-11-2019).

***Print/Export... button*** - display the Print/Export sub menu in order Print, Export to Excel, or Copy to Clipboard. Use this feature to send selected data to the printer, Excel, or the Windows clipboard. This feature behaves differently depending on what worksheet you are in when you use it. While in the inventory and macro staffing worksheet, you will select the records you wish to output and then click the desired output button. While in a report or other areas, you will simply click the desired output button and the entire worksheet will be sent to the selected output destination. Once you send data to Excel, you can save it to disk and then open it in Excel and perform all the normal Excel function on the data. Once you send data to the Windows clipboard, you may navigate to any other open application and paste the data into that application.

***Close button*** - close the Main Toolbox.

***Pin button*** - pin the Main Toolbox to the current position on the screen so that it returns to this position each time it is launched.

## **Help on GroundsOpsStaff Configuration**

You will use the Configuration screen to configuration GroundsOpsStaff according to local variables for your institution.

### **Configuration Concept**

You will use the Configuration screen to configure GroundsOpsStaff according to variables for your institution. Entering information into the configuration form has no effect until you use the 'Write Variables from Form to Memory' button in the right panel of the Configuration form, or when you use

the 'Set as Start-Up and Default Configuration' button at the bottom of the form. The steps for configuring GroundsOpsStaff with your special variables are as follows:

1. Enter the data in the input boxes for your institution (example: Your Institution Name, Your Department Name, Local Number of Minutes in day, Local Number of workdays per year....).
2. Use the 'Write Configuration Variables from Form to Memory' button to have them used in the GroundsOpsStaff calculations of the data file currently in memory. NOTE: Once you write the configuration information from the Form to memory, GroundsOpsStaff Inventory Data files you save will contain a copy of the configuration information that is currently in memory.
3. Use the 'Save Configuration Variables from Form to Disk' to save the variables to a file that can be reloaded for future use. You will be prompted to change the name of the Variables File if you attempt to save under the Default Variables File Name. Click 'Yes' when asked if you want to save under a different name.
4. If you would like the information in the Configuration Form to become the default configuration and be loaded upon start-up, file opening, and file closing, use the 'Set as Start-Up and Default Configuration' button. NOTE: When you click this button, the information in the Configuration Form will be saved into the default configuration file and will be written memory. The default configuration file is loaded and processed each time you start GroundsOpsStaff and each time you close a file.

#### *Ignore Configuration Information in data file Checkbox*

Check this button to ignore the configuration information contained in GroundsOpsStaff Inventory Data files when you open them. If this box is checked and you load a GroundsOpsStaff Inventory Data file, the configuration variables currently in memory will be applied to the GroundsOpsStaff data once it is loaded into memory. CAUTION: If you save the GroundsOpsStaff Inventory Data file under its same name, the configuration variables contained in the file on disk will be replaced by the configuration variables currently in memory. If it is not your intent to replace the configuration variables in the GroundsOpsStaff Data File on disk, then you should save the GroundsOpsStaff Data File under a different name or close the GroundsOpsStaff Data File without saving it. If you check this checkbox, it will remain checked until you exit GroundsOpsStaff or until you uncheck it. The state of this checkbox is not saved to disk.

#### *Ignore Matrices in data file*

Check this button to ignore the Custom grounds type Matrices information contained in GroundsOpsStaff Inventory Data files when you open them. If this box is check and you load a GroundsOpsStaff Inventory Data file, the Custom grounds type Matrices currently in memory will be applied to the GroundsOpsStaff data once it is loaded into memory. CAUTION: If you save the GroundsOpsStaff Inventory Data file under its same name, the Custom grounds type Matrices information contained in the file on disk will be replaced by the Local and Custom Standard Space Matrices information currently in memory. If it is not your intent to replace the Local and Custom Standard Space Matrices information in the GroundsOpsStaff Data File on disk, then you should save the GroundsOpsStaff Data File under a different name or close the GroundsOpsStaff Data File without saving it. If you check this checkbox, it will remain checked until you exit GroundsOpsStaff or until you uncheck it. The state of this checkbox is not saved to disk.

### ***Local Variables***

See the APPA Staffing Guidelines for a definition of the local variables or pause the mouse pointer over the input box to get a screentip on the variable.

### ***Session System Setting***

Use by Hunter Consulting and Training during TechCallBack session with you to troubleshoot issues you might have. There is no need for you to change the default setting of this group.

### ***Flex Field Name and type***

Use this group to rename the one flex field that exists in the Macro Staffing and Inventory worksheet. You make use the Text and Number radio button to designate the field as text or number. If you select number then you can use the Decimal input box and scroll button to set the number of decimal places. If you select Text then the summary row in the Macro Staffing and Inventory worksheet will count the number of entries in the Flex Field column. If you select Number then the summary row in the Macro Staffing and Inventory worksheet will sum the values in the Flex Field column.

### ***Data files location***

Use this button to change where GroundsOpsStaff first look to open and save data files. Regardless of the setting you can always navigate to any folder on any drive, you have access to in order to open or save a GroundsOpsStaff data file.

### ***Configuration Variables File***

Use this button to change where GroundsOpsStaff looks for its default configuration Variables. After you save a configuration file containing the variables for your institution, you will use this feature designate the file as the one for GroundsOpsStaff to use as the default.

### ***Local Space Categories File***

Use this button to change where GroundsOpsStaff looks for its default local space categories. After you save a Local Space Categories file from within the Local Categories worksheet, you will use this feature to designate the file as the one for GroundsOpsStaff to use as the default.

### ***Custom Standard Space Categories File***

Use this button to change where GroundsOpsStaff looks for its default standard space categories. After you save a Custom Standard Space Categories file from within one of the Standard Categories worksheet, you will use this feature to designate the file as the one for GroundsOpsStaff to use as the default.

### ***Save Configuration Variables from Form to Disk***

Use this button to save the configuration variables currently in the form to a disk file.

### ***Load Configuration Variables from Disk to Form***

Use this button to load the configuration variables from a disk file into the form.

### ***Set Form Variables to Default***

Use this button to set all the variable and other setting in the form to their default values. This does not affect the variables in memory unless you use the 'Write Configuration Variables from Form to Memory' button.

### ***Read Configuration Variables Memory to Form***

Use this button to read the variables currently in memory into the form.

### ***Write Configuration Variables from Form to Memory***

Use this button to write the variables currently in the form to memory. Variables in the form have no effect until they are written to memory.

### ***Write Configuration Variables to Memory Checkbox***

Uncheck this checkbox to bypass the confirmation write to memory confirmation prompt. It is useful to uncheck the box if you are performing “what if” or Scenario analysis where you are experimenting with different variables and writing them to memory in order to see the results in the GroundsOpsStaff calculations.

### ***Using Configuration for Scenario Analysis***

You can invoke the Configuration for while in the Macro Staffing and Inventory work sheet. You can make change to configuration variables, write them to memory and immediately see the impact of them in the Macro Staffing and Inventory work sheet. This allow you to experiment with various variables such as number of productive hours, number of minutes in the day and so on and see the results in the Macro Staffing and Inventory work sheet. You can also change the variables, write to memory and then run reports to see the effect of changing any of the variables.

## **Help on Service Levels Worksheet**

Help on Service Levels Worksheet

The Service Levels Worksheet is a listing of all the grounds type matrices in a single line format. It lists the following information to give you a quick glance at what it takes to maintain a grounds type.

Landscape Type - The name of the grounds type from the 150 grounds type matrices. Matrices M1 through M6 are the standard APPA type and cannot be edited except for the Number of Weeks in the Growing Season. Matrices M-7 through M150 will contain data only if you edited the matrix using the Matrix Maker.

Units - the units of measure for the grounds type.

Base Size - the base size from the grounds type matrix.

Units per Worker - this is the number of units of the grounds type that can be assigned to one worker for the levels of attention. You can use these numbers to calculate how many people you need to maintain a grounds area at a certain level of attention.

Task [Base Minutes to Perform] - this is a listing of the maintenance tasks from the matrices and the number of minutes required to perform them for the base size.

Weeks in Growing Season for Level - the number of week in growing season from the matrices.

## **Help on Inventory and Macro Staffing Worksheet**



This is the worksheet you will enter or import your inventory data. This worksheet will compute your Macro Staffing and make other calculations as you enter the inventory data. Summary calculations are made by GroundsOpsStaff and displayed in the top summary row of the worksheet.

### ENTERING DATA

1. Enter the Grounds Area ID (required), Description (optional), Grounds Type (required. Select from dropdown list), Size (required), Flex Field 1 (Optional), Flex Field 2 (Optional)
2. Select Standard or Grounds Type (required) from the dropdown list
3. Select the desired Level of Attention (required) from the dropdown list
4. All other elements will be calculated by GroundsOpsStaff.

### Columns

**Grounds Area ID (required)** -- a unique identifier for the ground area. This can be a number or letter or a combination of letters and number such a "1", or "GA2", or "Main3". It is important that for reporting and scheduling purposes that each grounds area have a unique identifier. For better sorting and filtering results it is recommended that you pad the numeric part of you ID with '0' such as GA-0001 or GA-00001 depending on how many total area IDs you expect to need. For example if you expect to need 1,000 IDs then your format should be AlphaPart-0001, AlphaPart-0002, and AlphaPart-0003.....

**Using the Grounds Area ID as additional Flex Fields** – The Grounds Area ID can be used to add up to four additional Flex Fields by entering the name of four parts for the ID in the Configuration form and structuring the ID as 'Part1-Part2-Part3-Part4'. An example is 'NC-Z1-Admin-001' for 'North Campus-Zone1-Administration Building-Sequence 001'. The *Sort*, *Pick* and *Exclude* buttons in several tools with launch the *Special Sort*, *Special Pick* or *Special Exclude* tool when the cursor is in the Grounds ID column. You can use these special tools to sort and filter on the individual Grounds Area ID parts in the same manner as you can for all other columns. **[New 6-30-2019]**

**Description (Optional)** -- description of the ground area. This can be a combination of letters and number to describe the grounds area such as "Main building lawn" or "Admin Bldg east flower bed"

**Grounds Type (required)** -- grounds type selected from dropdown list. This is one of the 150 grounds type contained in the grounds type matrices.

**Units of Measure** -- unit of measure automatically populated based on the grounds type you select from the dropdown list such as SF, Acre, Ft, Yard etc.

**Size** -- the size of the grounds area. This is the size of the grounds area such 100, 350, 1, 1200 etc.

**Flex Field 1** -- optional. This field can be used for whatever you wish to use it for.

**Flex Field 2** -- optional. This field can be used for whatever you wish to use it for.

**Level of Attention** -- level of attention selected from dropdown list.

**Weeks in Season** -- this is automatically populated from the selected grounds type matrix.

**Units Per Worker** -- computed by GroundsOpsStaff as described in the APPA guidelines book. This indicates how many units of the grounds area you can assign per worker and expect the selected level of attention.

**Workers Per Week** -- computed by GroundsOpsStaff as described in the APPA guidelines book. This is an indication of the average crew size needed per week during the weeks of the growing season to provide the selected level of attention to the ground area.

**FTE** -- computed by GroundsOpsStaff as described in the APPA guidelines book. This is the Worker Per Week converted to FTEs based on the number of weeks in the growing season and the number of days per week the grounds workers work.

NOTE: It does not matter which order you enter the data

NOTE: Use the 'F2' key to edit data you have already entered into a cell to avoid having to re-type the entire cell content.

### **Summary Rows**

The summary rows above the column headings contain record counts, Time Weight Average (TWA) level of attention, and total Workers per Week, and total FTEs.

### **Status Rows**

The Status rows above the summary rows the current data file path name, date, activation mode and record capacity.

### **Main Menu Button**

Click this button in the upper right of the screen to go to the Main Menu.

### **Main Tool Button**

Click this button in the upper right of the screen to hide or show the Main Toolbox.

### **Ways to Get Help**

- Click on any toolbox to give it the focus. Move the mouse pointer over the toolbox button or textbox and pause. Then read the yellow ScreenTip box.
- Move the mouse pointer over headings row in most worksheets until the pointer turns into a hand with a pointing index finger. Click to activate/deactivate the Help Information Center. Scroll if necessary. Click again or click the Close Button to close the Help Center.
- Click the Help Button on most toolboxes

## **Help on Data Input Tool**

Use the Data Input Tool to input data into an input form instead of typing directly into the Grounds

Inventory worksheet. See the Data Input Form section in the User Manual for additional help and learning exercises to learn to use the Data Input Tool.

**CAUTION: Be careful using this tool – THERE IS NO UNDO FUNCTION.**

CONCEPT: The Data Input Tool operates on selected rows (select row by highlighting a range of cells in a single column. Do not select the entire row). The seven input fields are included in the 'Copy Row' and 'Paste Row' operation only if the 'Include Checkbox' above the input box is checked.

Entering Data one row at a time:

1. Select a cell in the row you wish to begin with (do not select entire row).
2. Click the 'Check All' button.
3. Click the 'Increment' right arrow or enter 1 to increment by one.
4. Click the 'Advance to Next Row After Paste' checkbox.
4. Enter an Alphanumeric (example: 'Area-1') in the 'Grounds Area ID' input box.
5. Hit the 'Enter' key on your keyboard
6. Complete each of the other 6 input boxes while hitting the 'Enter' key on your keyboard after each Entry.
7. Hit the 'Enter' to paste to the select row. Hit 'Enter' Key again if 'Prompt' checkbox is checked
8. Repeat Steps 3 through 6 until you have entered all the data you intend. You can simply change the input boxes that need to be different for the next row.

Creating unique Grounds Area IDs:

1. Enter an Alphanumeric starting ID (example: 'Area-1') in the 'Grounds Area ID' input box.
2. Click the Un-Check All button.
3. Check the 'Grounds Area ID' 'Include Checkbox' above the input box.
4. Click the 'Increment' right arrow or type '1' to increment by 1.
5. Select cells in the rows you wish to paste a series of 'Grounds Area ID' entries to (do not select entire rows).
6. Click the 'Paste Row' button and 'OK' if 'Prompt' checkbox is checked.
7. Observe the 'Grounds Area ID' column now contain entries with a numeric part that has been incremented by 1.

Copying entire row into the Data Input Tool:

1. Select a cell in the row you wish to copy (do not select entire row).
2. Click the 'Check All' button.
3. Click the 'Copy Row' button. Observe the select row data is now in the Data Input Tool.

Note: You can now paste the data from the Data Input Tool to a single row or a range of selected rows. You can also un-check some of the 'Include Checkboxes' to exclude field from the paste operation.

Copying or getting one individual data fields into the 'Data Input Field':

1. Select a cell in the desired row.
2. Click the 'Un-Check All' button
3. Click the 'Get' button beneath the field you wish to copy/Get.

Clearing all 'Data Input Tool' input boxes at once:

1. Select a cell in the desired row.

2. Click the 'Un-Check All' button.
3. Click the 'Clear All Inputs' button.

Clearing one 'Data Input Tool' input boxes:

1. Select a cell in the desired row.
2. Click the 'Un-Check All' button.
3. Click the 'Clear' button beneath the input box.

Add Mark:

1. Select rows you wish to temporarily mark
2. Enter mark Text in the Mark Text box
3. Click 'Add to Front' or 'Add to Back' button
4. Observe the Mark Text is added to the Description column in front or back based on which button you clicked

Remove Mark:

1. Select rows you wish to remove mark from
2. Enter mark Text in the Mark Text box
3. Click 'Remove' button
4. Observe the Mark Text is removed from Description column

Remove All Marks:

1. Select rows you wish to remove marks from
2. NO NEED to enter text in the Mark Text box
3. Click 'Remove' button
4. Observe that all Mark Text is removed from Description column

Help on Column Summary Tool:

Column Summary (Send Selection to Data Input Tool Size):

Use this button to calculate and display the Count, Minimum, Maximum, Average and Sum of the values in selected cells in a numeric column and to paste one of the values directly to the Data Input Tool Size box.

1. Highlight/select the rows in a numeric column
2. Click the Column Summary button
3. Observe the value in the Summary Statistics tool
4. Click on one of the values in the list box to select it

5. Click the 'Send Selection to Data Input Tool Size' button to send the value directly to the Data Input Tool Size box

Column Summary (Copy Selection to Clipboard):

Use this button to calculate and display the Count, Minimum, Maximum, Average and Sum of the values in selected cells in a numeric column and to copy one of the values to the Windows clipboard.

Highlight/select the rows in a numeric column

1. Click the Column Summary button
2. Observe the value in the Summary Statistics tool
3. Click on one of the values in the list box to select it
4. Click the Copy to Clipboard button
5. You can now paste the value from the clipboard to any place the Windows Paste function allow text to be pasted

Column Summary (Select by Workers Per Week):

Use this button to select rows equal to the number of Workers per Week specified in the Workers per Week box

1. Click the row you wish to begin the selection from
2. Enter a number in the Workers per Week box
3. Click the Select by Workers Per Week button

Note that row will be selected and the number of Workers per Week in the selected row will be equal to are slightly greater than the number you entered

Column Summary (Select by Percent):

Use this button to select rows equal to percentage in the Percent Workers per Week box. The percentage is the number of workers per week in the range to be selected compared to the total workers per week in all visible rows.

1. Click the row you wish to begin the selection from
2. Enter a percent number (e.g.: 5, 10, 25.4, etc.) in the Percent Workers per Week box
3. Click the Select by Percent button

Note that row will be selected and the number of Workers per Week in the selected row will be equal to are slightly greater than the number you entered

NOTE: Once a selection by the 'Select by Workers Per Week' and 'Select by Percent' button is made you can perform operations on the range such as running reports and editing various elements.

Column Summary (Next Range):

Use this button to go the next row after the last row in the currently selected range of rows

1. Click the Next Range button
2. Note that the next row after the last row in the currently selected range of row will be selected

Column Summary (Copy All to Clipboard):

Use this button to calculate and display the Count, Minimum, Maximum, Average and Sum of the values in selected cells in a numeric column and to copy all the values to the Windows clipboard

1. Highlight/select the rows in a numeric column
2. Click the Column Summary button
3. Observe the values in the Summary Statistics tool. No need to click inside the list box
4. Click the Copy All to Clipboard button
5. You can now paste the values along with the column heading from the clipboard to any place the Windows Paste function allow text to be pasted to and other application.

Column Summary (Refresh):

Use this button to refresh the Column Summary for the currently selected cells in a column.

Column Summary (Auto Refresh): Check this box to turn on auto refresh. Uncheck this box to turn off auto refresh. Auto refresh occurs when you make a selection change in the inventory worksheet.

Convert Size Values:

Check the 'Convert in Data Input Tool' if you want to convert the value in the 'Size' input box in the Data Input Tool or Check the 'Convert in Inventory' if you want to convert the value (s) in the 'Size' column in the inventory worksheet for a selected number of rows

1. If converting in the inventory worksheet, select a row or multiple rows in any column
2. Click one of the 16 value conversion buttons to convert the value (s) as indicated by the button caption. Observe that the values are converted
3. This is useful when you have been representing inventory items by one unit of measure and have entered the data accordingly, but later decide to change to a different unit of measure for the item's matrix. This feature allows you to quickly convert the 'Size' data to match the new matrix unit of measure.

Navigation and Records Bar at Bottom of Tool:

This bar performs the same functions as it does under the 'Records...' button in the Main Toolbox.

## Help on Quick Select Tool

The Quick Select Tool allow you to quickly select items you have already typed before and complete data entries without typing them again. It captures your previous data entries into a list box so the next time you need to use the same entry you simply select it from a list box and click Accept.

**CAUTION: Be careful using this tool – THERE IS NO UNDO FUNCTION.**

The tool also allows you to enter data in multiple visible rows without working directly in the worksheet. The five columns select buttons directly below the list box switches the column you want to enter data for. The Level buttons sends the select level to the Level column. No matter what column the cursor is in when you click the Accept button the entry will only go to the appropriate column regardless of which column the cursor is in.

The tool has a Key word search feature that allows you to find information in the list box.

The five Level buttons allow you to quickly edit or enter the Level data for a single line or multiple line.

The Prompt checkbox allow you turn on and off the prompt before paste feature. There is no undo feature so turn off prompting with caution.

The Accept checkbox allow you to turn on and off automatic paste upon click inside the list box. This speeds up data entries but should be used with caution since there is no undo feature.

Record navigation buttons at the bottom of the tool behave the same as they do in the Records menu.

The Column Summary button allows you to select cells in a column containing numerical data and display Count, Min, Max, Avg and Sum for the selected visible cells.

See the Help button in the 'Main Toolbox for more help.