

MainOpsStaff-2ed Quick Help

Updated 1/23/2019

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Help on Main Menu and How to Get Help

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 Screenshot box.
- Click to select cells in the headings rows and other cells in most worksheets and read the screen tip in the yellow box that pops up. 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. The Help buttons will either open the Information Center or a contextual PDF file with Help about the element containing the Help button.
- Read the User Manual.
- Perform training exercises in the Training Manual

About *MainOpsStaff-2ed*

MainOpsStaff-2ed is a Maintenance OPERATIONs and STAFFing computer application used to estimate staffing and budget requirements for facilities maintenance using the Aggregate FTE Method contained in Chapter 3 of the APPA Operational Guidelines for Educational Facilities Maintenance Second Edition publication.

MainOpsStaff-2ed was developed by Ernest Hunter, Sr. of Hunter Consulting and Training. *MainOpsStaff-2ed* can be used as a companion tool with the APPA Operational Guidelines for Maintenance Management (subsequently referred to as the Guidelines).

Using Main with Multiple Monitors

If you have more than one monitor on your computer, you can move *MainOpsStaff-2ed* to any monitor connected to your computer.

- Click the Move to Another Monitor button at the top of the screen to launch the Move Window tool.
- Click the button in the Select Monitor tool corresponding to the Monitor you wish to switch to.
- Click the OK button and the *MainOpsStaff-2ed* will maximize on the desired monitor.
- Use the Move To Primary Monitor button to quickly move *MainOpsStaff-2ed* to the primary monitor.

MainOpsStaff-2ed Three modes

- Demo Mode – *MainOpsStaff-Demo*. This mode is intended for demonstration and evaluation purposes only. Can handle only a one record intended for demonstration and evaluation purposes only. A record represent one space. In Demo mode you will be able to view all of the *MainOpsStaff-2ed* screen, interfaces and features. You can run in Demo mode as long as you wish for free.
- Full Feature Mode – *MainOpsStaff-Full*. This mode is available once the software has been activated. This mode is intended for operational purposes. All features are active and can handle 5,000 records to meet the needs of most organizations. It requires a single-user license (Product Code from APPA) and an Activation Key (from Hunter Consulting and Training). Visit <https://www.hunterct.com/mainopsstaff->

[2ed](#) for information on purchasing a single-user license (Product Code from APPA) and obtaining an Activation Key from Hunter Consulting and Training.

- Pro Mode – *MainOpsStaff-2ed-Pro*. This mode is intended for user with larger than average record handling requirements or other who wishes to import data from an Excel workbook. It requires *MainOpsStaff-Pro*. Purchase of Additional Record Capacity or the justDoNext Data Import Wizard upgrade automatically upgrades *MainOpsStaff-Full* to *MainOpsStaff-Pro*. See <https://www.hunterct.com/mainopsstaff-2ed-store> for information on purchasing upgrades.

MainOpsStaff-2ed Dual User Interface

- Microsoft Excel is the engine running in the background that drives the *MainOpsStaff-2ed* powerful features. *MainOpsStaff-2ed* 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. Most functions and features are also available through Right Click Shortcut 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 Shortcut menus should be easy to learn.
- To access a Shortcut menu, simply right click in any worksheet just as you normally would in Excel.
- It is recommended that the Toolboxes be considered the primary interface and that you learn to use *MainOpsStaff-2ed* using the toolboxes first. If for some reason you hide the toolboxes, you can right click to get the shortcut menu and then show the toolboxes again by click on 'Main Tool' in the shortcut menu.

MainOpsStaff-2ed Toolbox System

MainOpsStaff-2ed 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 *MainOpsStaff-2ed* 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 and have small color buttons 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 toolboxes.

MainOpsStaff-2ed Main Program Concept and Components

The main component of *MainOpsStaff-2ed* is the Maintained Space Inventory worksheet. You will begin by entering your space inventory data in this the Maintained Space Inventory worksheet. *MainOpsStaff-2ed* requires you to enter certain data elements for each record in the inventory worksheet and it computes certain other data elements. The data elements represented by a column in the Maintained Space Inventory worksheet are:

- Building – the building name or number. It is recommend that this be the same name or number from your official campus space inventory system.
- Floor – the floor name or number"
- Room/Space Number – room name or number.
- FICM Code – space use code from your official space inventory system

- Size (GSF) – this is the size of the space.
- 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 of 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 of text.
- The following columns are computer and automatically populated by *MainOpsStaff-2ed*.
- APPA Maintenance Type – the APPA Maintenance type assigned in keeping with the concept on page 35 of the APPA Guidelines book in Figure 3.2: Conversion of National Center for Education Statistics (NCES) Space Classification to Type for APPA Staffing Guidelines.
- FICM Description – the description for the FICM code from the FICM manual.
- Maint Worker Adjusted FTEs – computed by *MainOpsStaff-2ed* as described in Chapter 3 of the APPA guidelines book. This column can be switched to 'Maint. Work Baseline FTEs' by clicking ['More Functions and Print/Export' -> 'Display Baseline FTEs'] buttons in the Main Toolbox. You can switch back to 'Maint Worker Adjusted FTEs' by clicking 'More Functions and Print/Export' -> 'Display Adjusted FTEs']. Baseline FTEs is the estimated number of maintenance workers base on Figure 3.1 on page 35 of the APPA Guidelines book without adjusting for the campus profile. Adjusted FTEs are the estimated maintenance workers after adjusting for the campus profile using the adjustment factor in Figure 3.5 through Figure 3.9 on pages 26 and 37 of the APPA Guidelines book.

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) - Read 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 *MainOpsStaff-2ed* or you should go to <https://www.hunterct.com/mainopsstaff-get-latest-release> to download the software.
- Maintained Space Inventory Button - Click this button to go to the Maintained Space Inventory worksheet. This worksheet contains your Main space inventory data and compute the macro staffing required for the level of attention you choose for the campus.
- Campus Inputs Button - Click this button to go to the 'Campus Inputs' worksheet. You will use this worksheet to enter information about the campus so that the APPA adjustment factor can be applied by *MainOpsStaff-2ed*. Note that some of the information entered into the 'Configuration Form' is displayed in the Campus Inputs worksheet.
- Results Details Button - Click this button to go to the 'Results Details' worksheet. This worksheet is automatically populated by *MainOpsStaff-2ed* to capture the results of the APPA Aggregate FTE Method for your campus. This worksheet can be printed, exported to Excel or copied and pasted into reports to display your FTE and budget estimates in a single document.
- User Manual File Button - Click this button to open the PDF User Manual. This file is located in your 'C:\MainOpsStaff-2ed Program Files' folder and on the Hunter Consulting and Training web site. This manual contains more detailed information.
- 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 *MainOpsStaff-2ed*. This file is located in your 'C:\MainOpsStaff-2ed Program Files' folder and on the Hunter Consulting and Training web site.

- Configuration Button - Click this button to open the Configuration form. You will use this form to configure *MainOpsStaff-2ed* according to your local parameters such as wage rate, number of days worked in the years, productive minutes in the day, days in the week, supplies cost factor, capital (equipment) cost factor, spare parts and material cost factor, and fringe benefits factor.
- Current Data File cell - 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 cell - this area on left of the screen indicates the activation status of your copy of *MainOpsStaff-2ed*. 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 a single record. Demo is for evaluation and training only. Full mode requires the purchase of a Product Code (single user license) from the APPA online bookstore. Full mode gives you access to all standard features and allow you to input the standard 5,000 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, and the Data Import Wizard 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: *MainOpsStaff-2ed* always starts up in Demo mode and switches to your activated mode after you click a 'Maintained Space Inventory' button. Do not be concerned that the Program Status box indicates Demo upon start-up, if you have activated the program, the status will switch when you click a 'Maintained Space Inventory' button.

Main Menu File and Data Management Buttons

- Open Button - Click this button to open an existing *MainOpsStaff-2ed* 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 *MainOpsStaff-2ed* 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 *MainOpsStaff-2ed* justDoNext Import Wizard. This is a MainOpsStaff-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 *MainOpsStaff-2ed* 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 *MainOpsStaff-2ed* without saving the data currently in memory.

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 *MainOpsStaff-2ed* features. It is also recommended that you print out the *MainOpsStaff-2ed* Quick Help file as a ready reference while you learn to use MainOpsStaff
- Visit the Hunter Consulting and Training web site (<https://www.hunterct.com/mainopsstaff-2ed>) for the latest *MainOpsStaff-2ed* News and Updates, and 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 *MainOpsStaff-2ed* title box in the Main Menu Screen

NOTE: You may use the buttons on the bottom of this *MainOpsStaff-2ed* Help Center to send the content of this box to other applications such as Microsoft Word, PowerPoint, and Notepad. This is useful when you want to print Help text to assist you in learning how to use MainOpsStaff. Use the following steps:

To Microsoft Word, PowerPoint, Notepad (all content)

- Click 'Sel All Button' for all content.
- Click 'To Word Button', or 'To PowerPoint Button', or 'To Notepad Button' to activate the desired application.
- Once the desired application is activated, paste the content into the application.
- Close the application or leave it open.
- Click on *MainOpsStaff-2ed* in the taskbar to return to *MainOpsStaff-2ed* or use the Alt-Tab key.

To Microsoft Word, PowerPoint, Notepad (partial)

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

To other applications (all content)

- Click 'Sel All Button' for all content.
- Click 'Clipboard Button'.
- Open or switch the desired other application.
- Once the desired application is activated, paste the content into the application.
- Close the application or leave it open.
- Click on *MainOpsStaff-2ed* in the taskbar to return to MainOpsStaff.

Help on Main Toolbox

- The Main Tool provide you access to the all the functions of the *MainOpsStaff-2ed* application. You should move the Main Toolbox around on the screen as often as you wish in order to have the best view of the current worksheet.
- Hm - move the cursor to the home cell in the current worksheet.
- Top - move the cursor to the top row in the current worksheet.
- Flt - move the cursor to the far left in the current worksheet.

- Btm- move the cursor to the bottom row in the current worksheet.
- FRt - 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.
- Data Entry Tool Button - Click to launch the Data Entry Tool. You can use the Data Entry Tool to help speed up manual data entry.
- Campus Inputs Button - Click this button to go to the 'Campus Inputs' worksheet. You will use this worksheet to enter information about the campus so that the APPA adjustment factor can be applied by *MainOpsStaff-2ed*. Note that some of the information entered into the 'Configuration Form' is displayed in the Campus Inputs worksheet.
- Space Inventory Button - Click this button to go to the Maintained Space Inventory worksheet. This worksheet contains your Main space inventory data and compute the macro staffing required for the level of attention you choose for the campus.
- Results Details Button - Click this button to go to the 'Results Details' worksheet. This worksheet is automatically populated by MainOpsStff-2ed to capture the results of the APPA Aggregate FTE Method for your campus. This worksheet can be printed, exported to Excel or copied and pasted into reports to display your FTE and budget estimates in a single document.
- Configuration Button - Click this button to open the Configuration form. You will use this form to configure *MainOpsStaff-2ed* according to your local parameters such as wage rate, number of days worked in the years, productive minutes in the day, days in the week, supplies cost factor, capital (equipment) cost factor, spare parts and material cost factor, and fringe benefits factor.
- File... Button - display the File sub menu in order to Open, Save, Save As, 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 and the 'File' button will turn yellow. These file management button perform the same function that their name implies and work in much the same way as these functions works in Excel. Click the Hide button to hide the file management buttons.
- Records... Button - display the Records sub menu in order to Show All, Select All, Pick, Unpick, and Exclude records in the Maintained Space Inventory 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.
- Reports... Button - launches the Reports submenu. Which contain the below buttons.

- Selected Filter Data Button - switches to the Selected Filter Data worksheet which displays only the row of data you have selected in the Maintained Space Inventory worksheet.
- Cost and Staffing Reports Button - displays the Reports sub menu to generate a Cost and Staffing report grouped by the various data element in the Maintained Space Inventory worksheet column headings.
- By APPA Service Level – a 'what-if' cost and staffing report with for all five APPA service levels.
- By APPA Maintenance Type – a cost and staffing for the select Service Level grouped by Maintenance Type.
- By Building – a cost and staffing for the select Service Level grouped by Building.
- By FICM Code – a cost and staffing for the select Service Level grouped by FICM Code.
- By Flex Field 1 – a cost and staffing for the select Service Level grouped by Flex Field 1.
- By Flex Field 2 – a cost and staffing for the select Service Level grouped by Flex Field 2.
- By FICM Description – a cost and staffing for the select Service Level grouped by FICM Description.
- More Functions and Print/Export Button – launches the More Functions submenu which give you access to other functions and the ability to print, export and copy/paste *MainOPsStaff-2ed* content.
- Copy to Range of Cells Button – copy a range of cells in multiple rows in a single column to paste to other range of cells in the same single column.
- Preview Cells Paste Button – preview the range of cells in the clipboard before pasting them.
- Paste Range of Cells Button – paste a range of cells which has been copied to multiple rows in the same single columns the cells were copied from.
- FTE Baseline FTEs Button – Switch to 'Baseline FTE' mode. Switch back to 'Maint Worker Adjusted FTEs' by clicking ['More Functions and Print/Export' -> 'Display Adjusted FTEs']. Baseline FTEs is the estimated number of maintenance workers base on Figure 3.1 on page 35 of the APPA Guidelines book without adjusting for the campus profile. Adjusted FTEs are the estimated maintenance workers after adjusting for the campus profile using the adjustment factor in Figure 3.5 through Figure 3.9 on pages 26 and 37 of the APPA Guidelines book.
- Selected Service Level Buttons (1, 2, 3, 4, 5) – click one of the five buttons to select the APPA service level to use for your campus. The selected Service Level will be displayed in the 'APPA Service Level' cell in the Maintained Space Inventory worksheet. You can also select the 'APPA Service Level' by using the dropdown arrow in the APPA Service Level cell.
- Print Button – print selected data or current active worksheet.
- Export to Excel Button – Export selected data or current active worksheet to Excel Workbook.
- Copy to Clipboard – Copy current selected data or active worksheet to clipboard to paste into other applications.

Note: The above features behave differently depending on what worksheet is active. While in the Maintained Space Inventory 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 - 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 *MainOpsStaff-2ed* Configuration.](#)

You will use the Configuration screen to configuration *MainOpsStaff-2ed* according to local variables for your institution.

Configuration Concept

You will use the Configuration screen to configure *MainOpsStaff-2ed* according to variables for your institution. Entering information into the configuration form has no effect until you use '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 *MainOpsStaff-2ed* with your special variables are as follows:

- 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 work days per year....).
- Use the 'Write Configuration Variables from Form to Memory' button to have it affect the *MainOpsStaff-2ed* calculations of the data file currently in memory. NOTE: Once you write the configuration information from the Form to memory, *MainOpsStaff-2ed* Inventory Data files you save will contain a copy of the configuration information that is currently in memory. You will not need to enter this information again for the save file unless the variables changes.
- 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.
- 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 to memory. The default configuration file is loaded and processed each time you start *MainOpsStaff-2ed* and each time you close a file.

Local Variables Group

Your campus workforce and cost profile will impact the FTEs and Budget calculation performed by *MainOpsStaff-2ed* under *APPA Aggregate Method*. The campus workforce and cost profile is represented by the **Local Variables** described below.

- **Student Population (Optional)** - the student FTEs for your campus. This is for informational purposes and does not impact the FTE and budget calculations in the APPA Aggregate FTE Method.
- **Productive minutes per day** – the number of minutes the maintenance worker are performing actual work. This computed as (Hours in the Shift x 60) – (Minutes for lunch break, work breaks, extraordinary travel and other extraordinary non-work time). **This is not wrench time. Wrench time is assumed to be typical and is embedded in the FTE/GSF tables.** Default is **420 minute (7 hours)** per day.

- **Days worked Per year** – the average number of days the maintenance workers come to work. This is typically computed as (260 workdays in the year) – (Days off for personal leave, sick leave, jury duty, and other authorized days off). The payroll or personnel department of your campus can run a report for the maintenance workforce covering one full year to allow you to compute the average number of days your staff take off from work. Default is **220 days (1,760 hours)** per year.
- **Average Worker Wages (\$)** – simply the total cost of wages without benefits divided by 2080 divided by the number of maintenance workers.
- **Average Worker Benefit Rate (%)** – expressed as $100 \times (\text{Cost of fringe benefit}) \div (\text{Cost of Wages} + \text{Cost of Benefits})$ for maintenance workers.
- **Average Supervisory Wages (\$)** – expressed as simply the total cost of wages without benefits divided by 2080 divided by the number of supervisory personnel.
- **Average Worker Benefit Rate (%)** – expressed as $100 \times (\text{Cost of fringe benefit}) \div (\text{Cost of Wages} + \text{Cost of Benefits})$ for maintenance workers.
- **Supplies Cost Factor** – expressed as $100 \times (\text{Cost of supplies}) \div (\text{Cost of Wages} + \text{Cost of Benefits})$
- **Equipment Cost Factor** – expressed as $100 \times (\text{Cost of equipment}) \div (\text{Cost of Wages} + \text{Cost of Benefits})$
- **Parts and Material Factor** – expressed as $100 \times (\text{Cost of parts and material}) \div (\text{Cost of Wages} + \text{Cost of Benefits})$

Session System Setting Group

Used 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 fields that exists in the Maintained Space 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 Maintained Space Inventory worksheet will count the number of entries in the Flex Field column. If you select Number then the summary row in the Maintained Space Inventory worksheet will sum the values in the Flex Field column.

Data files location

Use this button to change where *MainOpsStaff-2ed* first look to open and save data files. Regardless of this setting you can always navigate to any folder on any drive you have access to in order to open or save a *MainOpsStaff-2ed* data file including folders on network drives.

Configuration Variables File

Use this button to change where *MainOpsStaff-2ed* 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 *MainOpsStaff-2ed* 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 *MainOpsStaff-2ed* calculations.

Using Configuration for Scenario Analysis

You can invoke the Configuration for while in the Maintained Space Inventory work sheet. You can make change to configuration variables, write them to memory and immediately see the impact of them in the Maintained Space 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 Maintained Space 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 Maintained Space Inventory Worksheet

This is the worksheet you will enter or import your space inventory data. This worksheet will computes your Macro Staffing and make other calculations as you enter the inventory data. Summary calculations are made by *MainOpsStaff-2ed* and displayed in the top summary row of the worksheet.

Entering Data

- Enter the Building, Floor, Room, FICM Code (Select from dropdown list), Size (required), Flex Field 1 (Optional), Flex Field 2 (Optional)
- All other elements will be calculated by MainOpsStaff.

Columns

- Building – building name or number. It is recommend that this be the same name or number from your official campus space inventory system.
- Floor – floor name or number"
- Room/Space Number – room name or number.
- FICM Code – space use code from your official space inventory system
- Size (GSF) – this is the size of the space.
- 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 of 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 of text.

The following columns are computed and automatically populated by *MainOpsStaff-2ed*.

- APPA Maintenance Type – the APPA Maintenance type assigned in keeping with the concept on page 35 of the APPA Guidelines book in Figure 3.2: Conversion of National Center for Education Statistics (NCES) Space Classification to Type for APPA Staffing Guidelines.
- FICM Description – description for the FICM code from the FICM manual.
- Maint Worker Adjusted FTEs – computed by *MainOpsStaff-2ed* as described in Chapter 3 of the APPA guidelines book. This column can be switched to 'Maint. Work Baseline FTEs' by clicking ['More Functions and Print/Export' -> 'Display Baseline FTEs'] buttons in the Main Toolbox. You can switch back to 'Maint Worker Adjusted FTEs' by clicking 'More Functions and Print/Export' -> 'Display Adjusted FTEs']. Baseline FTEs is the estimated number of maintenance workers base on Figure 3.1 on page 35 of the APPA Guidelines book without adjusting for the campus profile. Adjusted FTEs are the estimated maintenance workers after adjusting for the campus profile using the adjustment factor in Figure 3.5 through Figure 3.9 on pages 26 and 37 of the APPA Guidelines book.

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 the following:

- Worksheet Name at very top of worksheet.
- Current space inventory data file name in memory.
- Current Time.
- Current file owner and read/write status.
- Current Worksheet name.
- *MainOpsStaff-2ed* activation Mode.
- Record Capacity.
- Current *MainOpsStaff-2ed* User name, date and time.

Displayed FTE Mode cell – displays Adjusted or Baseline. You can select the FTE mode by clicking the dropdown arrow in the cell.

APPA Service Level cell – display the selected APPA Service Level you have selected to be applied to your campus. You can select the APPA Service Level clicking the dropdown arrow in the cell. This allows you the see the FTE estimate for the five levels without running a report.

Total Row – displays the total for the Size (GSF), APPA Estimated NASF, and FTEs columns reflecting any row filtering you apply using the Excel Auto-Filter features or the filtering feature in the *MainOpsStaff-2ed* Main Toolbox.

Count Row – displays the total number unfiltered rows and the total number of rows/spaces in the worksheet.

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.

Help Button – Open the Quick Help file.

Help on the Data Entry Tool

The *Data Entry Tool* is designed to help speed up data entry when you choose to enter data manually. It can also speed up data editing for the purpose of keep the data updated to reflect the changes in your space inventory due to construction, renovation, and demolition.

Instead of typing into the worksheet you can enter your data into the *Data Entry Tool* and paste it to the worksheet.

You can copy all seven data input items (Building, Floor, Room/Space Number, FICM Code, Size, Flex Field 1, and Flex Field 2) or only some of them from the worksheet. Then you can paste all seven items or some of the seven data items from the *Data Entry Tool* to one row or a range of rows.

In the Data Entry Tool each of the seven data input items (or columns) has an *Action Checkbox* in the upper right corner of the frame containing the item input box. If the checkbox is checked the corresponding input items will be acted upon by the *Copy Row* and *Paste Row* buttons.

If the *Action Checkbox* is un-checked the items will be ignored by the *Copy Row* and *Paste Row* buttons. Additionally if the input box is blank it will be ignored by the *Paste Row* button. In other words you cannot paste blanks into the worksheet with the *Data Entry Tool*.

Below are the components of the Data Entry Tool and a brief description of the function they perform.

- **Seven Data Input Boxes** – each of the seven columns of the worksheet capable of receiving an input from you has a *Data Input Box* in the *Data Entry Tool*. Each *Data Input Box* has the below elements:
 - *Action Checkbox* – determines whether the content of the input box is ignored by the *Copy Row* and *Paste Row* buttons.
 - *Get button* – get the content of the cell for the item from the active (selected) row in the worksheet. The *Get* button always get the data whether the *Action Checkbox* is checked or not. It also does not matter which column or cell in the row is active. So you can click anywhere in the row and click any *Get* button and the data will automatically come from the correct column.
 - *Clear button* – clear content of the *Data Input Box*.
- **Room/Space Number Input Box** – this input box has three additional element to assist in adding space sequential room/space numbers increment by any number you choose.
 - *Increment Input box* – determines by what number the next room/space number will be increment when pasting to a range of rows.
 - *Increment Number Right/Left Arrows* – set, increase or decrease the increment number.
 - *Clear button* – clear the *Increment Input box*.
- **FICM Code Input Box** – this input box has a dropdown button (down arrow) which allows you to select the FICM code from a dropdown list.
 - *Switch Base Input button* – click this button to switch how the dropdown list is groups and sorted (FICM Code, or FICM Description, or APPA Maintenance Type). This give you the flexibility of identifying the space by the data element that is most available and convenient to you.

- **Copy Row button** – copy content from the active (selected) row into the *Data Entry Tool* populating *Data Input Boxes* where the *Action Checkbox* is checked.
- **Paste Row button** – Paste content from *Data Entry Tool* from *Data Input Box* where the *Action Checkbox* is checked.
- **Previous/Next Arrows button** – make previous/next row active (selected).
- **Auto Advance Checkbox** – check to turn on advancing to next row after paste.
- **Prompt Checkbox** – check to turn on prompting before paste. There is no undo feature.
- **Check All** – check all *Action Checkboxes*.
- **Un-Check All** – check all *Action Checkboxes*.
- **Switch Size Mode button** – switch between GSF and NASF as the *Size* unit of measure.
- **Help button** -- Open this file.
- **Pin button** -- Pin Data Entry Tool to current location.
- **Close button** – Close Data Entry Tool.

Help on Campus Inputs Worksheet

Recall that you will use the *Configuration Form* to enter and save the local variables that represent your maintenance workforce and cost profile to be used in *MainOpsStaff-2ed* calculation. The FTEs estimated without regard to your *Campus Profile* are referred to as *Baseline FTEs* or *Baseline Staffing*. However, as discussed on pages 33-58 in chapter 3 of the *APPA Guidelines*, the *Aggregate FTE Method* will calculate the *Adjusted FTEs* by adjusting the *Baseline FTEs* to reflect five *Campus Profile* attributes. Lookup table of *Adjustment Factors* corresponding to five *Campus Profile* attributes are contained in Figures 3.5 through 3.9.

You will use will the *Campus Inputs* worksheet to input the *Campus Profile* attributes for your campus. You will make manual inputs in cells with green background. You can click inside any cell in the worksheet and some of them will display a yellow popup box with a screentip.

The left side of the *Campus Inputs* worksheet contains information inputted by you and information calculated by *MainOpsStaff-2ed*.

The right side of the *Campus Inputs* worksheet contains summary results presented in two tables and two graphs. The entire worksheet can be exported or printed to include in reports representing the *Aggregate FTE Method* inputs and results for you campus.

Below are the components of the *Campus Inputs* worksheet.

- **APPA Maintenance Type** – lists the four APPA Maintenance Type along with their *Net Assignment Square Feet (NASF)* and *Calculated Gross Square Feet (GSF)* for your campus. This information is populated by *MainOpsStaff-2ed* from the data you enter or import into the *Maintained Space Inventory* worksheet.
- **Campus Profile for Adjustment Factors** – you will input the below values for your campus (the figure number refers to the *APPA Guidelines* book). Review pages 33-58 in chapter 3 of the *APPA Guidelines* for a complete explanation of these factors.
 - Figure 3.5: Campus Size (from above input)
 - Figure 3.6: Campus Age (SF-Weighted Average Building Age)
 - Figure 3.7: Varied Facilities
 - Figure 3.8: Deferred Maintenance Levels (FCI) in Percent (%)
 - Figure 3.9: Adjustment Factors for Campuses of Varying Missions

- **Additional Duty and Supervisory** – the APPA Aggregate FTEs Method formulas do not calculate FTEs for supervision and other non-maintenance work assigned to you maintenance workers (*Additional Duty*) . You must estimate these element though other appropriate methods. However, when you enter them in this section *MainOpsStaff-2ed* will incorporate them into its FTE and Budget gap analysis.
 - Additional Duty FTEs
 - Additional Duty Non-Labor Cost
 - Number of Supervisory/Management FTEs
 - Total Cost of Outsourced Work
 - Number Outsourced FTEs equivalent
- **Actual FTEs and Budget** – this section allows you to enter your current FTEs and Budget information for the purpose of having *MainOpsStaff-2ed* assist you with a staffing and budget gap analysis. You will enter data similar to what you submit to the APPA FPI is you are an APPA FPI participants.
 - Actual Worker FTEs
 - Actual Supervisory FTEs
 - Actual Total Budget
- **Campus Variables** – this section displays your workforce and cost profile information you entered in the *Configuration Form*.
- **In-House FTE Gap Table** – summary of estimated FTE by the five *APPA Maintenance Service Levels* along with the gap between your current staffing and the *Aggregate FTE Method* estimate.
- **In-House FTE Requirement Graph** – graphic display of the estimated in-house FTE requirement by the five *APPA Maintenance Service Levels*.
- **Total Budget Gat Table** – summary of estimated budget by the five *APPA Maintenance Service Levels* along with the gap between your current budget and the *Aggregate FTE Method* estimate.
- **Budget Requirement Graph** – graphic display of estimated budget requirement by the five *APPA Maintenance Service Levels*.

Help on Results Details Worksheet

This worksheet contains the result of the *APPA FTE Aggregate Method* for you campus in more detail than display in the *Campus Input* worksheet. It consist of four tables with column headings that should be self-explanatory.

- **APPA Aggregate FTE Method Determination -- Total Worker FTEs** – detail breakdown of estimated maintenance worker FTEs excluding *Supervision* and *Additional Duty* by *APPA Service Level* and *Maintenance Type*.
- **Maintenance Organization Staffing Requirements (Total In-House Worker FTEs)** – detail breakdown of Total In-House Worker FTEs including *Supervision* and *Additional Duty* by *APPA Service Level* and *Maintenance Type*.
- **Maintenance Organization Budget Requirements** – detail breakdown of estimated budget requirements.
- **Campus Maintained Space Profile** – campus space inventory profile by *APPA Maintenance Space Type*.

The *Results Details* worksheet can be used together with *Campus Inputs* worksheet to present a complete picture of the *APPA Aggregate FTE Method* results for your campus. For a deep dive into the FTEs requirement by Building, by FICM Code, by Flex Fields, by FICM Description and by *APPA Maintenance Type* use the

MainOpsStaff-2ed reporting features access through the *Reports* button on the *Main Toolbox*.

Other 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.
- Click inside certain cells in the worksheet above the data section and read the text in the yellow popup box.
- Click the Help Button on most toolboxes.
- Review the User Manual.
- Do the exercises in the Training Manual.