



ConstructaSchedule with Microsoft Excel® DEMO

BEFORE YOU BEGIN

A few items to note before you begin.

When you receive the demo, it is an Excel® template file (ConstructaSchededemo.xlt). Be sure to keep an original copy of this file as a backup. There is no “installation” for this program, just copy the file to any subdirectory you choose (Usually “My Documents”), and then open it in Excel® from there. Be sure to save each schedule you make with a different file name and choose the file type as an Excel® Worksheet file (*.xls) so as to not overwrite the template program file. Please read the users manual before using the program.

The demo calendar is set to from March 07, 2005 until June 26, 2005 (16 Weeks). Any dates entered outside of this range will produce an error message. The demo also has sample data on the input sheet to show how the program works. You can change the input data as you like, but the dates must fall into this date range. (Demo Version Only). The full version sets the calendar start date automatically according to your earliest activity start date.

A longer schedule can be made by using two schedules. For example to make a 32-week schedule, use one file for the first 16 weeks and then a second file for the remaining weeks. (Not Available in Demo Version)

Note to please check your version of Excel® to see if the following add-in's are available that the program needs to function. Go to the tools menu in Excel® and then choose "add-in's". You are looking for "Analysis Toolpak", "Analysis Toolpak VBA", and "Solver" to be checked. If they are not, just check them. If they are not shown, you need to get your original installation disk for Excel (or Office) and install those functions.

Also, note that this program uses Excel® Macros to function. If you have them disabled, or do not answer “enable Macros” when the program asks you about using them, the program will not function.

Please read the users manual before using the program.

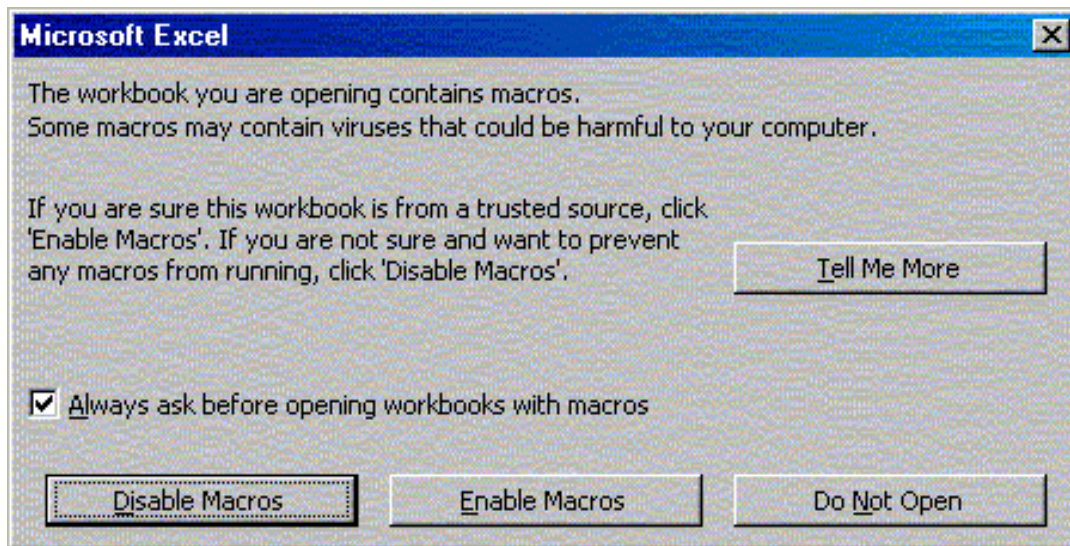


ConstructaSchedule with Microsoft Excel®

Welcome to ConstructaSchedule with Microsoft Excel®. This program will let you use Microsoft Excel® to produce a detailed schedule 16 weeks long using Microsoft Excel®. Note that this program can be used for longer schedules by making separate schedules for each term, so if you need a schedule longer than 16 weeks, you just make one schedule for the first 16 weeks, and then another for the rest of the schedule. Just save each as separate files. The schedule prints onto a standard legal size sheet for maximum details. (Up to 3 pages long or 102 activities).

ConstructaSchedule with Microsoft Excel® is easy to use, just enter the activity titles, start dates, and finish dates, and the program will draw the schedule activities on a calendar for you.

First, start Microsoft Excel® on your computer. Next, open the ConstructaSchedule with Microsoft Excel® program template file. (ConstructaSchedule****.xlt). After the template file loads, Excel will ask you if you want to "Enable Macros". If you have macros disabled, or do not answer "enable Macros" when the program asks you about using them, the program will not function. (See Below).

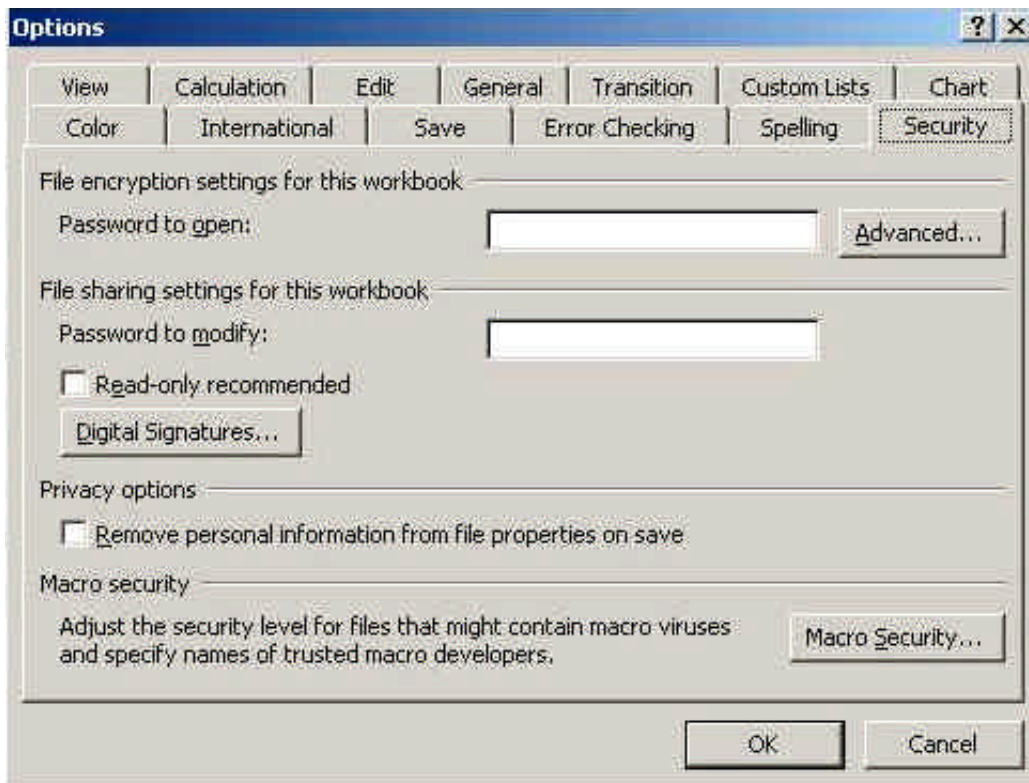


Depending on the version of Excel you have, you may have to change your macro options settings in order to be able to enable the macros to run when the program starts. If you see the following message box pop-up when the program opens, you will have to change you settings. If not continue to the next section of the manual.



If this message box pops up then do the following:

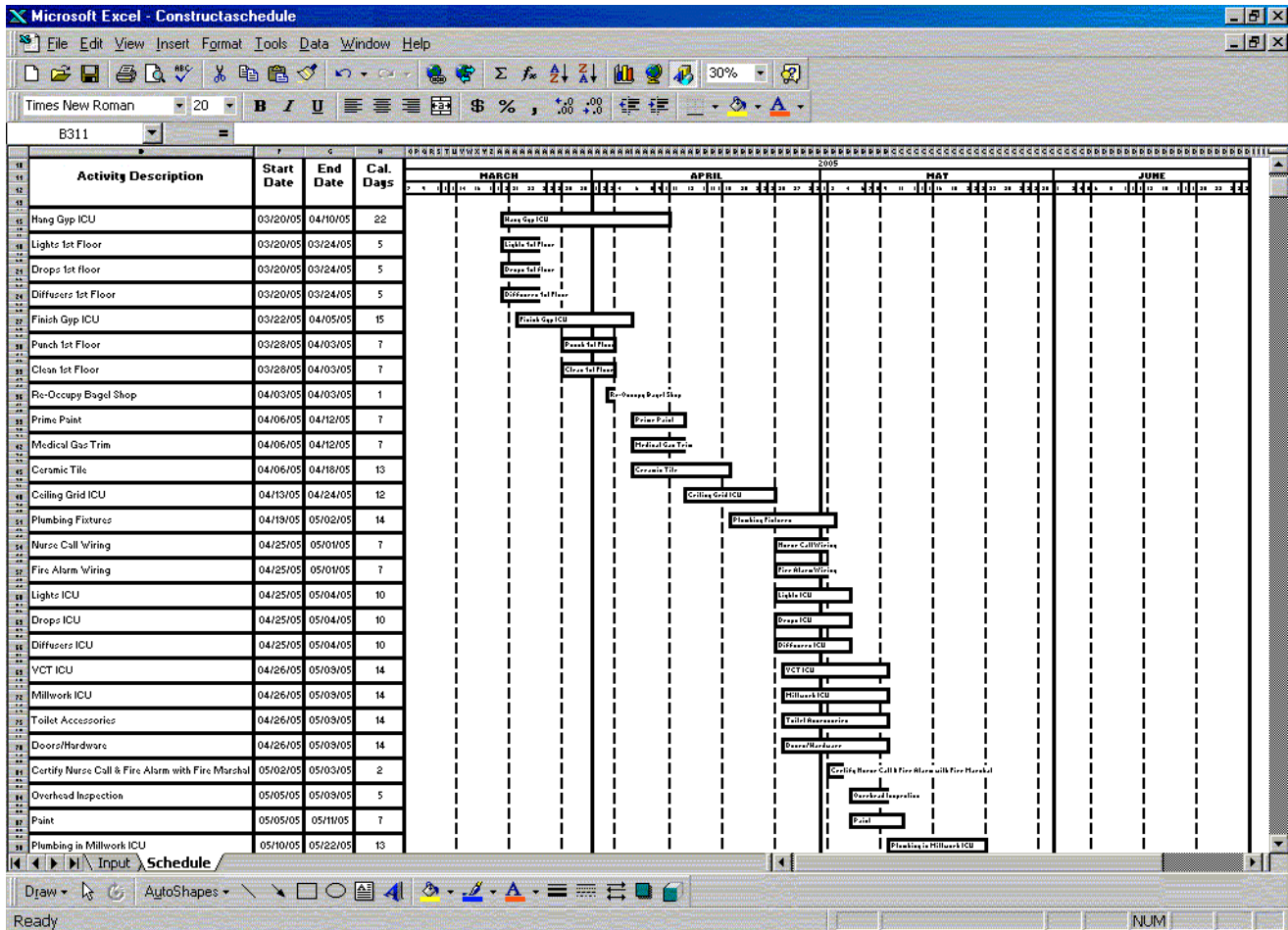
From the main menu choose “Tools”, then choose “Options, and then pick the “Security” tab on the top right. At the right bottom corner click on the “Macro Security” button. From there, change the security level from “High” to “Medium”. This will allow you to choose if you want to allow macros to run when a spreadsheet opens and does not allow unauthorized macros to run.



After you proceed past the macro question, the program will open an input spreadsheet for you to enter your schedule titles and dates. (See Below).

	A	C	D	H	S	T	U	V	W	X	Y
1	Activity Description	Start Date	End Date	Cal. Days	Press Here to Produce Schedule						
2	Hang Gyp ICU	03/20/05	04/10/05	22							
3	Lights 1st Floor	03/20/05	03/24/05	5							
4	Drops 1st floor	03/20/05	03/24/05	5							
5	Diffusers 1st Floor	03/20/05	03/24/05	5							
6	Finish Gyp ICU	03/22/05	04/05/05	15							
7	Punch 1st Floor	03/28/05	04/03/05	7							
8	Clean 1st Floor	03/28/05	04/03/05	7							
9	Re-Occupy Bagel Shop	04/03/05	04/03/05	1							
10	Prime Paint	04/06/05	04/12/05	7							
11	Medical Gas Trim	04/06/05	04/12/05	7							
12	Ceramic Tile	04/06/05	04/18/05	13							
13	Ceiling Grid ICU	04/13/05	04/24/05	12							
14	Plumbing Fixtures	04/19/05	05/02/05	14							
15	Nurse Call Wiring	04/25/05	05/01/05	7							
16	Fire Alarm Wiring	04/25/05	05/01/05	7							
17	Lights ICU	04/25/05	05/04/05	10							
18	Drops ICU	04/25/05	05/04/05	10							
19	Diffusers ICU	04/25/05	05/04/05	10							
20	VCT ICU	04/26/05	05/09/05	14							
21	Millwork ICU	04/26/05	05/09/05	14							
22	Toilet Accessories	04/26/05	05/09/05	14							
23	Doors/Hardware	04/26/05	05/09/05	14							
24	Certify Nurse Call & Fire Alarm with Fire Marshal	05/02/05	05/03/05	2							
25	Overhead Inspection	05/05/05	05/09/05	5							
26	Paint	05/05/05	05/11/05	7							
27	Plumbing in Millwork ICU	05/10/05	05/22/05	13							
28	Electric in Millwork ICU	05/10/05	05/22/05	13							
29	Acoustical Tile	05/10/05	05/22/05	13							
30	Clean	05/23/05	05/30/05	8							
31											

There are two worksheets in the program template, the "Input" sheet and the "Schedule" sheet. After you enter your titles and dates onto the input sheet, just click on the "Press Here to Produce Schedule" button on the top right side of the input sheet, and the schedule information will be drawn onto the schedule sheet. (See Below).



Be sure that anytime you change information on the input sheet, to press the "Press Here to Produce Schedule" button to update the current schedule information. Simple, yet effective scheduling at a reasonable price. Colors or any standard Excel graphics can be added to the schedule for extra clarity or added information as desired. See the last page of this manual for a sample printout.

Program Notes:

This program is set up to print up to three pages vertically. If you do not use all of these pages for your schedule just print the pages that are used by first previewing the schedule using print preview to determine how many pages are used. Then from the Excel file menu, choose print and enter the page range (1 to 3) in the print range section of this window.

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