

Here is just a quick summary on how I use this. Please feel free to call or email me at any time. Once you learn to move around in the spreadsheet & workbook it becomes very easy. If you have an idea that might make this system work better, please feel free to share your information with all the other states.

It helps to get your computer set up to work for you before you even start. This is how I set mine up. Feel free to set yours up however you see fit.

My Documents

BCHW

Chapter & officer info.

Create a separate file for each chapter

Create a file for the President

When ever a chapter or President sends me a note I save it directly to the chapters file. Plus I keep notes about conversations and stuff I sent them. At the end of the year I send everything in the files to a disc that I keep in a file box. I keep a file on each chapter (more on this later)

Emails

Generally I save everything to this file before I send it to where I need it to go.

Agencies info

Create a separate file for each agency code

I save all info that I send or receive from the agencies, and the people to whom I deal with.

Grant info

Each grant that we apply for create a file.

BCHW Template

Save all you templates to this file.

Board minutes and committee Reports

Running Hours

Create a file for each year of hours recorded

This is the file that I keep my working workbooks in.

Notes and Memos

Reports

I keep a copy of all letters I send out to each chapter.

Education info

Awards

BCHA

It does help to get an excel book to learn with. (or works book if you are using works)
A few simple things you should know:

Rows

Rows are those that run left to right, and are numbered with numeric numbers.

They can be inserted and deleted without causing problems to the formulas. Do not delete or insert between rows 1-8.

Columns

Columns are those that run top to bottom and are alphabetically numbered. **Do not at anytime delete or insert columns.**

Workbook

The workbook contains a spreadsheet for each chapter, a misc. sheet, and a spreadsheet for each agency (14) a totals sheet. The work book should go to the state Volunteer Hours Coordinator. That person then either cuts and past the info into the data base or enters it in by typing.

Spreadsheet

The spreadsheet is identical to the spreadsheet pages in the main work book. Each chapter will get a copy of the spreadsheet to keep track of their chapter's hours and turn into the state.

When you first get the disc, save a copy of all to your computer

Get out enough discs to create a copy to send to each of your chapters.

Copy the document fold, the working excels folder, and the works folder to each chapter's disc. (Do not send a copy of the work book)

There is an agency code for Rendezvous, as well as, a spreadsheet with in the workbook. BCHW records the hours for there state fundraiser. Please feel free to change that to your own state fundraiser or use it for another function that your state wants to keep track of the hours on.

Feel free to change the logo to your own state logo. Please look it over to make sure that I spelled all the names correct for the chapters. I would save a copy of the work book just for you to mess around with and lean how to use it.

Please take the time to know your way around. The side bar, moves the spread sheet up and down. If you scroll down to row 389 you will see a totals sheet. The reason it was put so far down the page, is because many folks don't know how to insert and delete rows. (This gives plenty of room to work) If you need to print the totals page, go to the view Icon, click through the pages tell you find which page to print, then tell the printer which page to print. (it is usually page 19) If you add and subtract rows the check to see what Page it will print up on.

How to print your spreadsheets and work books

Microsoft 95/98 – ME – XP all print different. So you need to find out the best way to print your work. First you will need to get Legal paper, the spreadsheet prints up on 8 1/2 x 14. Go to the view Icon and click. It will show you what the pages will look like when you print (print preview will do the same). The page break should be at the column at the donation column (W). The second page should end at the Cargo column (Z). If you do not want to print all the pages, go to Page set up, then go to sheet, click on “down then over” to only print the Main page. To print both pages click “ Over then down”.

How to save a separate page out of the work book to work with.

Lets say you want to work with the USFS spreadsheet with in the work book and you don't want to permanently mess it up. The easiest way is to copy the spreadsheet and save it to another area to work with. First you would take your curser and put it on the tab of the spreadsheet you want to work on. (The tab is located at the bottom of the page.) Click right and a little box should come up which gives you several options. Choose the move or copy options. Another box comes up with several options. **FIRST CHECK THE BOX THAT SAYS COPY !!!!** At the top of the box, you will see a box that says "move to" Scroll down to new book" You will notice that it is now the only tab listed. The first thing you want to do is to save the new book with a new name in a new file so you can find it later. Example: if I am working with a spreadsheet for a grant I will rename it and save it in the file for the grant.

Sorting your information

You can sort your information to meet your needs. However, you can only sort it by how you enter your information. That is why I stress the need to make sure that all your entries have and agency code and district. You can also keep track of individual running hours per person if you enter the information by person rather than by work party. Remember, the more you put into it the more you can sort it to generate a better report.

First, decide how you want the information sorted. Example: Sort by agency code. Start at the very first entry (row 8) take your curser (which usually looks like and arrow) while placing it on the number in the row, left click and continue to hold it down while scrolling down to the very last entry. After all is highlighted let go of the mouse. Move your arrow up to the toolbar and click on data. A box should come up that look for the word sort, click on it. A box should come up that gives you several options. It is with in that box you can choose how to sort your data.

Remember to back up your information each time you work on your database. I like to use the 2 disc system. I save it to one disc one day then another the next time I work with it.

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