

The Format All System Usage Worksheet

Click on the Format All System Usage menu option to open the Format All System Usage worksheet, as shown in Figure 51.

CAM-TOOL MENU SYSTEM	? Format All System Usage				Count Usage = "X" (Program Totals)		Count Usage = "X" (SubTotal)		Copy Worksheet for Backup		
System Information	CAM-TEST Project										
	FUNCTIONAL_MODULE	SUB_MODULE	DETAIL	USAGE_TYPE	WEIGHT_TYPE	WEIGHT	BASE_VALUE	NUM_SMALL	NUM_LARGE	SNAP	
Benefiting Programs	Alerts	Management	Mgt Alert 1	Shared			20	1	3	X	
	Alerts	Management	Mgt Alert 2	Shared			25	2	2	X	
Allocation Structure	Alerts	Management	Mgt Alert 3	Shared			10	1	1	X	
	Alerts	Staff	Staff Alert 1	Shared			5	2	2	X	
Functional Modules	Alerts	Staff	Staff Alert 2	Shared			5	0	3	X	
	Alerts	Staff	Staff Alert 3	Shared			12	1	4	X	
Sub_Modules	Assessment	Eligibility Verification	None	Shared			150	3	3	X	
Details	Assessment	Searches	None	Shared			125	3	3	X	
	Case Management	Participant Data	Person data	Shared			100	7	4	X	
Weighting System	Case Management	Participant Data	Education	Shared			100	6	1		
	Case Management	Participant Data	Employment	Shared			100	3	3	X	
USAGE AND CAP	Case Management	Participant Data	Grants	Shared			75	5	4	X	
	Case Management	Child and Adult Services	None	Shared			120	3	3	X	
All System Usage	Case Management	Means Tested Services	Interactive Review	Shared			100	3	3	X	
Recipient Counts	Case Management	Means Tested Services	Integration with XNDS	Shared			100	3	3	X	
	Case Management	Means Tested Services	Interface Controllers O	Shared			75	4	3	X	
Shared Usage LOE	Case Management	Means Tested Services	Overpayments Analysis	Shared			120	4	3	X	
	Case Management	Means Tested Services	Quality Control Review	Shared			200	4	3	X	
Cost Allocation Plan	Eligibility	Eligibility Determination	None	Shared			12	3	3	X	
Child Welfare CAP	Financial	Obligations Management	None	Shared			275	4	4	X	
OPTIONAL	Financial	Payment Processing	None	Shared			200	5	4	X	
	Financial	Deposit Processing	None	Shared			200	5	4	X	
Program Summary	Intake	Customer Info Inq	None	Shared			100	7	4	X	
	Intake	Customer Info Maint	None	Shared			100	7	4	X	
Format All System Usage	Intake	Financial Affidavit	None	Shared			100	4	4	X	
Format Shared Usage	Interfaces	INT1	None	Direct			50	0	1		
	Interfaces	INT2	INT2 for TANF	Direct			50	0	1		
Help Menu	Interfaces	INT2	INT2 for CSE	Direct			50	0	1		
	Interfaces	INT3	INT3 for TANF	Direct			50	0	1		

Figure 51 Format All System Usage

Overview. Data was copied from the All Systems Usage worksheet by action of the command button **Format All System Usage (Copy)**.

This worksheet is optional to the basic computations of the CAM-TOOL. You are free to manipulate data, make further calculations, or conduct any customized analyses needed, without affecting CAM-TOOL operations.

Please note that data on this worksheet is completely refreshed whenever you click the **Format All System Usage (Copy)** command button on All System Usage worksheet. You may use the command button **Copy Worksheet for Backup** to preserve any changes you make to the worksheet.

1. Data Copied to the Worksheet.

- Functional Module
- Sub-Module
- Detail
- Usage_Type
- Weight_Type and Weight
- Base Value
- Num_Small and Num_Large
- Program Abbreviation columns
- Program usage indicators ("X")

2. Command Buttons.

- **Count Usage = "X" (Program Totals)** command button. Click this button to highlight a group of system components used by one or more programs and then to tally the number of components used by each program in the group.

- 1) Clicking the button opens the Usage Counts by Program userform.
- 2) Click on the topmost cell of the first program column to be totaled, to anchor the starting point for your selection highlight. Hold the left mouse button and highlight the area to be totaled.

For this calculation, you must select one contiguous area, not separate cells. In Figure 52 below, the FS, TANF, and MED benefiting programs columns are highlighted, and the selection field shows L3:N28 as the area to be totaled.

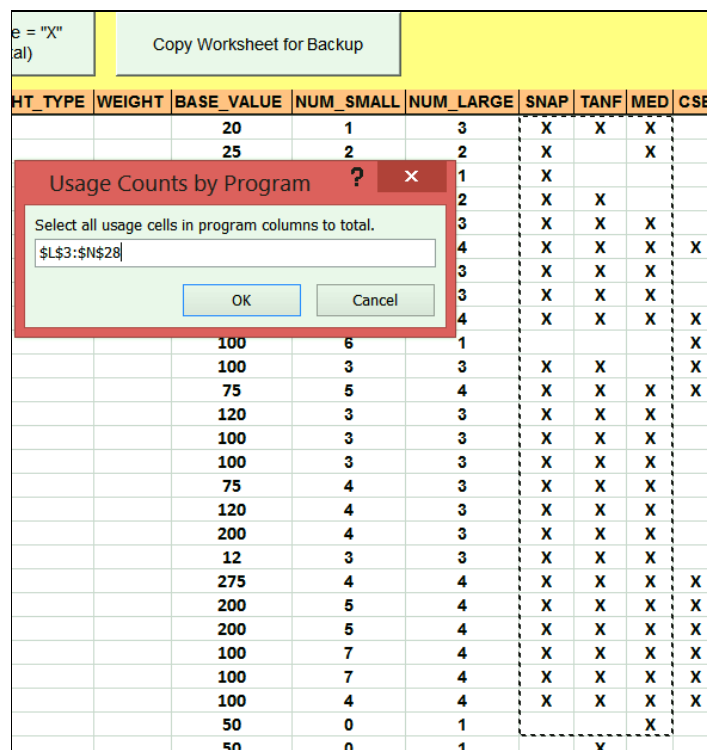


Figure 52 Usage Counts Selected for Program Totals

- 3) Click **OK** to open the Select Output Cells to Display Program Totals userform:

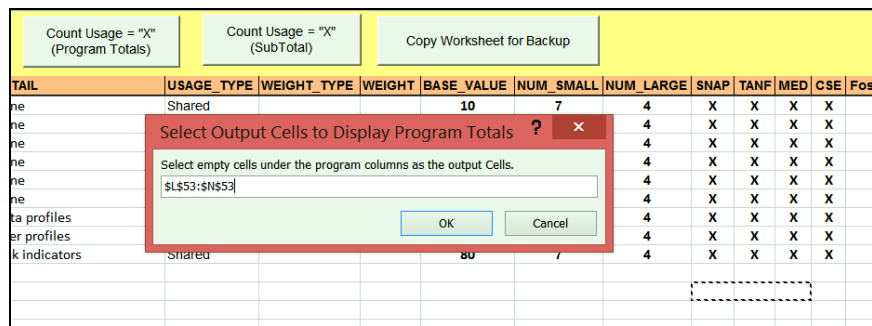


Figure 53 Output Cells Selected for Usage Totals

Select Output Cells: "Select empty cells under the program columns as the output Cells." For this action you need to select adjacent cells below the specific benefiting program columns to display your totals.

Click into an empty cell below the first benefiting program you highlighted to total. Hold down the left mouse button and select adjacent empty cells below all of the program columns that you highlighted to total. In Figure 53, adjacent cells L53:N53 under the FS, TANF, and MED columns have been selected to hold totals.

Clicking **OK** will add the totals into the cells you have selected.

Clicking **Cancel** will close the window with a confirming message box; you will remain in the Format All System Usage worksheet.

- 4) **Note:** the CAM-TOOL does not automatically label the new totals. You need to create a descriptive label for the group of totals in a nearby cell.
 - 5) The **Count Usage = X (Program Totals)** command button can be used to create any number of totals, because the button does not automatically delete or overwrite data. You are able to select where to display and label each new total.
- **Count Usage = "X" (SubTotal)** command button.
Click this button to calculate a single-figure total for a selected group of usage Xs, whether that group is within one column, or drawn across several program columns. Use this button to total a particular set of functions in one or more program columns, such as all Alerts.
 - 1) Clicking the button opens the Subtotal Selected Usage Count userform.
 - 2) Click into a benefiting program column, on the topmost cell to be totaled. Hold the left mouse button and highlight the area to be totaled. The cells you select must be a continuous rectangular area.

You may select all the cells in one program column, or all the cells for a particular program function, across several columns. In Figure 54 below, Security functions are selected for the FS, TANF, and MED programs. The selection field shows L25:N27 will be totaled.

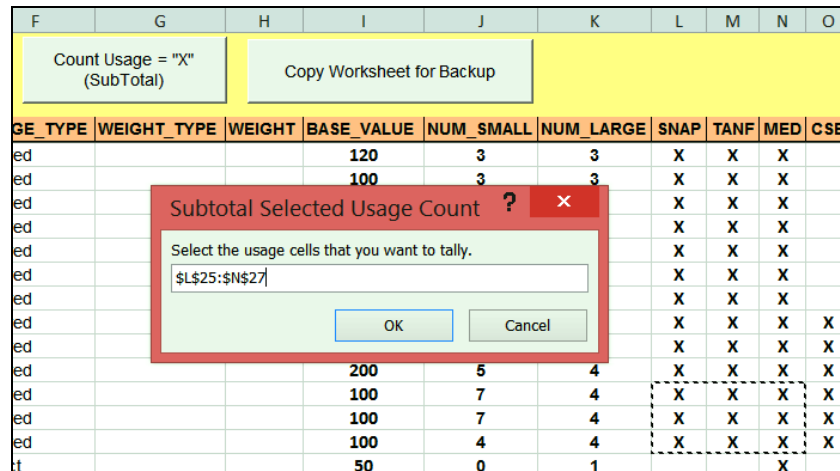


Figure 54 Cells Selected for Usage Total

- 3) Clicking OK opens the Select Output Cell userform. Click into the empty cell you want to display the calculated total. In Figure 55, N53 has been selected to display the total.

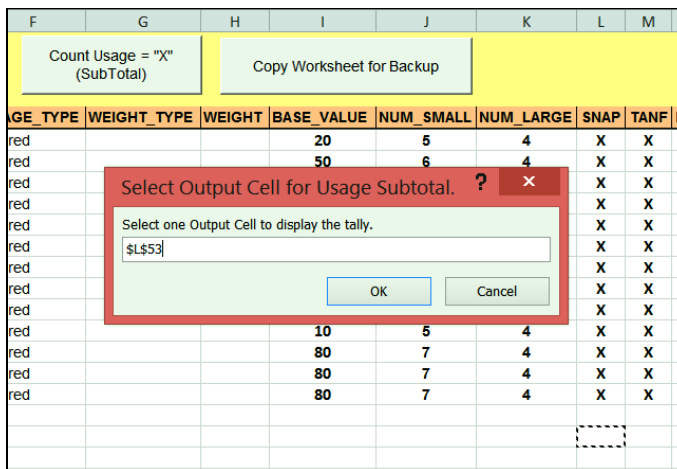


Figure 55 Cell Selected to Display Usage Total

Clicking **OK** will add the total into the cell you have selected.

Clicking **Cancel** will close the userform with a confirming message box; you will remain in the Format All System Usage worksheet.

- 4) **Note:** The CAM-TOOL does not automatically label the new total. You need to create a descriptive label for each total in a nearby cell.
- 5) You may use the **Count Usage=X (Sub Total)** command button to create any number of totals, because the button does not automatically delete or overwrite data, and you are able to select where to display and label each new total.

- **Copy Worksheet for Backup** command button.

Clicking the button copies the entire worksheet tab, creating a new tab with the title `FORMAT_ALL_SYSTEM_USAGE_(2)`. Right-click the new worksheet tab and choose to Rename your tab with a scenario-specific name. You may further copy data from the worksheet copy out to another Excel workbook to examine or manipulate further.

NOTE: Data on this worksheet is refreshed completely whenever the **Format All System Usage (Copy)** command button is pressed on the All System Usage worksheet. If you have altered or added to data and wish to preserve a copy, use the **Copy Worksheet for Backup** command button to copy the worksheet.

3. **Data Copied form Worksheet.** No data copied by the CAM-TOOL.
4. **Worksheet Calculation.** None provided by the CAM-TOOL.
5. **Required Fields needed for the CAM-TOOL automated calculations.** None.