

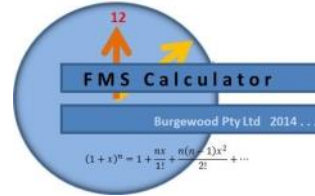
Manual for the FMS Calculator

This is a basic manual for the use of FMS Calculator we also recommend you play with the program to familiarise yourself with its operation.

Set up Excel

Excel needs to be macro enabled – this is a basic setting for your Excel program and easy to set.

1. Open a blank Excel spreadsheet
2. On the top toolbar open the 'Tool' menu
3. Select 'Macros' and open 'Security' and set security to 'medium'
4. Close Excel – this will allow Excel to accept macro programs



FMS Calculator

1. To use FMS Comparator – open the program and enable macros
2. Accept the flash screen – this is our EULA (End User License Agreement) meaning we warranty this product and that as an End User agrees not to reverse engineer, on-sell this product.
3. The program opens directly into the input page of the first driver (all other drivers located at bottom).
4. You are able enter information into the pale yellow cells only – all are mandatory except Location.
5. Enter your reference number, if you don't have reference then add anything other than 'N'.
6. Tab to or mouse the cursor down to the date field – as the regulations upon calculations over a period of 14 days, then dates need to be entered sequentially.
7. Move the cursor to the first pale yellow END time cell – enter times in as hh:mm. FMS Calculator, as do all the FMS suite of programs work on the principle "if you are resting, you cannot be working; if you are working you cannot be resting" therefore, you only need to enter the end time of each activity.
8. Enter the end time of each activity and move down to enter the next time – as the program is a rolling 24 hour clock, then the last time entered must be 24.00.
9. When complete press 'submit data'.

To reset

Press Alt r – this will reset all the fields – very useful if something weird happens.

As times are being entered, the program checks against the regulations. If a breach occurs, it is identified at the point the time is entered. If you wish to check the validity of a breach you can 'open' two check boxes.

Press 'Alt h' or 'Alt Shift h' these boxes return work/rest information

As each date is submitted, FMS Calculator will examine the regulations for the two current levels (basic and TFMS) and expose any breaches in red.

If a specialised report is required, we suggest you copy and paste the history database found at the bottom of the sheet into a new sheet and manipulate the data to your requirements.