

After clicking SETUP the planner will be built automatically. The Setup sheet will be changed as below:

© Stone Productions		Simple Smart Planner		Your Planner is set up on sheet: Planning 2016														
Year:	Planner											Colour Codes:						
2016	StonePro											0	1	2				
		Preset Values	Remark	Colour Code														
# Groups	5	1	t1	remark pr1	4	2	3	4	5	6	7	8	9	10	11	12	13	14
# Elements	5	2	t2	remark pr2	6	15	46	52	11	36	21	31	30	51	15	16	17	
lines / quarter	30	3	t3	remark pr3	8	16	45	50	55	19	29	42	53	49	18	19	20	
Group-1	1	4	t4	remark pr4	32	48	44	14	32		54	33	18	47	21	22	23	
Element-1	1	5	t5	remark pr5	5	56	27	12	23	24	39	28	22	17	24	25	26	
Element-2	2				1	1	35	43	41	20	38	34	40	37	27	28	29	
Element-3	3														30	31	32	
Element-4	4														33	34	35	
Element-5	5														36	37	38	
Group-2	2														39	40	41	
Element-1	1														42	43	44	
Element-2	2														45	46	47	
Element-3	3														48	49	50	
Element-4	4														51	52	53	
Element-5	5														54	55	56	
Group-3	3																	
Element-1	1																	
Element-2	2																	
Element-3	3																	
Element-4	4																	
Element-5	5																	
Group-4	4																	
Element-1	1																	
Element-2	2																	
Element-3	3																	
Element-4	4																	
Element-5	5																	
Group-5	5																	
Element-1	1																	
Element-2	2																	
Element-3	3																	
Element-4	4																	
Element-5	5																	

Adjust Colours

Work Sequence:

- 1 Enter Year and Name for Planner
- 2 Enter number of Groups and Elements
- 3 Set Preset values *
Text = text that will fill day-cell
Remark = text that will entered in first day-cell of period
Color Code = number representing fill colour for cell
- 4 Click SETUP
=> your planner will be build
- 5 Enter the names for your Groups and Elements

On the Planner you can:

- Select period (number of day-cells) and click a Preset button **
- or Enter Text, Remark and Colour Code, then select a period and click the Plan button => the period will be filled automatically
- Select a Group Name and click the Expand/Collapse button to expand a group and show its elements
- Select an Element Name and click the Expand/Collapse button to collapse the group and hide its elements

* Preset Values can always be changed after initial Setup
** Preset Remark will be filled in unless a comment is entered on the Remark input field of the planner

You can set up your Group and Elements names. You can also still change the Preset Text, Remark and Colours. For example:

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Year:	Planner											Colour Codes:						
2016	StonePro											0	1	2				
		Preset Values	Remark	Colour Code														
# Groups	5	1	AL	Annual Leave	4	2	3	4	5	6	7	8	9	10	11	12	13	14
# Elements	5	2	C	Course	6	15	46	52	11	36	21	31	30	51	15	16	17	
lines / quarter	30	3	T	Duty Travel	8	16	45	50	55	19	29	42	53	49	18	19	20	
Group-1	1	4	TS	Trade Show	32	48	44	14	32		54	33	18	47	21	22	23	
Element-1	1	5	A	Audit	44	56	27	12	23	24	39	28	22	17	24	25	26	
Element-2	2				1	1	35	43	41	20	38	34	40	37	27	28	29	
Element-3	3														30	31	32	
Element-4	4														33	34	35	
Element-5	5														36	37	38	
Group-2	2														39	40	41	
Element-1	1														42	43	44	
Element-2	2														45	46	47	
Element-3	3														48	49	50	
Element-4	4														51	52	53	
Element-5	5														54	55	56	
Group-3	3																	
Element-1	1																	
Element-2	2																	
Element-3	3																	
Element-4	4																	
Element-5	5																	
Group-4	4																	
Element-1	1																	
Element-2	2																	
Element-3	3																	
Element-4	4																	
Element-5	5																	
Group-5	5																	
Element-1	1																	
Element-2	2																	
Element-3	3																	
Element-4	4																	
Element-5	5																	

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** Preset Remark will be filled in unless a comment is entered on the Remark input field of the planner

Your Planner is ready for use:

Expand/Collapse		2016	text	BC	Remark	color code	Plan	6	36	19	15	2	46	45	44	40	41	17	33	28	34	36	41	35	7	39	38	37	24	0	1	Annual Leave	2	Course	3	Duty Travel	4	Trade Show	5	Audit																						
Year	2016																																																													
Month	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																			
Week	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																
Day	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su													
Date	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3
Marketing Sales IT Warehouse Admin																																																														

You can Expand or Collapse each Group as desired for display/printout. Execute your Planning simply by selecting cells and using the buttons. The Plan button uses the text, remark and colour as entered on the Planning sheet. (The Preset buttons uses these parameters from the Setup sheet)

Expand/Collapse		2016	text	BC	Remark	Banner Campaign	color code	Plan	6	36	19	15	2	46	45	44	40	41	17	33	28	34	36	41	35	7	39	38	37	24	0	1	Annual Leave	2	Course	3	Duty Travel	4	Trade Show	5	Audit																					
Year	2016																																																													
Month	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1									
Week	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
Day	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su						
Date	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3
Marketing						15																																																								
Sales						15																																																								
IT						15																																																								
Warehouse						15																																																								
Admin						15																																																								

Isn't that a Simple but Smart Solution for your Year Planning needs?

