# MTM Material Tracking Spreadsheet

## User Tutorial

\*\*Spreadsheet Link:\*\*

[MTM Spreadsheet](https://docs.google.com/spreadsheets/d/1pjIkHEF0DaEz6ePuCkf7kOp4KsIKDP7W3TLXxj9XQsM/edit)

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## 1. Introduction

Welcome to the MTM Material Tracking Spreadsheet!

This guide will help you efficiently use the spreadsheet, automate your data entry, and maintain organized records for both buildings.

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## 2. Overview of Sheets and Buildings

The spreadsheet is organized by building:

- \*\*Expo\*\*: For Building 1 – all materials received in this building are entered here.

- \*\*Vits\*\*: For Building 2 – use this tab for materials in the second building.

- \*\*History 2025\*\*: Central archive for finalized records from both buildings.

- \*\*Peice to Weight Calculator\*\*: A tool for calculating piece counts, weights, and packing estimates.

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## 3. Entering Data in Expo & Vits (Building 1 & 2)

### Expo Sheet (Building 1)

- Use this sheet for all material received in \*\*Building 1\*\*.

- Fill out each column: Quantity, Material ID, PO Number, Employee, Heat, Date, Initial Location, Employee ID.

- The \*\*Employee ID\*\* (cell I1) will auto-fill as you add rows.

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### Vits Sheet (Building 2)

- Use this sheet for all material received in \*\*Building 2\*\*.

- The columns and buttons are the same as Expo, but data here is specific to Building 2.

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### Automation Features

- \*\*Auto Uppercase\*\*: Text entries (like Material ID, PO Number, Employee, etc.) are automatically converted to uppercase.

- \*\*PO Number Formatting\*\*: Enter a 5- or 6-digit PO and it will be automatically formatted (e.g., "PO-012345").

- \*\*Material ID Formatting\*\*: Codes starting with MMC or MMF are padded to 10 characters (e.g., "MMC0001234").

- \*\*Auto Date\*\*: The date is filled automatically.

- \*\*Auto Fill Button\*\*: Use the "Auto Fill" button to quickly fill blank cells in your row with the value from above.

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## 4. Archiving Data to History 2025

When you are ready to archive your entries from either building:

- Click the green \*\*Save to History\*\* button.

- All rows are transferred to \*\*History 2025\*\* and cleared from \*\*Expo\*\* or \*\*Vits\*\*.

- This ensures records are preserved and prevents further edits or label printing for those rows.

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## 5. Using the Piece to Weight Calculator

- Go to the \*\*Peice to Weight Calculator\*\* tab.

- Enter \*\*Total Weight\*\* and \*\*Total Parts\*\* at the top.

- Fill in your piece counts per group and the rest is calculated automatically (percentages, corrected weights, number of boxes, skid heights, etc.).

- Great for logistics, packing, and shipping estimates.

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## 6. Tips & Automation Features

- \*\*Dropdowns and Validations\*\*: Dropdowns are auto-generated for search and selection fields, so you always select valid options.

- \*\*Consistent Formatting\*\*: All codes and numbers are standardized for searching and reporting.

- \*\*Color Coding in History\*\*: The \*\*History 2025\*\* sheet uses alternating colors for different dates.

- \*\*Two Buildings, One Archive\*\*: Both buildings' records go into the same History sheet, keeping your records centralized.

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## 7. Frequently Asked Questions

\*\*Q: How do I archive completed records from my building?\*\*

A: Use the "Save to History" button in Expo (Building 1) or Vits (Building 2). Confirm the prompt—your data moves to History 2025.

\*\*Q: How do I ensure my Material ID or PO is formatted correctly?\*\*

A: Enter the value in the cell; the script will auto-format it for you.

\*\*Q: How do I fill down repeated values quickly?\*\*

A: Use the "Auto Fill" button to copy values from the row above.

\*\*Q: Can I use the calculator for packing and shipping planning?\*\*

A: Yes—enter your weights and part counts to get instant box and skid estimates.

\*\*Q: Where do I find all past records from both buildings?\*\*

A: The \*\*History 2025\*\* sheet contains all archived records from both Expo and Vits.

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For further help, contact your spreadsheet administrator.

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\*\*How to use this tutorial in Microsoft Word:\*\*

1. Open Microsoft Word and create a new document.

2. Copy all the content from this file and paste it into your document.

3. To enable collapsible sections, select the section titles (e.g., "## 3. Entering Data..."), and apply Heading 1, Heading 2, etc., from the Styles group on the Home tab.

4. Save your document. Collapsible sections will be available in Word 2016 and later when using the Navigation Pane or by clicking the arrows next to headings.