



Excel Formatter

User Manual

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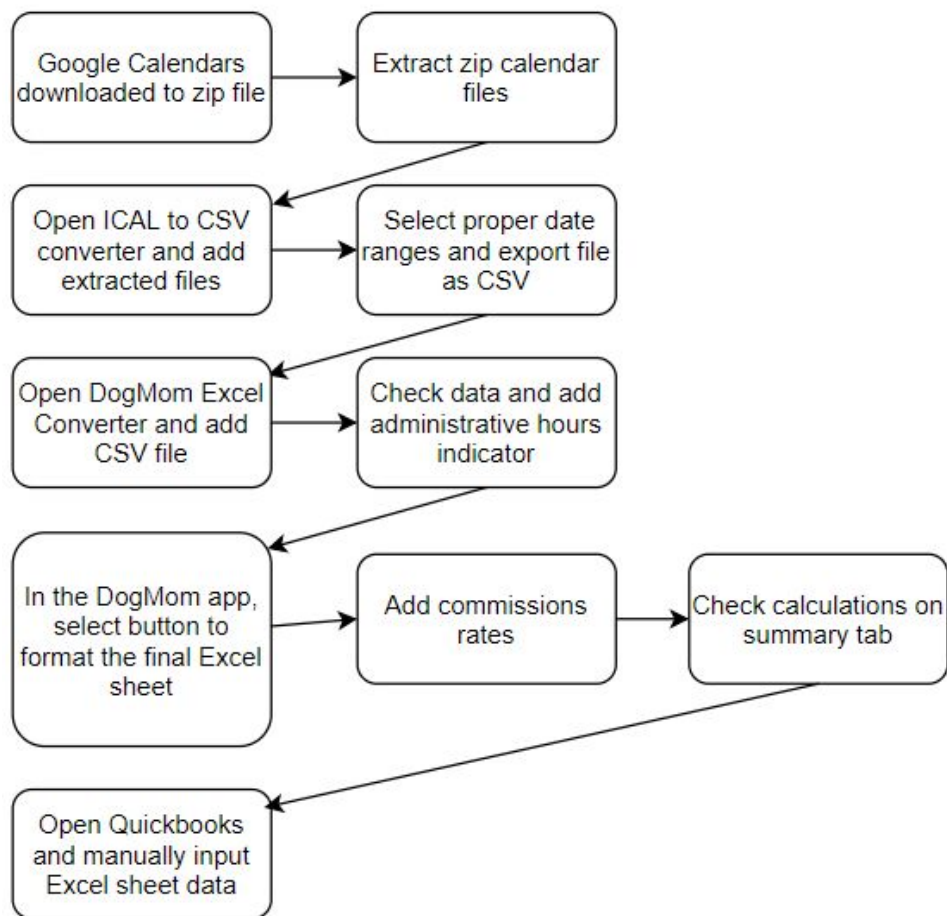
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1.0 General

1.1 Introduction and Purpose

This application serves as a bridge between 20+ different Google Calendars and Excel. This application takes data input from Google Calendars (.ics file), and outputs a usable formatted Excel spreadsheet (.xlsx file). The application itself will be in the form of a Windows Desktop Application that utilizes a push-and-pull parsing procedural tool or language that will extract data from Google Calendar's API and then format it in Excel with cell populating functions in a language like C# or JavaScript. After the Excel spreadsheet is created it can be used by Professional Dog Mom to manually input payroll data into Quickbooks. This application will be simple enough for any employee to use and maintain.

2.0 Process Flowchart



3.0 File Downloads

3.1 Google Calendar converter application (ICAL to CSV Converter)

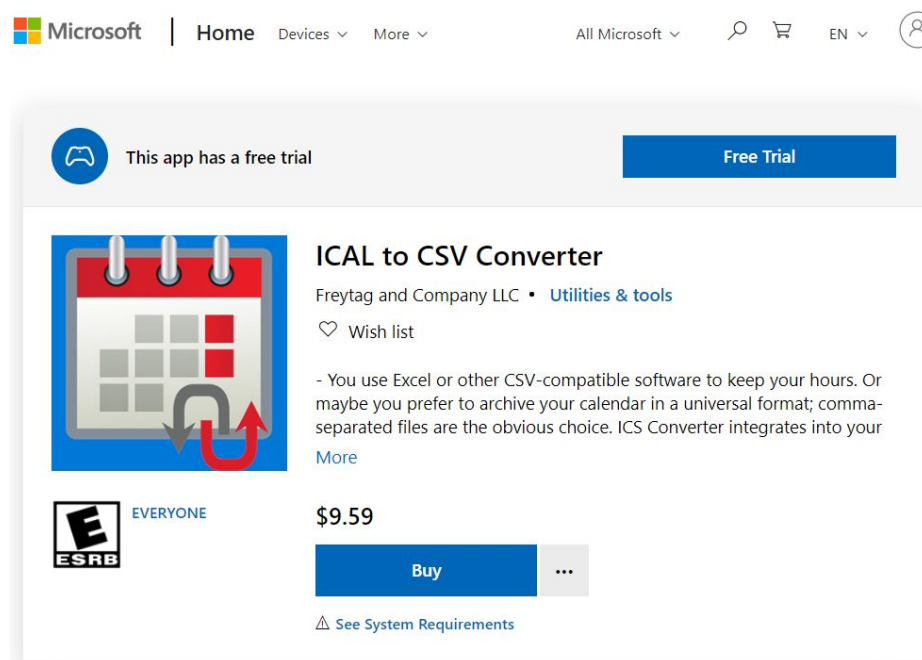
3.1.1 Google Calendar converter application purpose

This application is used to convert Google Calendar files into a usable format to initiate the Excel formatting application.

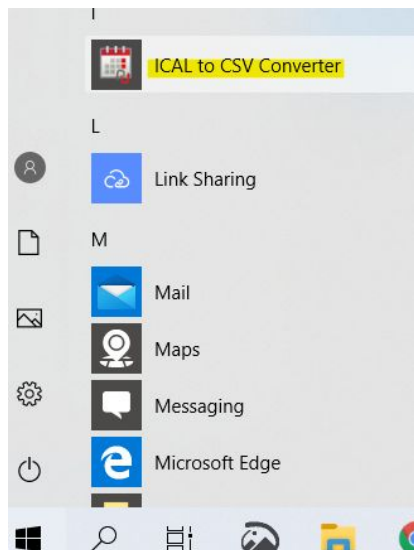
3.1.2 Google Calendar converter application download process

Download the ICAL to CSV Converter from the Microsoft store located [here](#) for \$9.59:

<https://www.microsoft.com/en-us/p/ical-to-csv-converter/9p801wd6flvz?activetab=pivot:overviewtab>



After the application is purchased, install the ICAL to CSV Converter onto the host PC. The file will be downloaded and installed onto the PC.



The download for this application is complete.

3.2 Excel converter application (DogMom Excel Formatter)

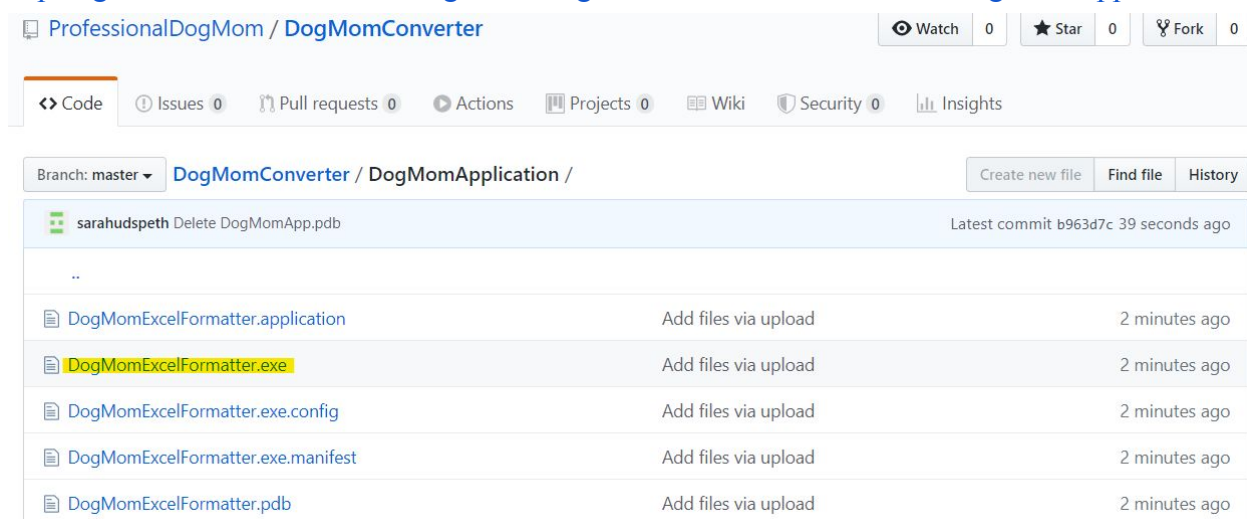
3.2.1 Excel Formatter application purpose

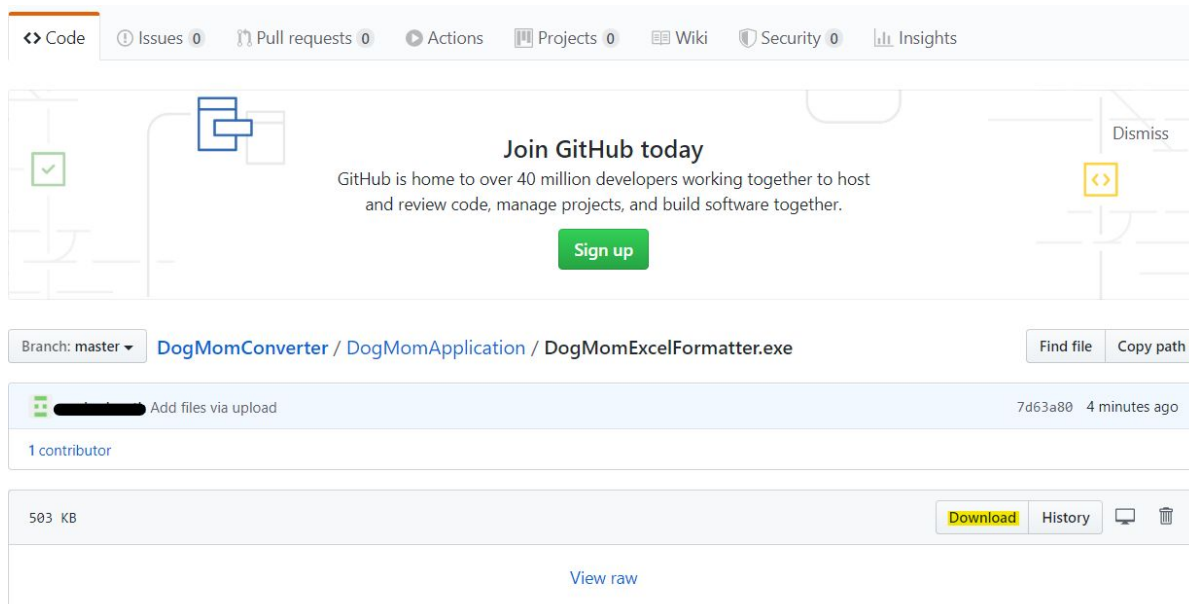
This application is used to convert formatted calendar files into formatted Excel files.

3.2.2 Excel Formatter application download process

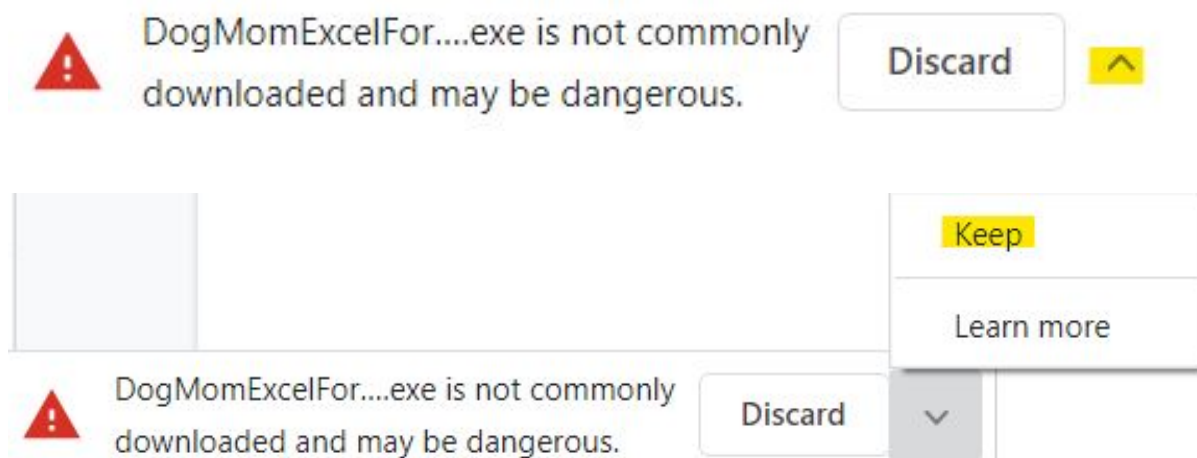
Download the DogMomExcelFormatter.exe application file from GitHub linked [here](https://github.com/ProfessionalDogMom/DogMomConverter/tree/master/DogMomApplication) onto the PC.

<https://github.com/ProfessionalDogMom/DogMomConverter/tree/master/DogMomApplication>

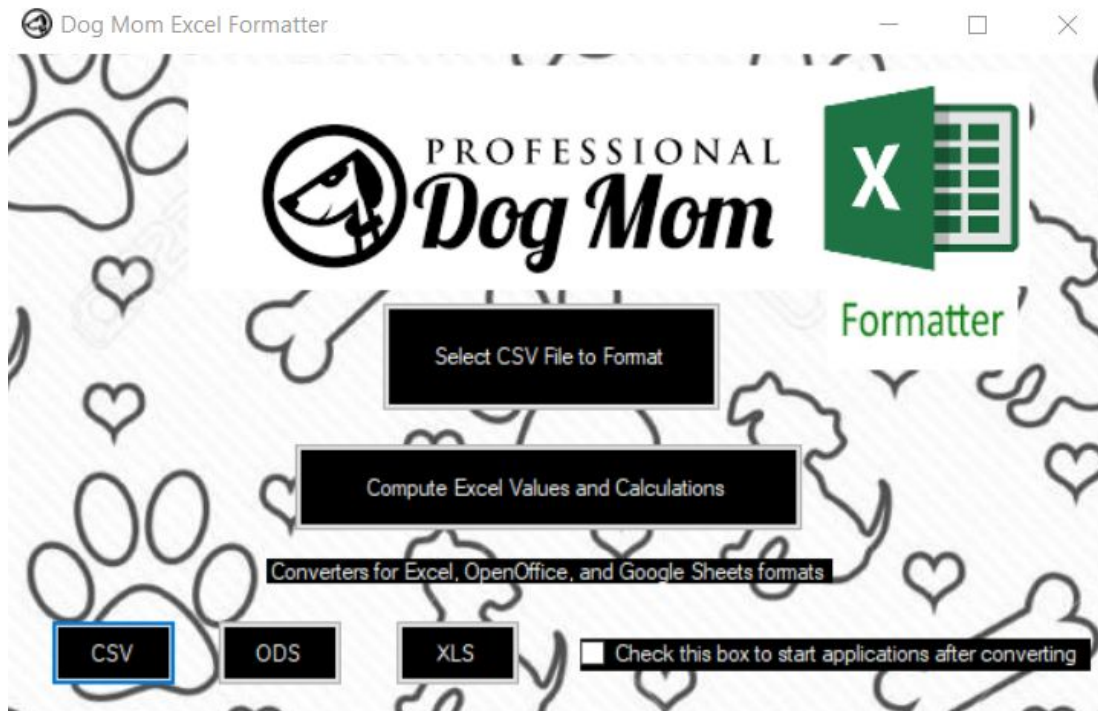




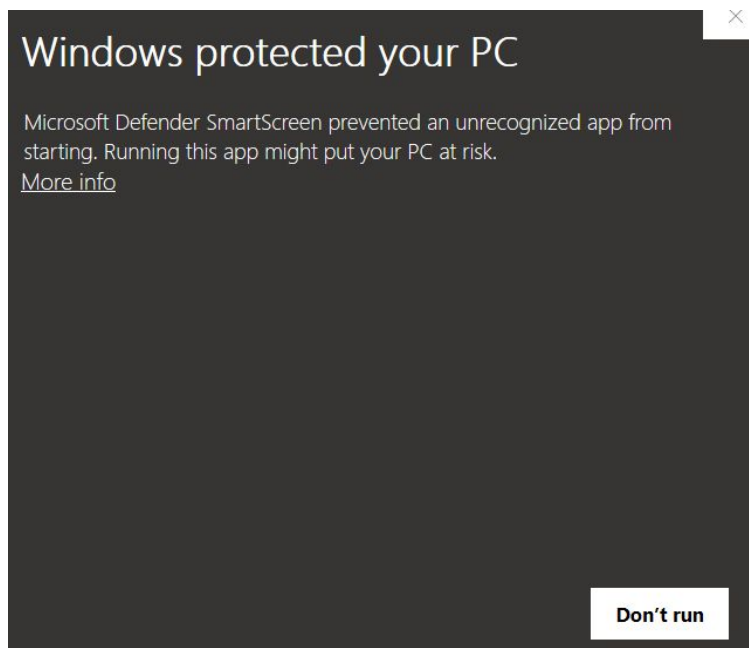
If you get an error after clicking “Download”, make sure to click on the arrow and select “Keep”

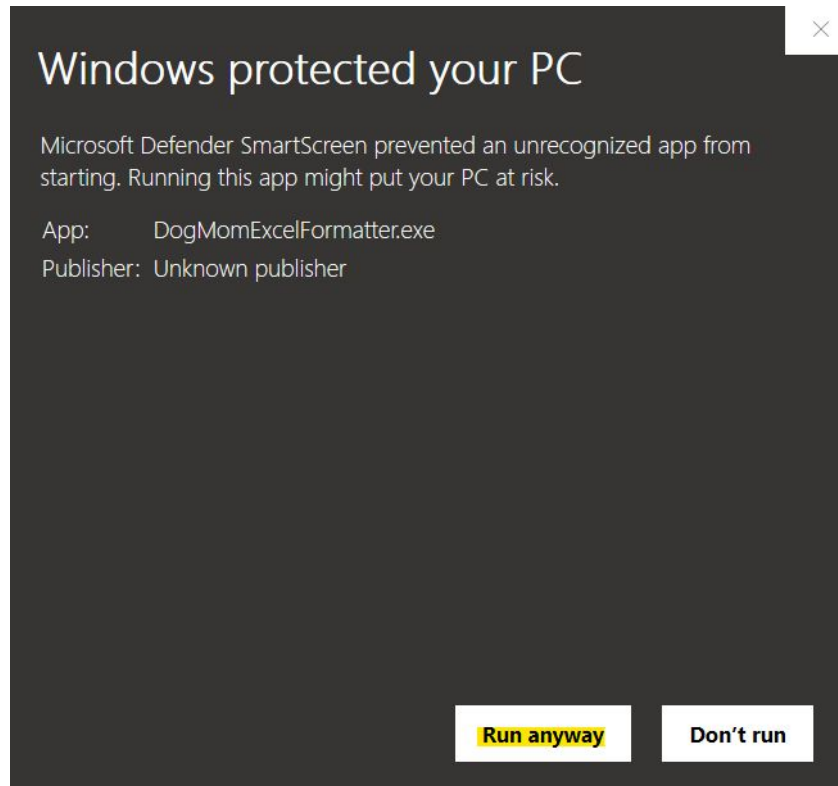


After the file has been downloaded, click on the DogMomExcelFormatter.exe file to ensure it opens.



This is the desktop application file needed to complete the Excel formatting. If an error pops up such as the one indicated below, click on “More info” and select “Run Anyway”.



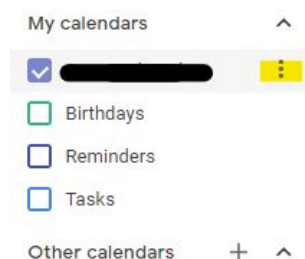


The download for this application is complete.

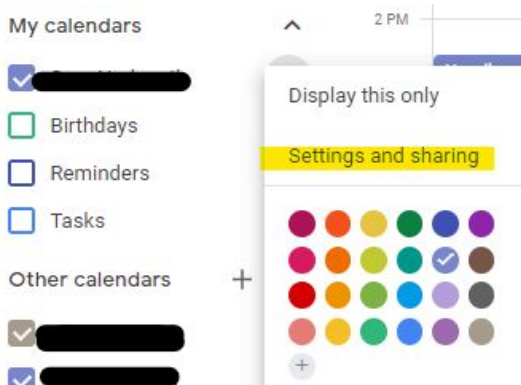
4.0 System Operation

4.1 Data Input Process

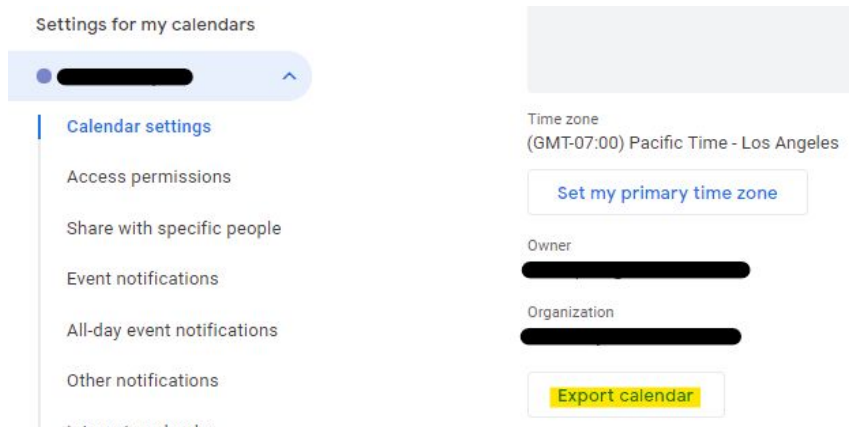
To download a Google Calendar, first go to the Google Calendar, in the left column click on the three dots to view “Options”.



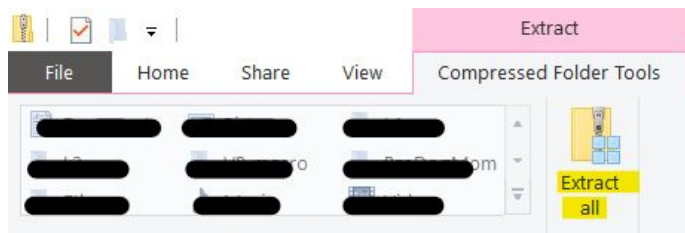
Click “Settings and Sharing”.



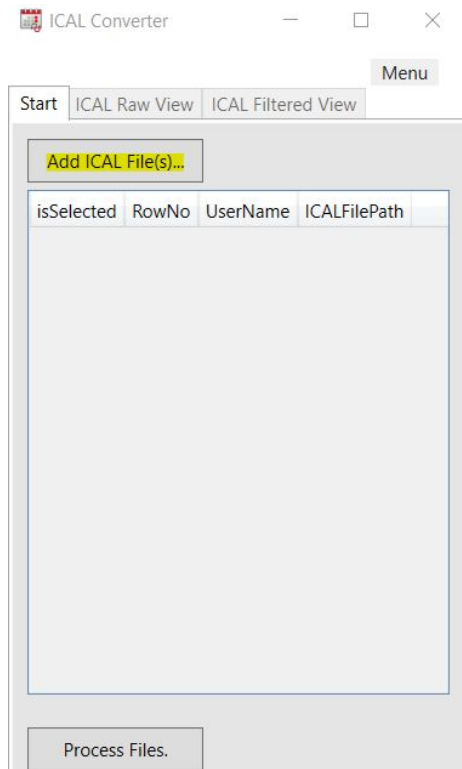
Then “Export Calendar” to save the file.



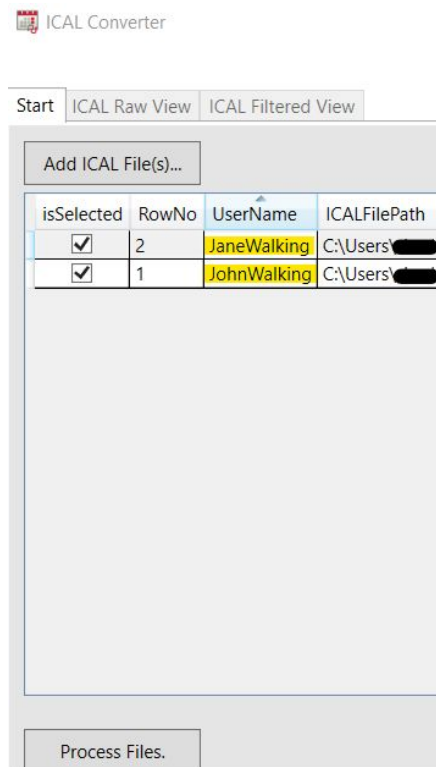
A zip file will then be created automatically. Open the zip folder, and extract the calendar into an appropriate folder.



Open ICAL Converter application to add every exported calendar file(s) desired for the current payroll.



Add the name of the file/calendar in the “UserName” field.



Select “Process Files” to view the imported data.

 ICAL Converter

Start **ICAL Raw View** ICAL Filtered View

Add ICAL File(s)...

isSelected	RowNo	UserName	ICALFilePath
<input checked="" type="checkbox"/>	2	JaneWalking	C:\Users\shuds
<input checked="" type="checkbox"/>	1	JohnWalking	C:\Users\shuds

Process Files.

Click on the “ICAL Filtered View” tab to display set date ranges.

 ICAL Converter

Start **ICAL Raw View** **ICAL Filtered View** Menu

☒ Refresh Data from "ICAL Raw View" Grid and Apply following....

Convert iCAL's UTC Dates To Set Date Range

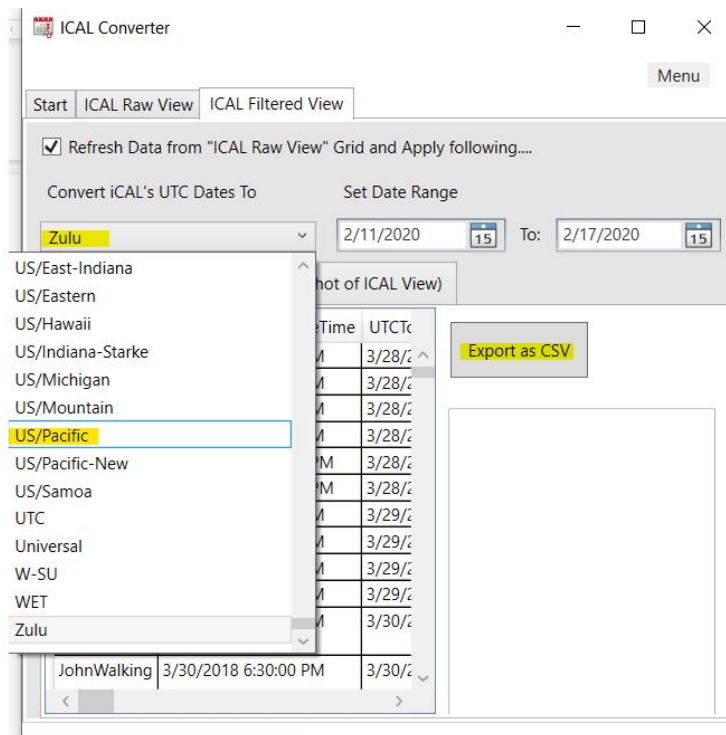
Zulu To:

ICAL View TSD View (From Snapshot of ICAL View)

UserName	UTCToLocalStartDateTime	UTCToLocalEndDateTime
JaneWalking	3/28/2018 4:00:00 PM	3/28/2018 4:00:00 PM
JohnWalking	3/28/2018 4:00:00 PM	3/28/2018 4:00:00 PM
JaneWalking	3/28/2018 8:30:00 PM	3/28/2018 8:30:00 PM
JohnWalking	3/28/2018 8:30:00 PM	3/28/2018 8:30:00 PM
JaneWalking	3/28/2018 10:00:00 PM	3/28/2018 10:00:00 PM
JohnWalking	3/28/2018 10:00:00 PM	3/28/2018 10:00:00 PM
JaneWalking	3/29/2018 4:00:00 PM	3/29/2018 4:00:00 PM
JohnWalking	3/29/2018 4:00:00 PM	3/29/2018 4:00:00 PM
JaneWalking	3/29/2018 9:30:00 PM	3/29/2018 9:30:00 PM
JohnWalking	3/29/2018 9:30:00 PM	3/29/2018 9:30:00 PM
JaneWalking	3/30/2018 6:30:00 PM	3/30/2018 6:30:00 PM
JohnWalking	3/30/2018 6:30:00 PM	3/30/2018 6:30:00 PM

Export as CSV

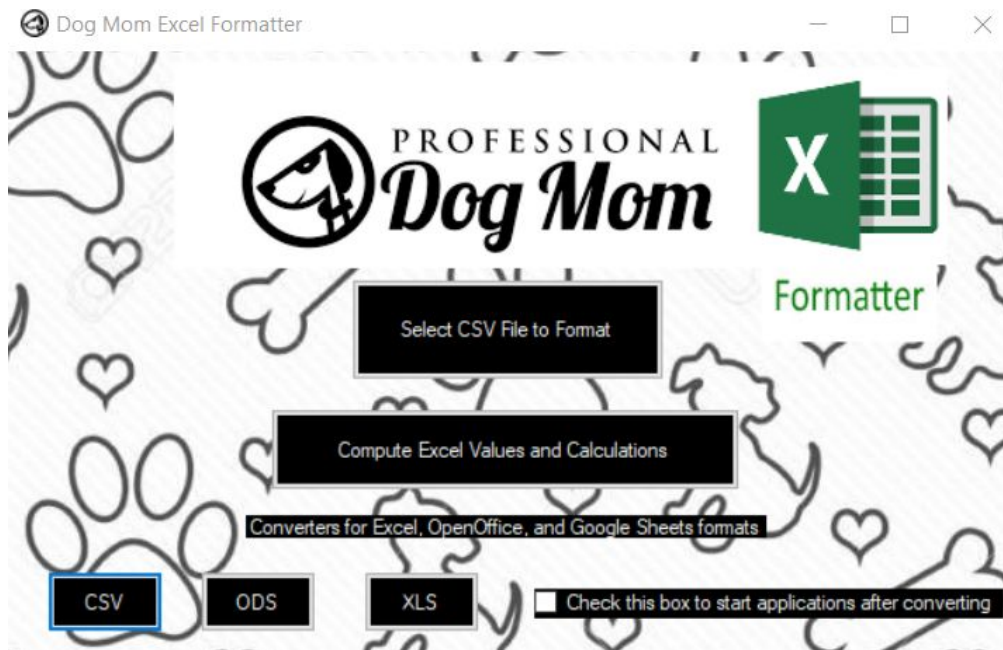
Select the appropriate date ranges, change the time zone from “Zulu” to “US/Pacific”, then click “Export as CSV”.



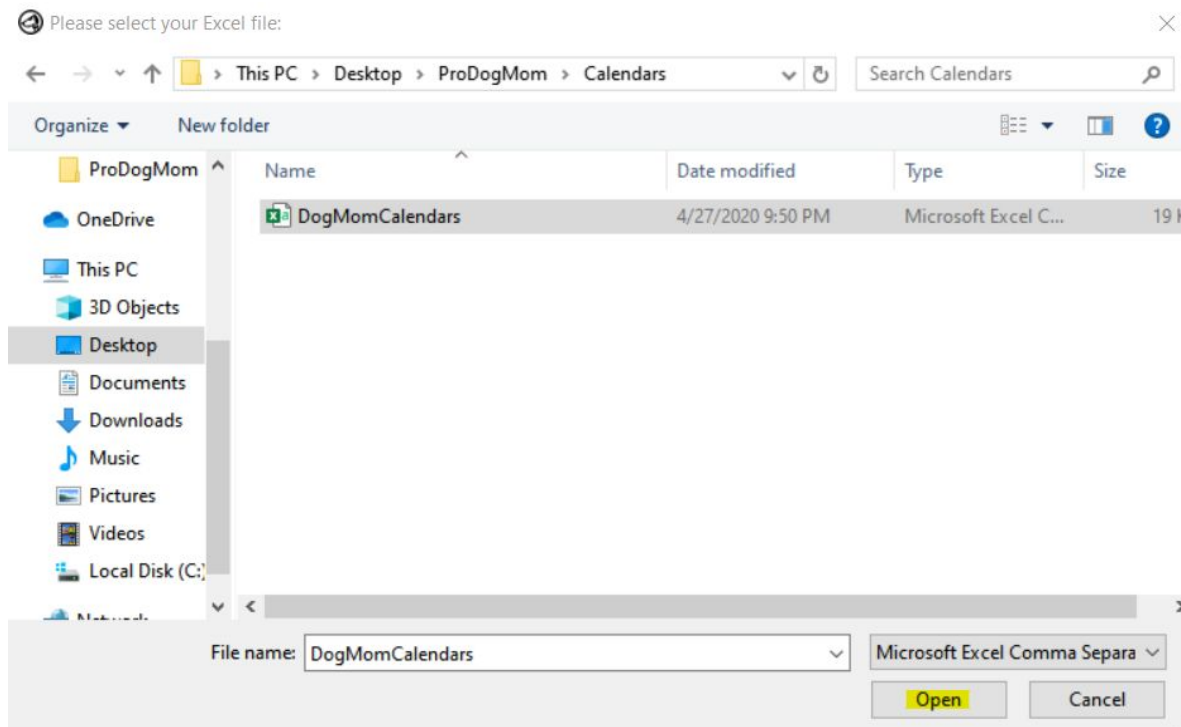
Name and save the CSV as appropriate.

4.2 Data Output Process

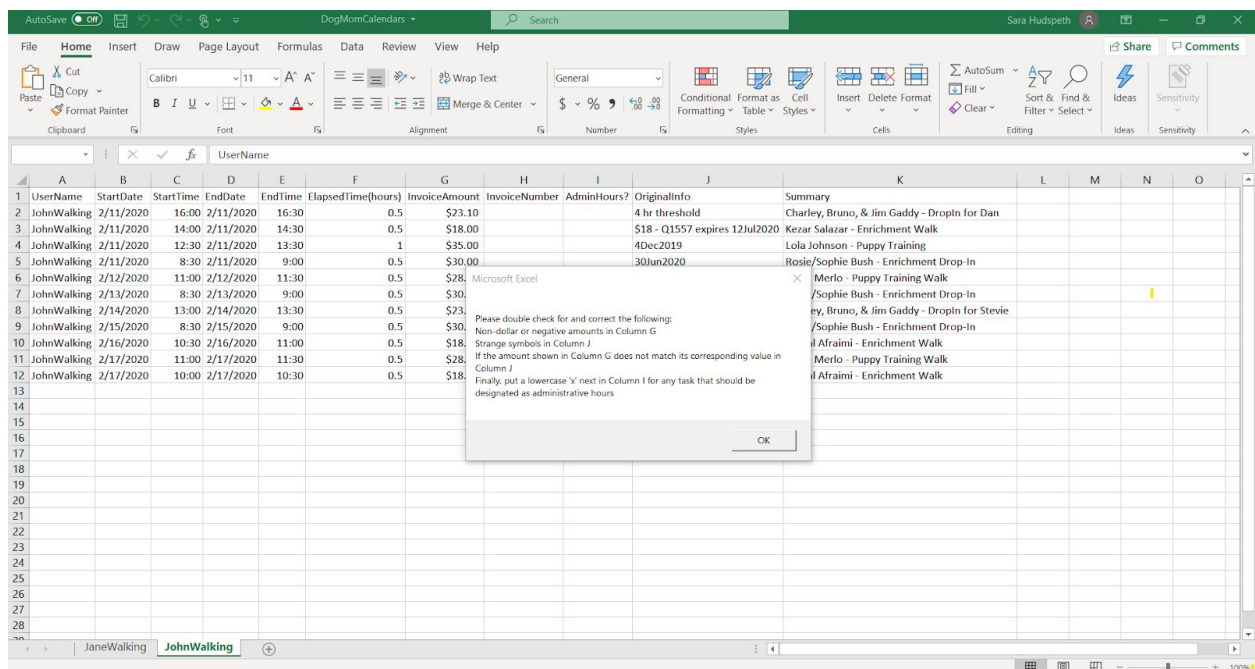
Open the DogMom application.



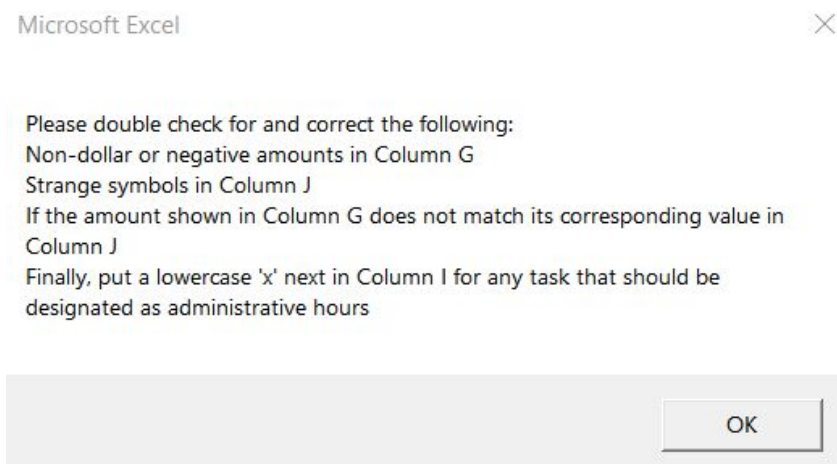
Click the “Select CSV File to Format” button to add the Excel calendar. This will bring up the File Explorer menu for file selection. Select “Open” when the desired file is selected.



After selecting “Open”, do not touch until the process is complete. The application will open Excel, create a new module and run code to format the Excel file.



Make sure to notice and double check the information on the spreadsheet output is correct.

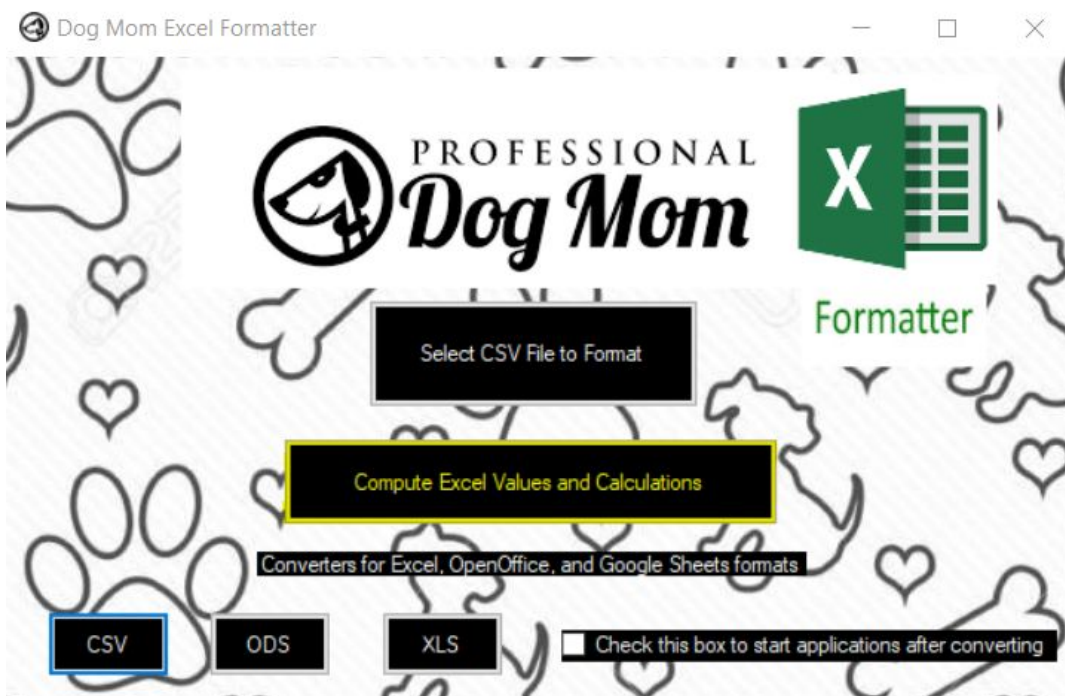


Now the unformatted spreadsheet is ready for calculations and final formatting.

In the event of errors, please close all files and applications, and restart the process again.

4.3 Execution Process

Keeping the DogMom application open and the unformatted spreadsheet open, select “Compute Excel Values and Calculations”. After clicking the button, do not touch until the process is complete.



The application will then open the final Excel spreadsheet. A prompt will pop up initially to enter in commission rates for each Calendar within the spreadsheet. Click “OK” when completed, or “exit” if commission rates are not required.

Microsoft Excel

What is the Commission for JaneWalking? (Please enter as a decimal i.e. 0.67)

If you do not want to run calculations, type 'exit'.

OK

Cancel

The final Excel spreadsheet will have the summary sheet as the first tab, with each added calendar as additional tabs.

AutoSave Off DogMo... Sara Hudspeth

File Home Insert Draw Page Layout Formulas Data Review View Help Share

Paste Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing Ideas Sensitivity

E22

	A	B	C	D	E	F	G
1	Summary Data						
2	Employee Name	Commission (Enter as Decimal)	Admin Hours	Walking/Sitting Hours	Total Hours Worked	Total Pay	
3	JaneWalking	0.65	0	10	10	\$284.12	
4	JohnWalking	0.7	0	6	6	\$196.84	
5							
6							

Summary Data JaneWalking JohnWalking

100%

Finally, double check calculations are correct and save the Excel file as needed. If other file formats are required, click on the appropriate button to convert the file, and select the checkbox “Check this box to start applications after converting”.



Save any finished files. Manually import information into QuickBooks for payroll processing.