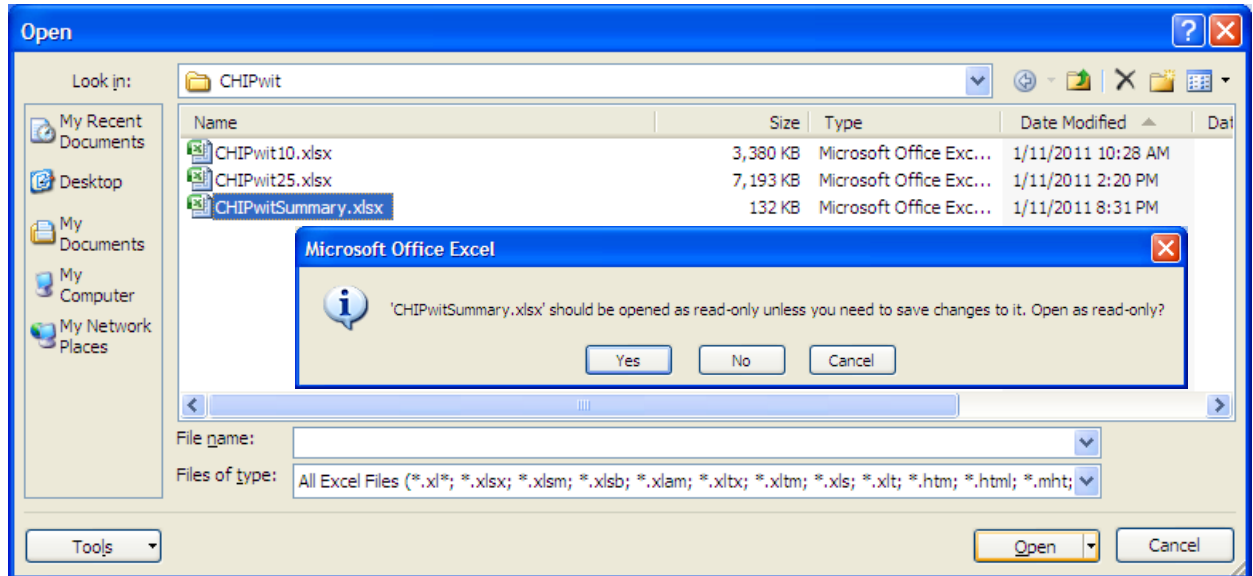
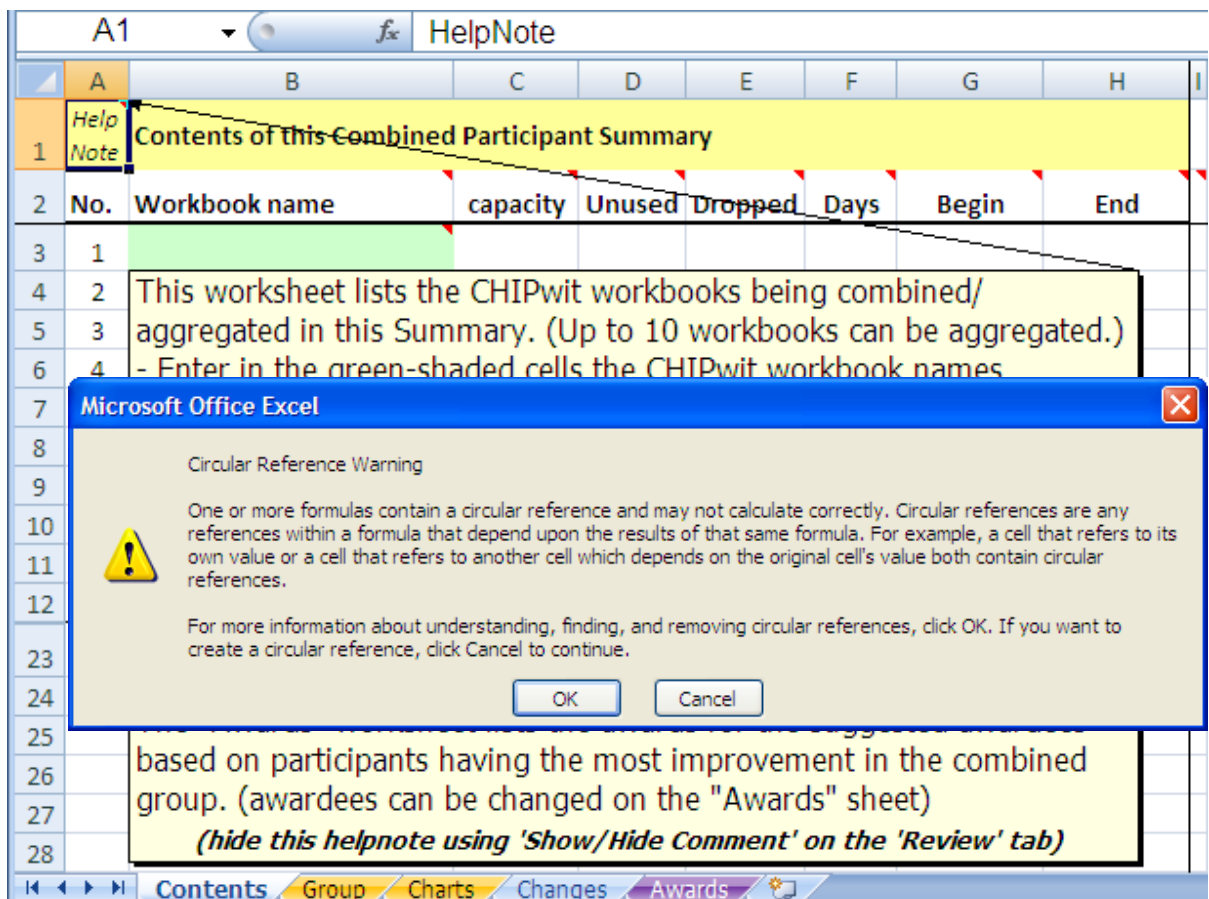


## CHIPwitQuickSummary Guide – How to Combine CHIP Sessions and Aggregate Totals for a Group

1. Open the CHIPwitSummary master copy as 'Read only'. You will use a 'Save-as' to save a copy of the workbook with a suitable name that will identify the totals for the group.



2. Read the pop-up help note and then use 'Show/Hide Comment' on the 'Review' tab to hide the box so you can begin using the workbook. (Anytime the "Circular Reference Warning" appears, click "Cancel" to continue.)



A1 HelpNote								
Contents of this Combined Participant Summary								
No.	Workbook name	capacity	Unused	Dropped	Days	Begin	End	
1								
2								
3	1							
4	2							
5	3							
6	4							
7	5							
8	6							
9	7							
10	8							
11	9							
12	10							
23	0	0	0	0	#####	1/0/1900	1/0/1900	

Glide the pointer over the headings to read the helpnotes explaining the contents of the worksheet.

B3								
Contents of this Combined Participant Summary								
No.	Workbook name	capacity	Unused	Dropped	Days	Begin	End	Filenames
1								
2								
3	1							
4	2							
5	3							
6	4							
7								
8								
9								
10								
11	9							
12	10							
23	0	0	0	0	#DIV/0!	1/0/1900	1/0/1900	

Note that the names of the workbooks to be combined (aggregated) in the summary must be entered into the shaded cells in column-B. Up to ten workbook sessions can be combined into a single Summary.

The cell formulas do not work properly until the workbooks are opened.

B5								
Contents of this Combined Participant Summary								
No.	Workbook name	capacity	Unused	Dropped	Days	Begin	End	
1								
2								
3	1 Jan'11 CHIPwit10	#REF!	#REF!	#REF!		#REF!	#REF!	
4	2 CHIPwit10x.xlsx	#REF!	#REF!	#REF!		#REF!	#REF!	
5	3							
6	4							

Click each name in the list to open the workbooks entered in the shaded cells to open the files.

Contents of this Combined Participant Summary <a href="#">Click to begin</a>								
No.	Workbook name	capacity	Unused	Dropped	Days	Begin	End	Filenames
1	Jan'11 CHIPwit10	10	6		35	1/31/2011	3/7/2011	[Jan'11 CHIPwit
2	CHIPwit10z	#REF!	#REF!	#REF!		#REF!	#REF!	[CHIPwit10z.xlsx
3								
10								
23	2	#REF!	#REF!	#REF!	35	#REF!	#REF!	

You will need to enter the password required to open the files protected with a password.

If the filename is invalid or the file is not in the active folder (CHIPwitSummary folder) an error



message will be displayed and the file must be opened using 'File-open' on the Office/File menu button.

- Once all of the CHIPwit workbooks to be aggregated are opened, the cell formulas will import the necessary information to provide totals.

Contents of this Combined Participant Summary <a href="#">Click to begin</a>								
No.	Workbook name	capacity	Unused	Dropped	Days	Begin	End	Filenames
1	Jan'11 CHIPwit10	10	6		35	1/31/2011	3/7/2011	[Jan'11 CHIPwit
2	CHIPwit10z	10	5	1	35	9/13/2010	10/18/2010	[CHIPwit10z.xlsx
3								
10								
23	2	20	11	1	35	9/13/2010	3/7/2011	

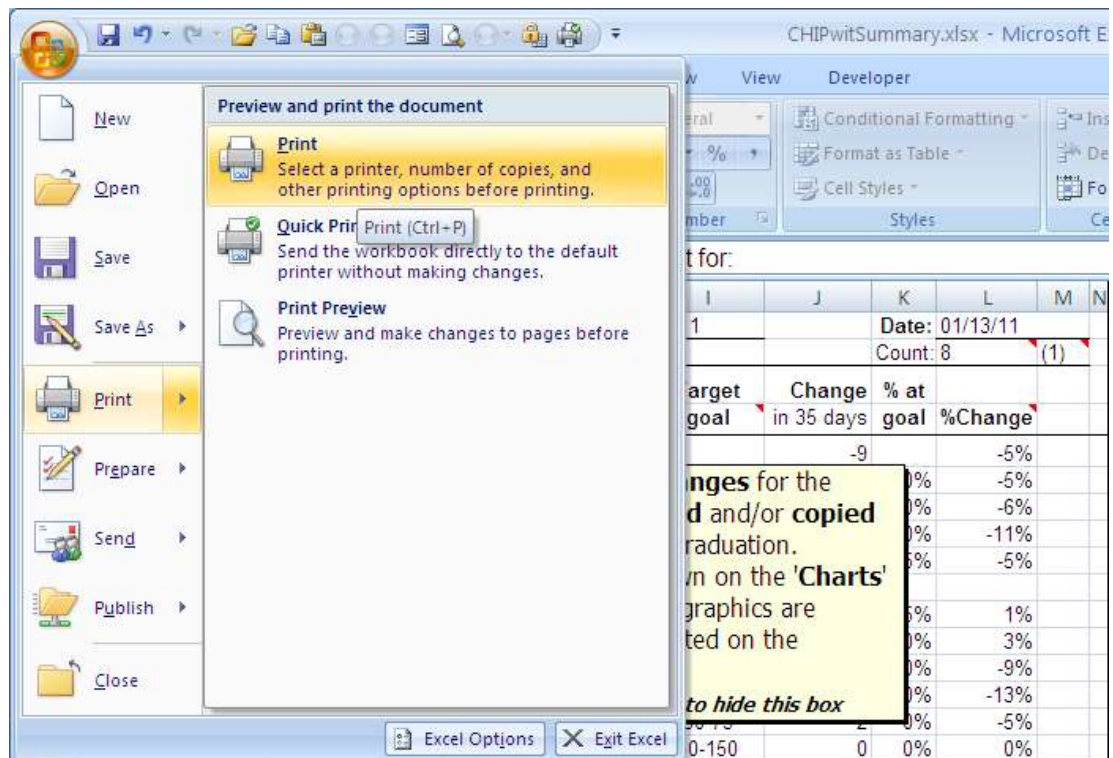
- Tab to the various sheets to view them and print their reports. The "Group" worksheet contains totals for the aggregated group.

CHIP Summary Change Report for:												
										Date:	01/13/11	
(2) Jan'11 CHIPwit10 thru CHIPwit10x										Count:	8 (1)	
	Biometric measure	Beginning 9/13/10	% at goal	Ending 3/7/11	% at goal	Target goal	Change in 35 days	% at goal	%Change			
5	Weight (lbs.)	180		171			-9		-5%			
6	Body mass index								-5%			
7	Waist (inch)								-6%			
8	Systolic BP (mmHg)								-11%			
9	Diastolic BP								-5%			
10												
11	Pulse								1%			
12	Fasting BS (mg/dL)								3%			
13	Total Cholesterol								-9%			
14	Bad LDL-Chol								-13%			
15	Good HDL-Chol*								-5%			
16	Triglycerides	146	50%	146	50%	30-150	0	0%	0%			
17	TChol:HDL	3.9	25%	3.9	25%	2-3	0.0	0%	0%			
18												
19	Beck Depr index-2*	81	75%	97	100%	> 79	16	25%	20%			
20	SF-36 (total)*	63	0%	74	25%	> 86	11	25%	17%			
21	<b>Weekly servings</b>	<b>Begin @goal</b>		<b>End @goal</b>		<b>Goal</b>	<b>Change @goal</b>		<b>%Change</b>			
22	Cholesterol foods	38	0%	1	100%	< 3	-37	100%	-97%			
23	High fat foods	28	0%	2	50%	< 3	-26	50%	-93%			

This worksheet contains a list of **changes** for the aggregated group. It may be **printed** and/or **copied** to presentation software (PPT) for Graduation. **Graphics** of these changes are shown on the 'Charts' worksheet. **Labels** for the barchart graphics are imported from the first workbook listed on the 'Contents' worksheet.

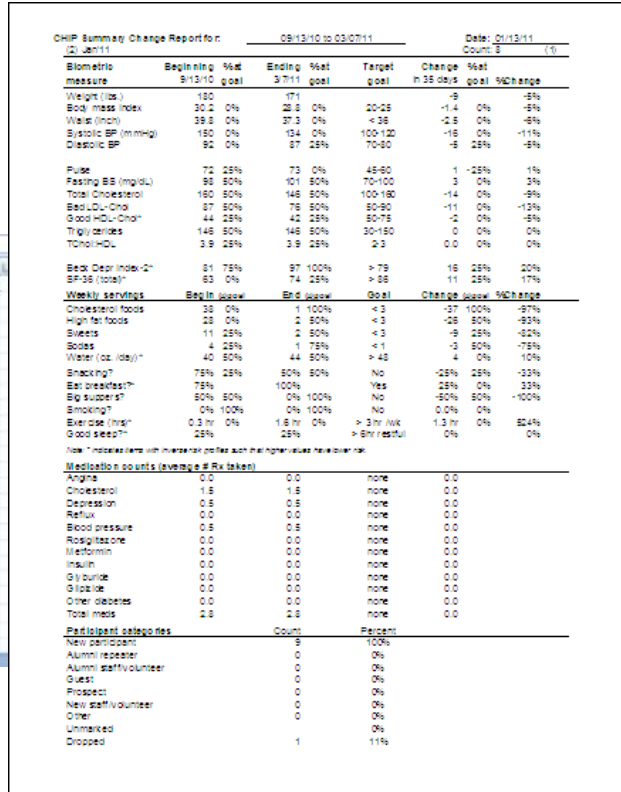
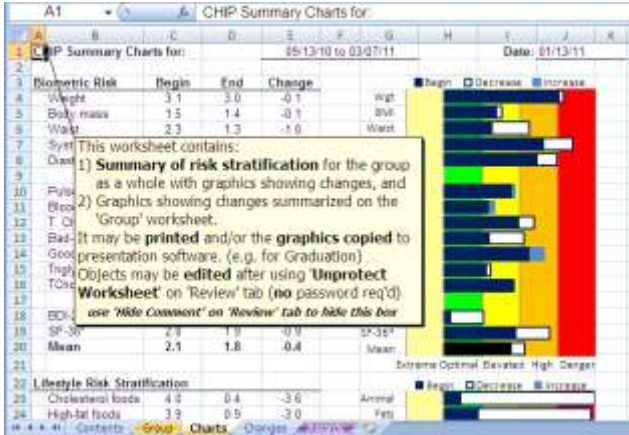
*use 'Hide Comment' on 'Review' tab to hide this box*

Use the Excel Print function to preview / print the report.

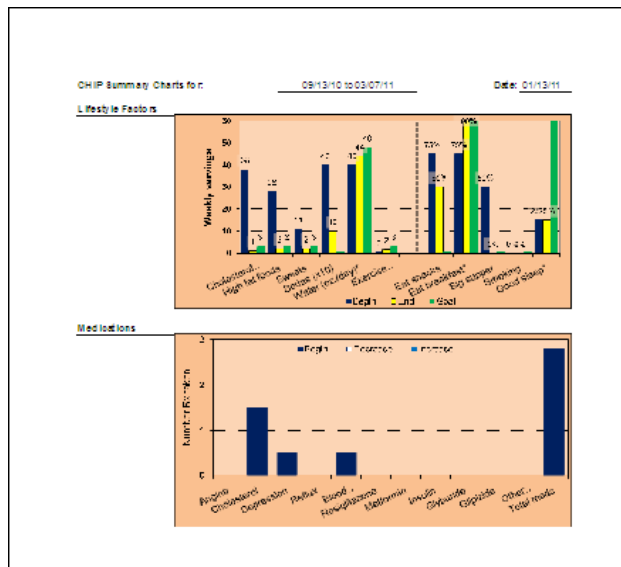
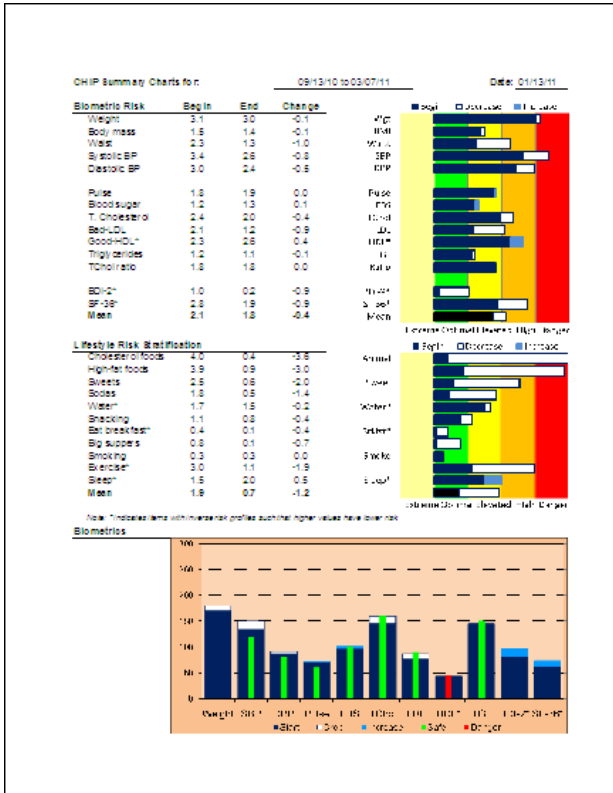


(Print preview)

Tab to the other worksheets and print / preview them. The graphics on the 'Charts' worksheet can be copied to a presentation program such as PowerPoint for use as desired.



(Print preview)



Tab to the 'Awards' worksheet and use the Excel Print function to print the awards.

This worksheet is used to **print awards**  
After workbooks to be combined are entered on the "Contents" worksheet, then  
**Review** the **awardees** selected by the software and **make** any desired **changes** by entering ID#s shown in the "Changes" worksheet in cells G8, G31, etc., then  
**Print** the **desired awards** on appropriate paper stock  
*use 'Show/Hide Comment' on the 'Review' tab to hide this box*

That  
**Nancy Dethlefsen**  
Dropped weight by -14 pounds and is Hereby Awarded the  
**No-Belly Prize**

CHIP  
CHIP Director  
CHIP Medical Director

Be it Hereby Known That  
**Nancy Dethlefsen**  
Dropped weight by -14 pounds and is Hereby Awarded the  
**No-Belly Prize**

CHIP  
CHIP Director  
CHIP Medical Director

5. Awardees may be altered by entering the ID# of the desired participant in the shaded cells in the "Assignees" row of the 'Changes' worksheet.

A1		fx HelpNote																				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	HelpNote	Men		Ladies		Risk Factor Changes (** awardees, * runner-ups)																
2	Workbooks	ID#	Miles	ID#	Miles	ID#	Wgt	ID#	FBS	ID#	TChol	ID#	TGL	ID#	SBP							
3	Jan'11 CHIPwit10	4	23**	1	41**	1	-14**	2	-5**	3	-16**	1	-50**	4	-37**							
4	1-4	<p>This worksheet lists the top performers identified in the 'Participants' worksheet in each of the workbooks being combined in this Summary for each of the measures listed across the top.</p> <ul style="list-style-type: none"> <li>- Summary ID#s are listed with the amount of change in each measure (ID#s in this Summary are "bumped up" to eliminate duplicates, and thus they are greater than the ID#s assigned in the individual CHIPwit workbooks)</li> <li>- Awardees and Runner-ups are calculated using the same algorithm used in the individual CHIPwit workbooks. (awardees may receive miles award with other awards, but all other awards are assigned to minimize awarding multiple awards to any single participant)</li> <li>- The "Awards" worksheet contains the suggested awards with these suggested award assignments. Awardees are changed by entering the "Assignee" ID# in the shaded cells beneath the "Runner-ups" line. (ID#s entered there override the automatic assignments.)</li> </ul> <p>(hide this helpnote using 'Show/Hide Comment' on the 'Review' tab)</p>																				
5																						
6																						
7	CHIPwit10x																					
8	11-15																					
9																						
10																						
43	1st place																					
44	2nd place																					
45	3rd place																					
46	4th place																					
48	Awardees	4	23 Th	1	41 De	1	-14 De	2	-5 Sh	3	-16 Th	1	-50 De	4	-37 Thom							
49	Runner-ups	15		2		11		13		4		11		15								
61	Assignees																					
62	Hide unused																					
63																						
64																						

(The 'Changes' worksheet is used to aggregate participant improvement and assign awards.)

Read and hide the helpnotes. To change the awardees, enter valid ID#s in the "Assignees" line under the appropriate category. The ID#s entered must be the "bumped up" ones assigned by this software and not the ID# assigned in the individual CHIPwit workbooks.

H61		fx 14																			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	HelpNote	Risk Factor Changes (** awardees, * runner-ups)																			
2	Workbooks	ID#	Miles	ID#	Miles	ID#	Wgt	ID#	FBS	ID#	TChol	ID#	TGL	ID#	SBP						
3	Jan'11 CHIPwit10	15	13*	11	21	11	-14*	13	-5*	14	-16*	11	-50*	15	-37*						
4	1-4																				
5																					
6																					
7	CHIPwit10x	15	13*	11	21	11	-14*	13	-5*	14	-16*	11	-50*	15	-37*						
8	11-15																				
9																					
10																					
43	1st place	4	23	1	41	1	-14	2	-5	3	-16	1	-50	4	-37						
44	2nd place	15	13	2	32	11	-14	13	-5	4	-16	11	-50	15	-37						
45	3rd place	0	0	11	21	2	-9	4	-2	14	-16	3	-9	3	-17						
46	4th place	0	0	13	11	13	-9	15	-2	15	-16	14	-9	14	-17						
48	Awardees	4	23 Th	1	41 De	14	-4 Th	2	-5 Sh	3	-16 Th	1	-50 De	4	-37 Th						
49	Runner-ups	15		2		1		13		4		11		15							
61	Assignees																				
62	Hide unused																				
63																					
64																					
65																					