

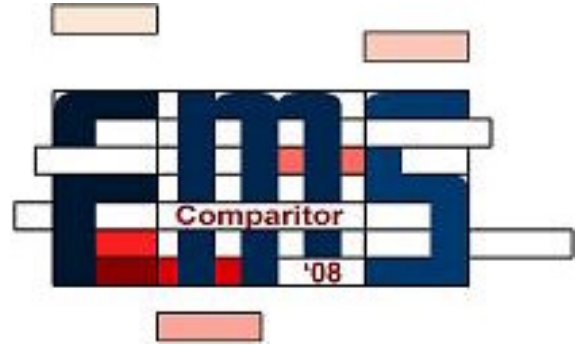
# Manual for the FMS Comparitor

**This is a basic manual for the use of FMS Comparitor – we also recommend you play with the program to familiarize 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 tool bar open the 'Tools' menu
3. Select 'Macros' and open the 'Security' and set security to 'medium'
4. Close Excel – this will allow Excel to accept macro programs



## FMS Comparator

If you are familiar with FMS Calculator, then you use FMS Comparator exactly the same way

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
4. You are able enter information into the pale yellow cells only
5. Enter your reference number, if you don't have a reference then enter 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 entered need to be sequential
7. Move the cursor to the first pale yellow time cell – enter times in as hh:mm. FMS Comparator, 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

To reset press reset button – this will add 5 days of non-work to the database and therefore clear any impact of future inputs.

## Basic Print – to your default printer

Press this button and the results will be printed on one A4 sheet and the hours input on another

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 H' – these boxes return work/rest information

As each date is submitted, FMS Comparator will examine the regulations for the 2 current levels (basic and TFMS) and the 2 new levels (Standard Hours and Basic Fatigue Management) – FMS Comparator gives you the opportunity to review your current practices under the new regulation conditions.

If a specialized 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

For further information please go to <http://fms08.burgewood.com.au> or email [fms08@burgewood.com.au](mailto:fms08@burgewood.com.au)

