



Sheetlet App Manual

Description, User Guide and Functionality

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1 Introduction

Sheetlet is an integrated app to make spreadsheets, which can be used quickly and easily. A lot of tools are provided and they are all through innovative thinking developed for iPhone and iPad. Drag and drop functionality provides an easy and clear way to present data and calculations.

Instead of using huge spreadsheets with many cells this app uses small grids (sheets), which can be grouped and where you can perform several types of calculations and use several functions to interchange between both single grids and groups. You don't have to write formulas any more.

You can make one-column and two-column cells with one to many rows.

A one column grid example with 5 rows:

| | |
|------------|----|
| Post Cards | 45 |
| Posters | 67 |
| Badges | 31 |
| Ballpen | 20 |
| Envelopes | 48 |

A two column grid example with 5 rows:

| | Unit Price | Number Sold |
|------------|------------|-------------|
| Post Cards | 15 | 45 |
| Posters | 25 | 67 |
| Badges | 12 | 32 |
| Ballpen | 29,5 | 20 |
| Envelopes | 3 | 48 |

2 How it Works - Get Started

2.1 Overall

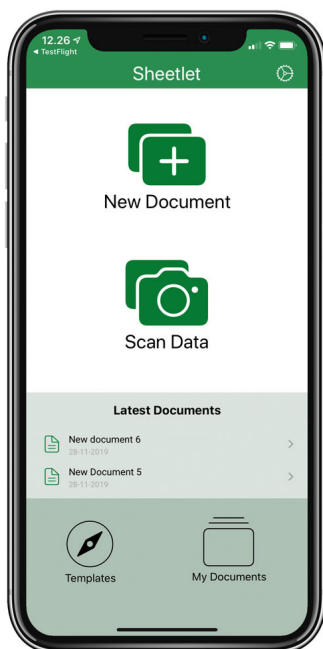
This section describes the Sheetlet apps basic functionality, fundamentals and the navigation.

When downloaded from App Store Sheetlet is represented by the icon:



When loading the app the Sheetlet easy-to-use start page appears from which you can

- Create new documents
- Scan data
- Open your latest documents
- Open built-in templates
- Go to a list of all your documents
- Perform global settings

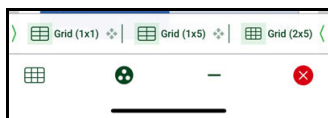


The page is described in the section **The Sheetlet Start Page**.

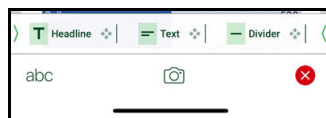
2.1.1 Basic Document Operations

When working in a document all elements and functionality are grouped in separate menus, where the items are presented and can be scrolled horizontally.

Examples:



The Grid Menu

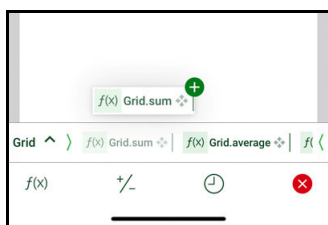


The ABC Menu (Texts)



The Function Menu for Grids

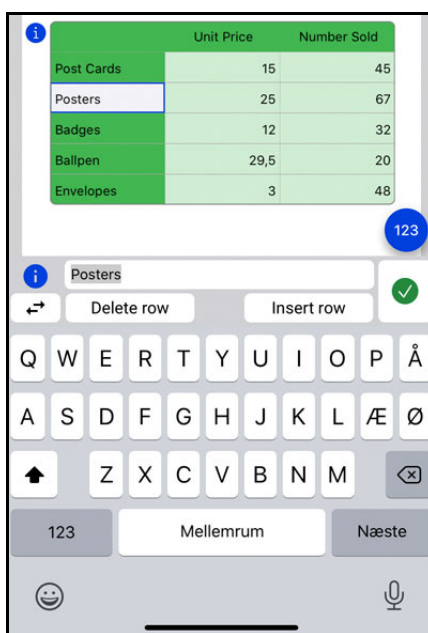
The items in the menu can easily be dragged and dropped into the working page, and the values or parameters can be chosen subsequently if required.



Example: Grid.sum dragged into the working page.

It is furthermore possible to move items on a page using drag and drop.

Editing grids is done via an input dialog that appears when tapping on a cell. You can then easily edit all cells in the grid.



It is possible to append new pages to the document, clone pages, edit the page contents (move, delete, duplicate etc.) and convert the document to PDF and Excel.

2.2 The Sheetlet Start Page

2.2.1 New Document

A document is the working area for the components used, and it can contain from one to several pages.



Tap on this point to create a new document.
A new blank document appears on the screen:



You can then start to build your document. See section Basic Page Operations and the tutorial(s) for further information.

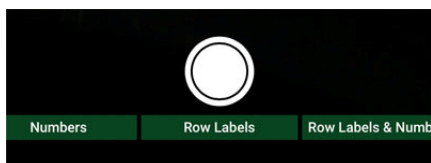
2.2.2 Scan Data



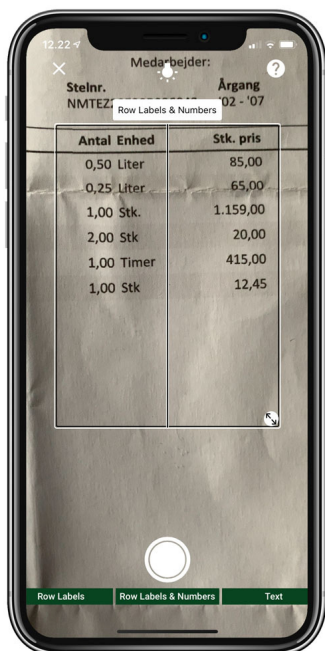
Tap on this point to scan data into a page.
You can then scan in some data to use for the app using the phone camera.
There are following modes organized in a vertical menu bar:

- Numbers
- Row Labels
- Row Labels and Numbers
- Text
- Headline
- Numbers and Numbers

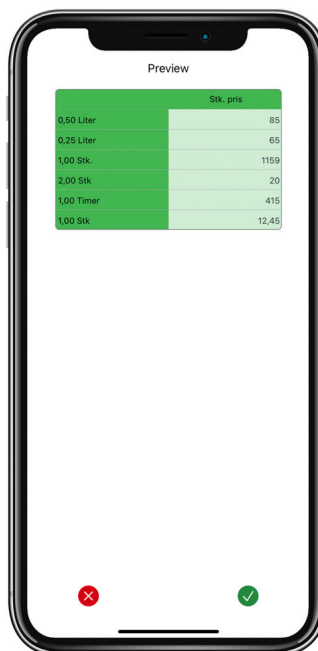
A mode is set by dragging the vertical menu bar.



Below a **Row Labels and Numbers** example are shown. The example is from a car repairing bill.



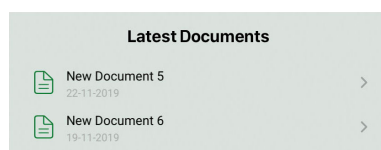
Set the mode and find the actual area.
Take the picture pressing the circular button



You get a **Preview** page, where you can accept or reject the scanning result.

2.2.3 Latest Documents

The latest documents you have worked on is shown in a list.

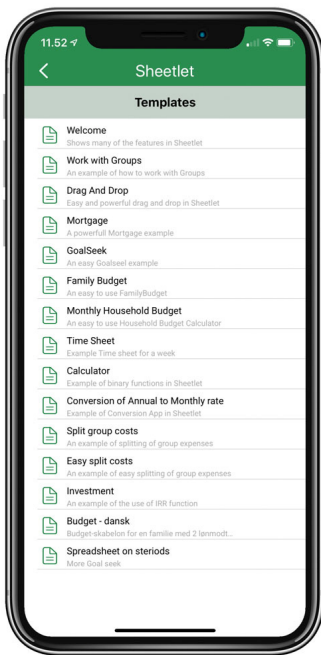


Tap on a document in the list to open it:

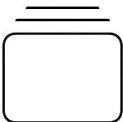
2.2.4 Templates



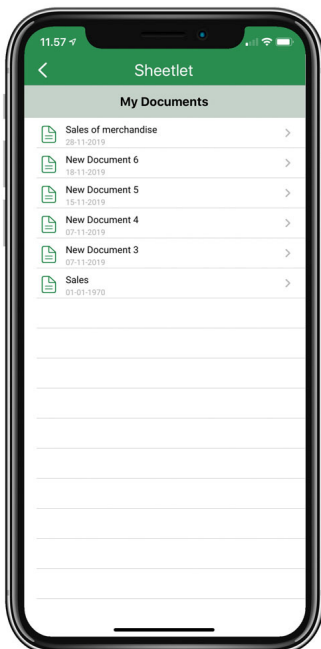
The app provides you with a number of templates you can use to do special tasks, e.g. make a family budget, making a time sheet. Furthermore there are some templates that shows how to use basic functionality in Sheetlet.



2.2.5 My Documents



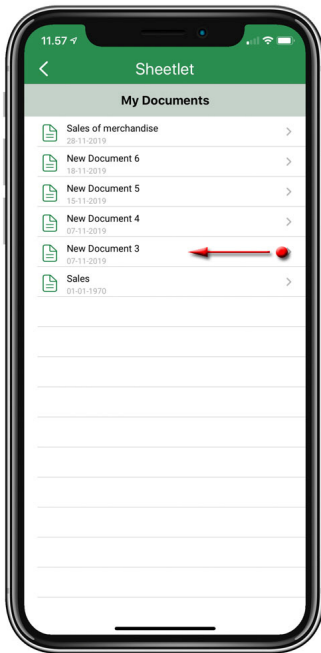
Tap on the icon to open a list of your documents from which you can select the document you want to see, edit or delete.



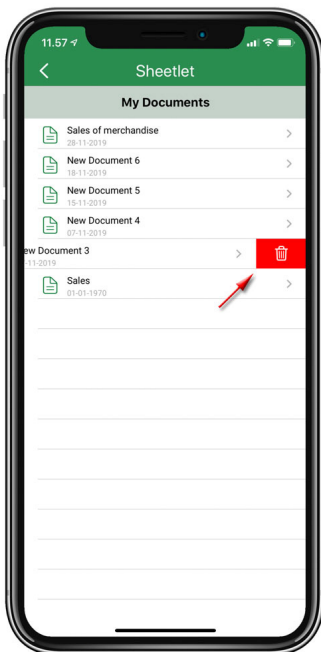
The documents are ordered in a list and you access a document by tapping on it. The particular document then appears showing its first page.

2.2.5.1 Delete a Document

You delete a document by placing the finger on it and drag it to the left



A red field containing a **Trash** icon appears in the right side.



If you tap on the **Trash** icon a confirmation box appears, and if you choose to delete the document it disappears from the list. If you tap on any other part of the screen the **Trash** icon disappear.

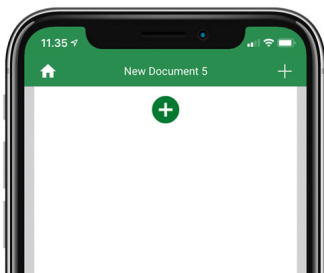
2.2.6 Global Settings



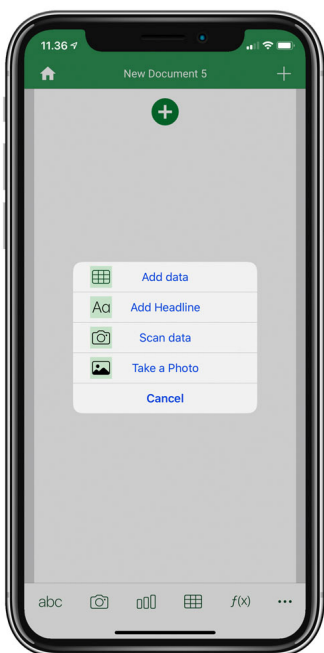
Tap on the point to open a page to set some globals.



Here you can set the action button visible and go to old documents in iCloud. When **Show Action Button** is activated the action button is shown when you start a new document:



When you tap on the button the following menu appears:



Description:

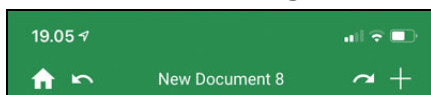
As the very first thing

- **Add Data:** You can add data right away in a grid.
- **Add Headline:** You can add a headline.
- **Scan Data:** You go directly to scan data.
- **Take a Photo:** You can put a photo on the page.
- **Cancel:** Cancel the menu.

2.3 Basic Page Operations

This section describes briefly how to navigate and operate on the pages. The document pages contains a heading area and a bottom menu area.

2.3.1 The Heading Area



The Heading Area

In this area you can go back to the Start page or the Document page depending on from where you accessed the document using the **House** symbol:



Home

It is possible to undo and redo actions using the **Arrow** symbols:



Undo latest operation



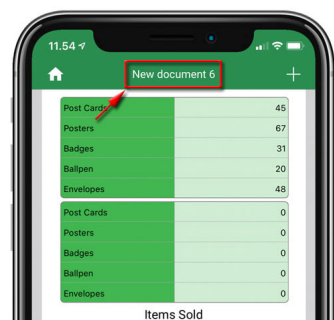
Redo latest undo function

You can create a new page using the **Plus** sign symbol:

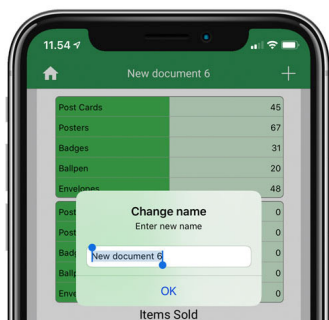


Create a new page

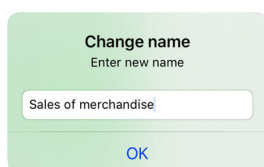
The name of the document is listed in the centre. You can change the name by tapping on it:



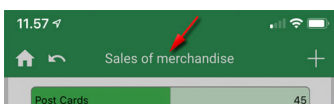
Tap (Click) on the name



Change the name in the dialog.



Confirm the change tapping OK.









The name has changed.

2.3.2 The Bottom Menu Area



The Bottom Menu Area

The Bottom menu area consists of the following points:

- **The Text menu point**  : Here you can select several text elements such as headlines, text, divider, named groups, date stamp and more. Under this menu there is a direct "speed" link to scan text.
- **The Scan and Photo menu point**  : This opens a vertical menu, where you can choose to scan data, take a photo or import a photo into the page.
- **The Chart menu point**  : This menu provides you with several types of charts such as Column Charts, Pie Charts, Line Charts, Area Charts etc.
- **The Grid menu point**  : This menu contains the grid types to be used in this app. Below the menu there are direct "speed" links to create a group and to insert a divider.
- **The Functions menu point**  : This menu contains a list of function categories for which you by selection get a menu of functions for the chosen category. Below the menus you can get help information on how the functions work, perform quick calculations and see the latest functions, you have used.
- **The More menu point**  : The point opens a window where you can select the following functionality:
 - Append New Page
 - Clone Page
 - Delete Page

-
- Email Page (PDF)
 - Preview Page (PDF)
 - Include Page (PDF)
 - Convert to Excel (Value and Charts)
 - Edit: This point has a menu where you can delete items from the page by selection, swap pages, duplicate items and do some document settings such as the number of decimals etc.

A deeper description of usage of these menus is done in the section **Functionality in Depth**.

2.4 Get Started Tutorials

In this section a couple of easy tutorials are presented to clarify the usage of the app.

2.4.1 Tutorial 1: A Simple Item Sales Representation

In this tutorial we want to create a sheet that holds five merchandise items and their individual number sold. Further more the total number of all items sold shall be calculated.

Following items are sold in the store:

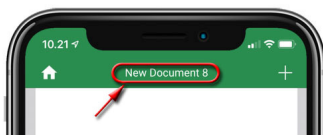
- Post Cards
- Posters
- Badges
- Ballpens
- Envelopes

2.4.1.1 Procedure

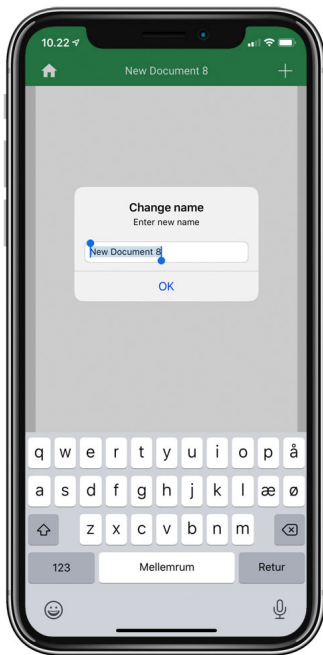
1. Create a new document from the Start page:



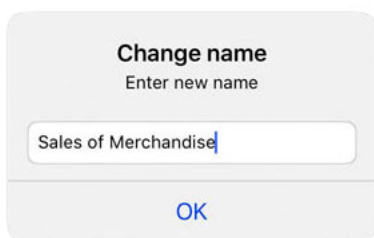
2. Change the document name:



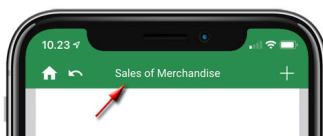
3. Tap on the name. An edit dialog appears:



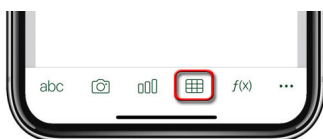
4. Change the name to "Sales of Merchandise"



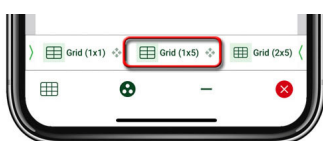
The name is changed in the top of the screen.



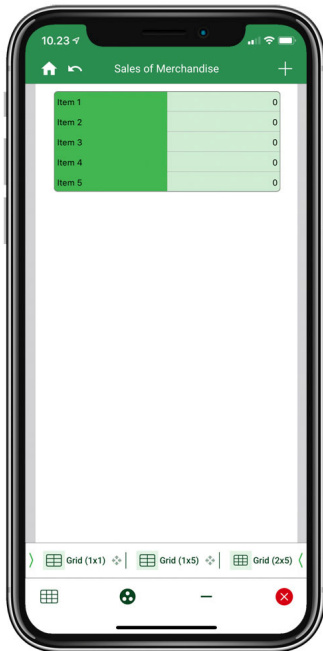
5. In the bottom of the screen select the Grid menu (tap the Grid icon):



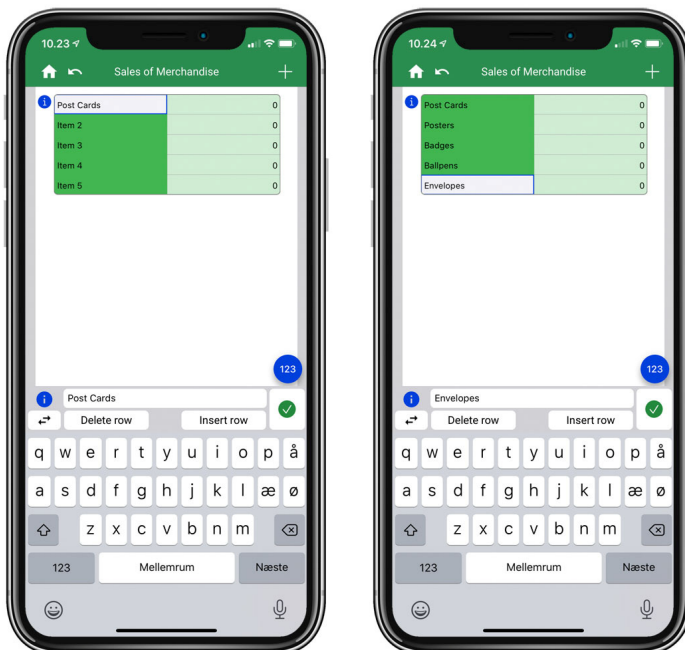
6. The Grid menu appears. Select the Grid (1x5) tapping on it or drag it into the page.



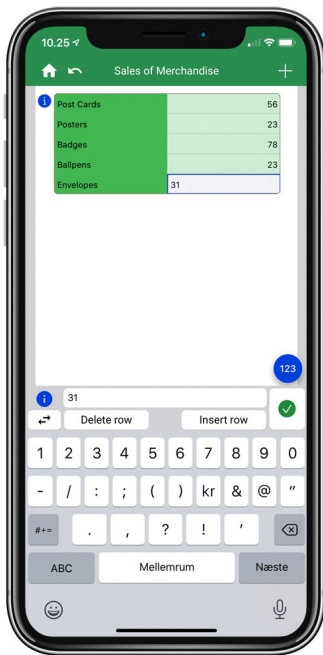
A grid with 5 rows and two columns (the first is text) appears:



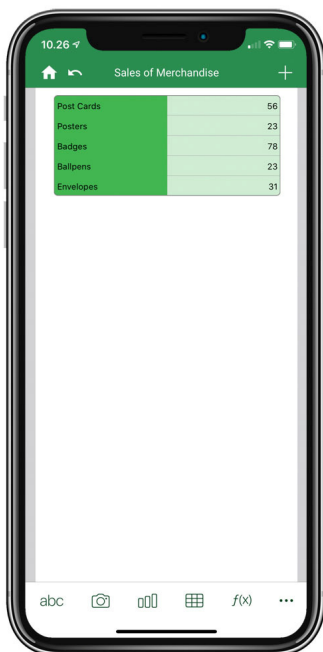
7. Tap on the first cell of the grid to edit the contents. An edit dialog appears below the grid. Edit the text row to the contain the merchandise items:



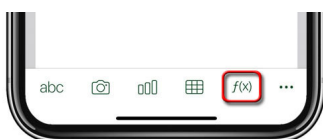
8. At this point we say that we already know the number of sold items, so we enter them in the second column:



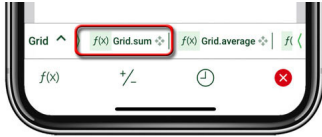
9. Tap the green check mark icon to confirm the changes.



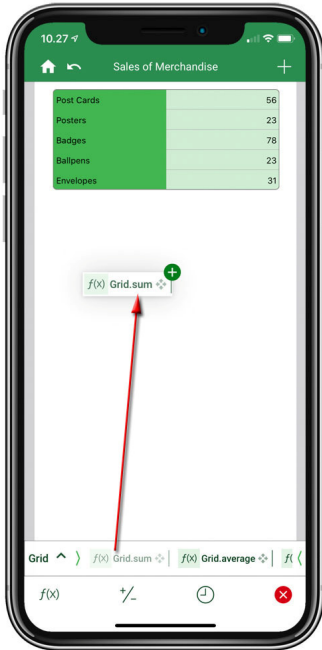
10. We now want to make a sum of the total items sold. Select the F(X) menu:



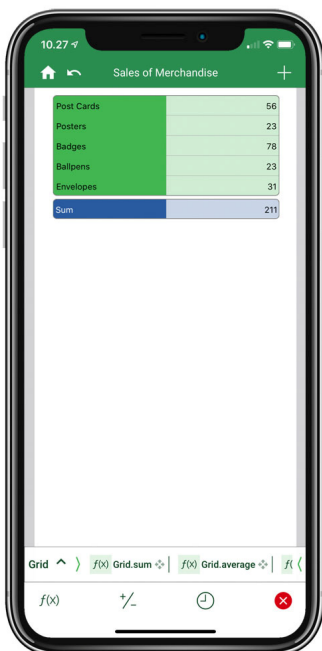
The Grid Category function menu is shown by default (there are several function categories):



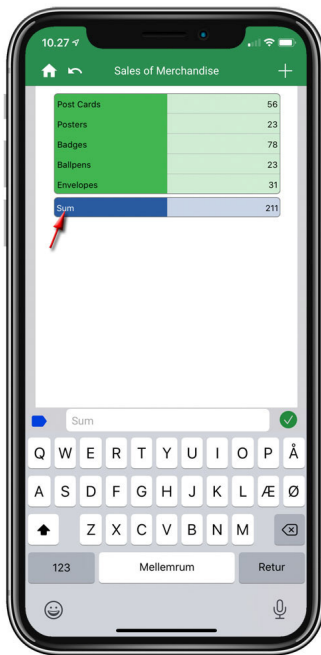
11. Now select the Grid.sum menu point and drag it out into the page or just tap on it:



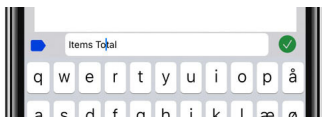
The one-row Sum grid appears under the Merchandise grid with the sum of all the numbers in the second column.



12. Another text than "Sum" can be used. Just tap the cell:

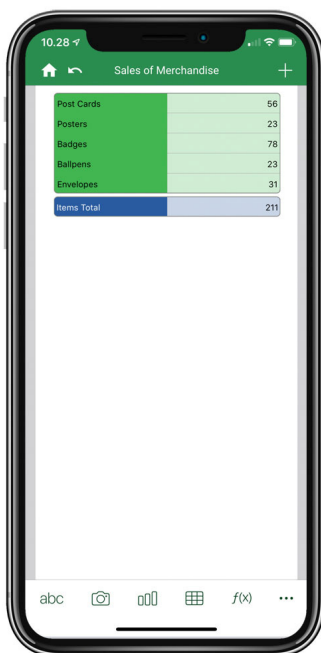


13. Edit the text, e.g to "Items Total":



14. Accept the change.

Now the representation and calculation is done.



When changes appears in the numbers of items sold just enter them, and the Items Total is updated.

2.4.2 Tutorial 2: The Item Sales Representation Expanded

In this tutorial we expand the previous tutorial example to contain the unit prices of the items and make a total calculation of how much money we have sold for both per item and in total. Further more a graphical representation of the sale shall be provided.

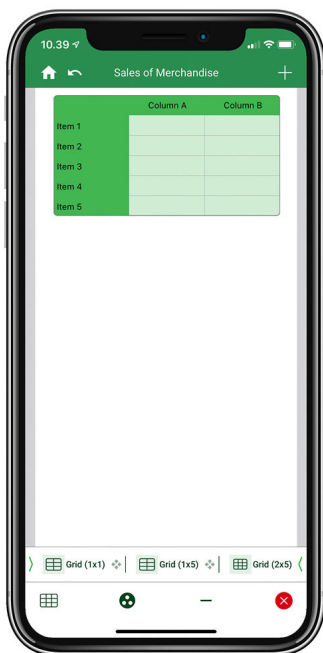
The unit prices are:

- Post Cards: 15
- Posters: 25
- Badges: 12
- Ballpens: 29,50
- Envelopes: 3,50

We will build this up using a 2 column grid that holds both the unit prices and the number of items sold.

2.4.2.1 Procedure

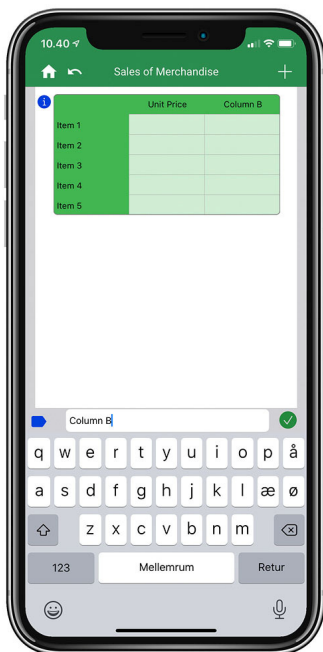
1. In an empty document called Sales of Merchandise (See **Tutorial 1** for changing the document name) a 2-column grid: Grid(2x5) is chosen from the Grid menu and placed on the page.



2. Tap on the "Column A" text to change its name:



3. Change it to "Unit Price", and confirm the change. Tap on the "Column B" text to change its name:

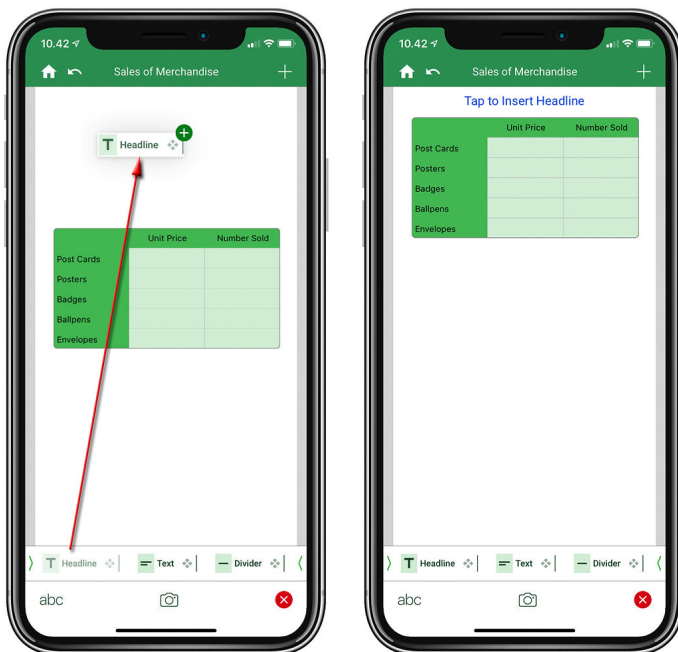


Change the text to "Number Sold" and confirm the change.

4. Like in **Tutorial 1** we fill in the merchandise items in the left text column:



5. At this point let us put in a headline above the grid. Select the **Text (abc)** menu and drag the headline item above the grid:



6. Tap the text "Tap to Insert Headline", write "Items Sold" and confirm:



7. Now, fill in the Unit Price values in the first column:



Leave the Number Sold column empty. The blanks act as zero. Values in this column shall be entered according to how much of each items that has been sold.

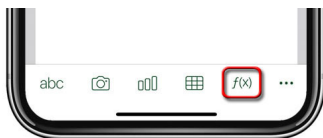
8. New Headline.

Select the **Text (abc)** menu and tap the **Headline** item, tap the text "Tap to Insert Headline", write "Total" and confirm:

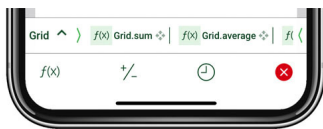


The headline Total is now shown.

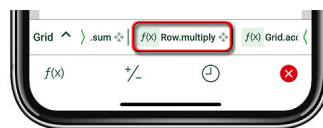
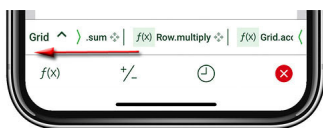
9. We are now about to make the total calculations. We want to multiply the number sold with the unit price for each item to find the turnover for each item. After that we will make a summation of all the turnovers to get the total turnover. To do this we first use a function that can do the multiplication and after that a function that does the summation. Tap on the **F(X)** menu



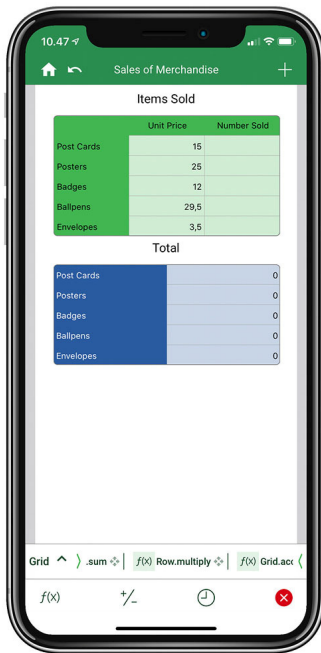
The Grid Category function menu is shown by default (there are several function categories):



Scroll the menu points to the left until the function **f(X) Row.multiply** appears and drag it out into the document.

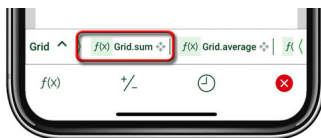


This function will multiply the column values row-wise as we want to, and the provider for it is default our **Items Sold** grid (called Grid1 - the grid just above it):

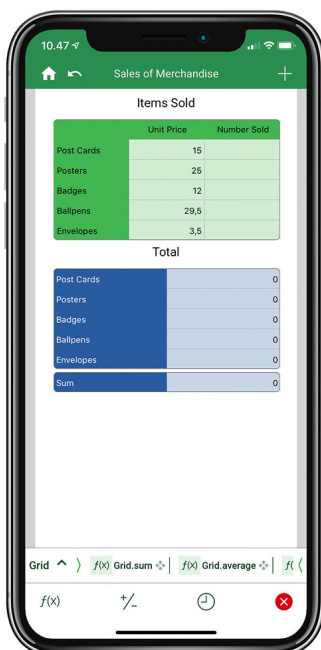


At the moment the values are 0 because all Number Sold values are 0.

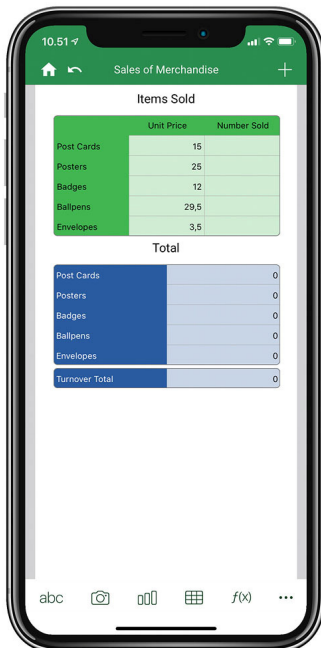
10. We will now calculate the total summation of all the values. This is done using the Grid Category function $f(X)$ Grid.sum.



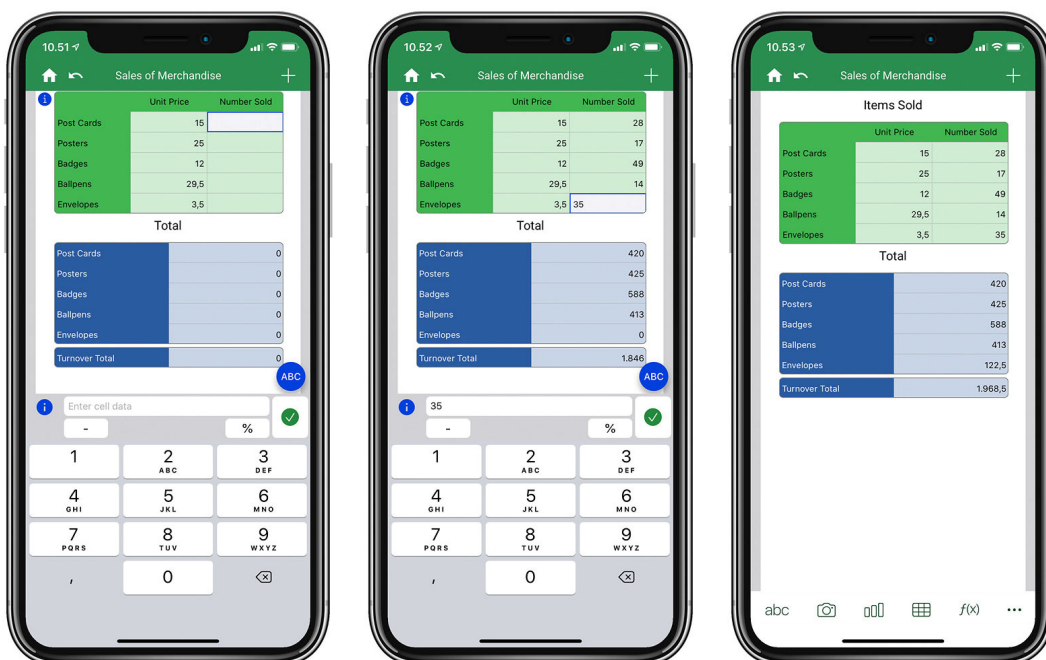
Just drag it out into the document.



11. Change the name "Sum" to "Turnover Total" by tapping on it and changing the name as shown previously in **Tutorial 1**..



12. Now we enter the values in the Number Sold column:



- Notice that the results in the Totals change currently when the values are entered.
13. Now we want to see a graphical representation of the sale. The representation shall be a column chart with red columns. Tap on the Chart menu:



14. The Chart menu appears. Select the Grid (1x5) tapping on it or drag it into the page.



A Column chart appears with one column:



This is a column chart of the **Turnover Total** grid because the grid just above it is the provider for the grid per default. We want to change the provider to be the Total grid containing all the items.

15. Tap on the chart:



The provider is shown by name and checkmark. If you tap on the provider grid or its check mark it disappears. You then select another grid as provider tapping on it:



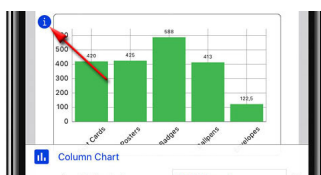
The provider has now changed. Accept the change to see the result.



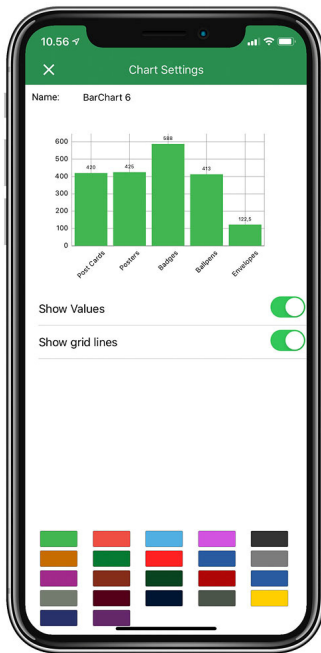
The correct column chart is now visible. Now the color is to be set to red columns.
16. Tap on the chart.



17. Tap on the small info icon next to the chart:

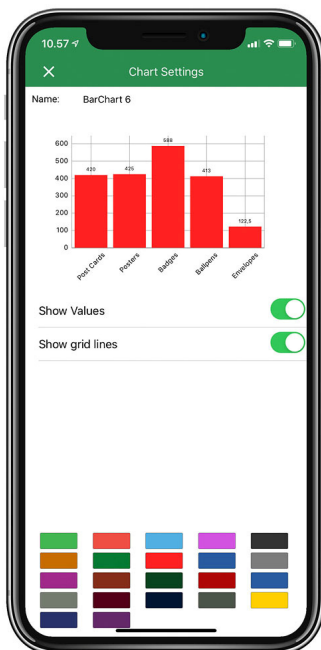


The Chart Settings page appear:



Here you can define if you want to show values, show gridlines and the color of the columns.

18. Just tap on the red color field. The color changes:



19. Accept the changes tapping on the X in the upper left area:



- Now the page is ready.
20. Finally we will show how a change in sale is updated immediately.
We have now sold 28 ballpens, so enter 28 in the Number Sold Column:



21. Accept the change:



All totals and the graph are updated with the new values.

3 Functionality in Depth

This section and the following are under construction and will be added and updated as soon as possible.

The scope is listed below in sections

3.1 Page Functionality

Input of data.

The page menu:

- Appending a New Page
- Clone Page
- Delete Page
- Email Page
- Preview Report
- Include Page
- Excel (Values and Charts)
- Edit

3.2 The ABC Menu

Elements:

- Headline
- Text
- Divider
- Group
- Date Stamp

3.3 Scan Data - Take a Photo

Described

3.4 Grids

The types and settings described with examples.

3.4.1 Types

Elements:

- Cell (1x1)
- Grid (1x5)
- Grid (2x5)
- Grid (2x1)

3.4.2 Settings

Setting of colors, number format etc. via Info icon.

3.5 Charts

The types and settings described with examples..

3.5.1 Types

The graphic charts provided:

- Legend
- Column Chart
- Stacked Column Chart
- Pie Chart
- Donut Chart
- Line Chart
- Area Chart
- Combined Column Line Chart
- Bar Chart
- Stacked Bar Chart
- Bubble Charts

3.5.2 Settings

Setting of colors, show values, show grid lines described.

3.6 Functions

The provided functions. How they work and their usage.

Providers (parameters).

Overview of the categories:

- Grid
- Row
- Group
- Math
- Financial
- Logic
- Page
- Data
- OCR Functions

3.6.1 Grid Category

Functions in this category:

- Grid.sum
- Grid.average
- Grid.multiply
- Row.count
- Grid.merge
- Get.grid
- Get.column
- Get.row
- Row.sum
- Row.multiply
- Grid.accumulateSum
- Grid.transpose
- Get.reciprocal

- Grid.fill
- Merge Columns

3.6.2 Row Category

Functions in this category:

- Row.sum
- Row.multiply
- Get.row
- Row.count
- Merge Rows

3.6.3 Group Category

Functions in this category:

- Group.sum
- Group.average
- Group.count
- ManageSum
- SubGroup.names
- Group.Settle

3.6.4 Math Category

Functions in this category:

- Sum
- Minus
- Multiply
- Division
- Power
- Round
- Ceil
- Floor
- Log10
- Sqrt
- Exp
- Sin
- Cos
- Tan
- Pi

3.6.5 Financial Category

Functions in this category:

- Irr
- Nvp
- Pmt
- Mortgage
- Periodic Rate
- FutureValue

3.6.6 Logic Category

Functions in this category:

- EqualTo
- GreaterThan
- LessThan

3.6.7 Page Category

Functions in this category:

- Index.sum
- Index.average
- Page.sum
- Page.average
- TotalPageSum
- Month
- Quarter
- Day
- Page

3.6.8 Data Category

Functions in this category:

- Sort.ascending
- Sort.descending
- GoalSeek
- Equal filter
- Greater filter
- Smaller filter
- Grid reference
- Logic result

3.6.9 OCR Functions Category

Functions in this category:

- OCRText

4 Error Messages

List of messages.

5 FAQ