



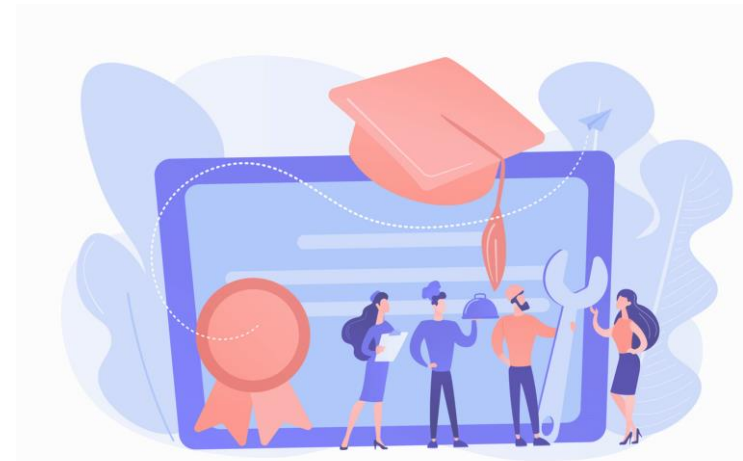
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# Digital Equipment and Resources Planner Excel Step-by-step Guide

Partner: Malgrande Solutions

Innovative Training for VET Digital Readiness





# Step 1 – Complete the details in the first sheet

First, let's to know each other.  
Type in your details in the section below.

Your organisation	VET Provider
Year/Season	2023 - 2024
Project (optional)	
Lead's name	

**RESOURCES FOR DIGITALISATION OF CLASSROOMS, LABORATORIES AND WORKSHOPS**

VET Provider 2023 - 2024
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- The name of your organization and the year/season will be copied automatically in the following sheets: Resources List, My Dashboard and Vendors List



## Step 2.1 – Complete the Resources List

Total value for implementing digitalisation in your organisation:						0.00 Euro		← Type your currency here.	
ITEM				LOCATION		PURCHASE			
No.	Name	Description	Type	Department	Space	Price per unit	Quantity	Total	Currency
1								0.00	Euro
2								0.00	Euro
3								0.00	Euro

- Type your **desired currency** in the H9 cell – it will fill automatically in the Resources List table so that you don't have to add it manually for each entry.
- Columns like Total (PPU \* Quantity), Currency (copied from cell H9), and Urgent? (an appropriate icon will appear depending on the period of implementation) are **calculated automatically and do not require your input**.



## Step 2.2 – Complete the Resources List

ITEM		
No.	Name	Description
1		
2		
3		
4		
5		
6		
7		
8		

**Filter**  
To apply a filter, select the in-cell button and choose the elements you want to highlight. The other elements won't be affected.  
WE KINDLY ASK YOU NOT TO CHANGE THE NAME OF THESE COLUMNS.

Type	Department

**Instructions:**  
Select the item's type from the dropdown.

Total	Currency
0.00	Euro

**Attention**  
These cells are calculated automatically.

- **Some cells will fill automatically** or will give you **instructions** on how to complete the cells. An **alert** will pop-up whenever you select a cell that requires special attention.
- **We kindly ask you NOT TO change the name of the Headers** – they are linked with the dashboard and will affect the data visualisation.



## Step 2.3 – Complete the Resources List

ITEM				LOCATION	
	Description	Type	Dep:	Department	Space
		Digital equipment		Education	
		Software		Management	
		HR Resource		Infrastructure	
		Digital Resource			
		Activity			

- For a better organisation, the **Type** and the **Department** columns have strict values that you can select from a **dropdown** – simply click the button that appears next to the cell then the desired value.
- Bear in mind that any values that are not included in the dropdown will be ignored.



## Step 2.4 – Complete the Resources List

ITEM				LOCATION		PURCHASE						INFORMATION				
No.	Name	Description	Type	Department	Space	Price per unit	Quantity	Total	Currency	Vendor	Purchase by	Implementation period (months)	Urgent?	Remarks	Model	Link
1	AiO Computer	Computer	Digital equipment	Education	Phonetics Lab	300.00	15	4500.00	Euro	Amazon	06/08/2023	1	📉	Negotiate	HP Pavilion AiO	
2	Laptop	Computer	Digital equipment	Management	Office	280.99	2			AB	18/09/2023	3	X			
3	Projector	Multimedia	Digital equipment	Education	Phonetics Lab	350.00	1			BC	12/07/2023	5	X			
4	Smart board	Multimedia	Digital equipment	Education	Classroom	300.00	2			CD	20/07/2023	1	📉			
5	Microsoft Office	Application	Software	Management	Office	150.00	3			EF	03/08/2023	1	📉			
6	How to 3D print	Course	Digital Resource	Education	Smart Lab	75.23	1			GH	07/07/2023	2	📉			
7	Internet network	Switch, cables	Digital equipment	Infrastructure	Phonetics Lab	100.00	1	100.00	Euro	IJ	07/07/2023	2	📉			
8	How to use a smart board	Training	HR Resource	Management	Smart Lab	45.00	1	45.00	Euro	KL	10/08/2023	4	X			
9	Headset	Peripherals	Digital equipment	Education	Phonetics Lab	12.00	30	360.00	Euro	MN	10/09/2023	5	X			
10	Workstation	Computer	Digital equipment	Education	Smart Lab	324.00	10	3240.00	Euro	OP	07/07/2023	2	📉			
11	Mouse and keyboard kit	Peripherals	Digital equipment	Education	Smart Lab	9.45	10	94.50	Euro	QR	07/07/2023	2	📉			
12	Multifunctional printer	Multimedia	Digital equipment	Education	Office	67.00	2	134.00	Euro	ST	07/07/2023	2	📉			
13	3D Printer	Multimedia	Digital equipment	Education	Smart Lab	1250.00	1	1250.00	Euro	UV	07/07/2023	2	📉			
14	Audio system	Multimedia	Digital equipment	Education	Phonetics Lab	280.00	1	280.00	Euro	WX	07/07/2023	2	📉			
15	VR headset	Multimedia	Digital equipment	Education	Smart Lab	245.00	5	1225.00	Euro	YZ	07/07/2023	2	📉			
16	Interactive board	Multimedia	Digital equipment	Education	Smart Lab	2348.00	1	2348.00	Euro	A123	07/07/2023	2	📉			
17	Maintenance for Smart Lab	Yearly	Activity	Infrastructure	Office	200.30	1	200.30	Euro	B345	07/07/2023	2	📉			
18	Smart Lab Training for teachers	Course	Activity	Management	Smart Lab	2500.00	1	2500.00	Euro	C567	07/07/2023	2	📉			
19	Tinkercad	3D Printing	Software	Education	Smart Lab	120.67	10	1206.70	Euro	D789	07/07/2023	2	📉			
20	3D Printer Supplies	PLA filament	Digital equipment	Education	Office	200.00	1	200.00	Euro	Amazon	07/07/2023	2	📉			

- To **add or delete rows** from your Resources List table, go to the bottom-right corner of the table, click on the corner and go up or down, depending on whether you want to delete or add rows.
- You can **add new rows** by clicking the bottom-right cell and press Tab on your keyboard OR just add a new Name below the last row and the properties of the table will be applied automatically.



## Step 2.5 – Complete the Resources List

RESOURCES FOR DIGITALISATION OF CLASSROOMS, LABORATORIES AND WORKSHOPS																
VET Provider 2023 - 2024																
Total value for implementing digitalisation in classrooms:				19720.71		Euro		Prices in this list solely serve as an example.								
ITEM				LOCATION		PURCHASE						INFORMATION				
No.	Name	Description	Type	Department	Space	Price per unit	Quantity	Total	Currency	Vendor	Purchase by	Implementation period (months)	Urgent?	Remarks	Model	Link
6	How to 3D print	Course	Digital Resource	Education	Smart Lab	75.23	1	75.23	Euro	GH	07/07/2023	2	🚩			
8	How to use a smart board	Training	HR Resource	Management	Smart Lab	45.00	1	45.00	Euro	KL	10/08/2023	4	X			
10	Workstation	Computer	Digital equipment	Education	Smart Lab	324.00	10	3240.00	Euro	OP	07/07/2023	2	🚩			
11	Mouse and keyboard kit	Peripherals	Digital equipment	Education	Smart Lab	9.45	10	94.50	Euro	QR	07/07/2023	2	🚩			
13	3D Printer	Multimedia	Digital equipment	Education	Smart Lab	1250.00	1	1250.00	Euro	UV	07/07/2023	2	🚩			
15	VR headset	Multimedia	Digital equipment	Education	Smart Lab	245.00	5	1225.00	Euro	YZ	07/07/2023	2	🚩			
16	Interactive board	Multimedia	Digital equipment	Education	Smart Lab	2348.00	1	2348.00	Euro	A123	07/07/2023	2	🚩			
18	Smart Lab Training for teachers	Course	Activity	Management	Smart Lab	2500.00	1	2500.00	Euro	C567	07/07/2023	2	🚩			
19	Tinkercad	3D Printing	Software	Education	Smart Lab	120.67	10	1206.70	Euro	D789	07/07/2023	2	🚩			

Filter resources by Space

Classroom

Office

Phonetics Lab

Smart Lab

- Use the Slicer to **filter by Spaces** - select the space you want to filter by from the Slicer and the values will be filtered automatically.
- If you want to select multiple spaces, hold the CTRL button and select the spaces from the Slicer.
- Press the funnel with the X button if you want to revert the changes – keep in mind that filtering does not delete your values.





## Step 2.6 – Complete the Resources List

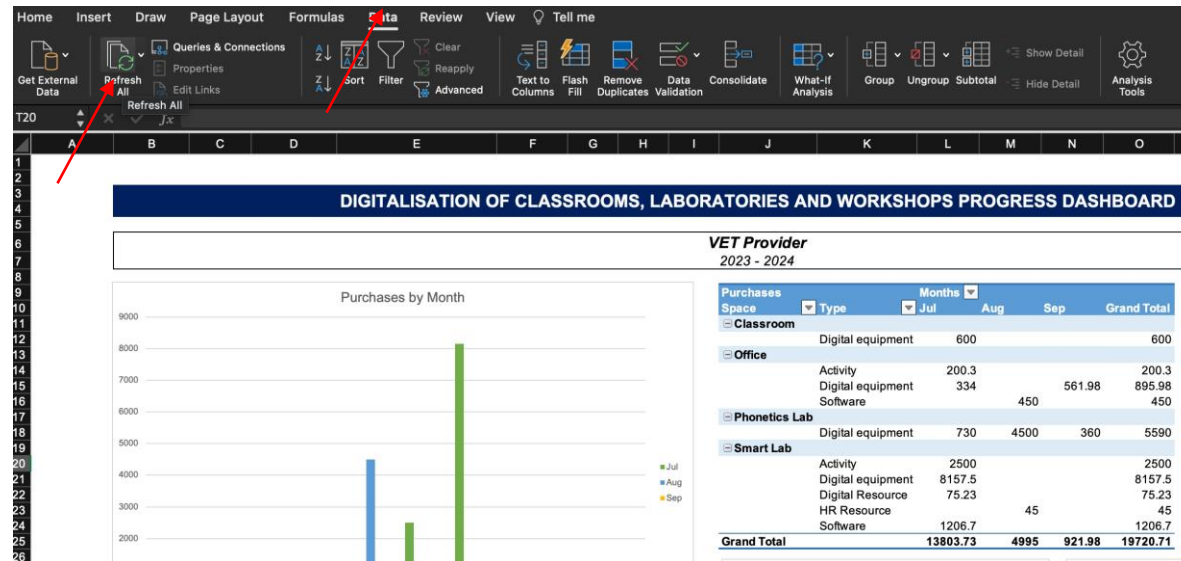
Case	INFORMATION			
	Implementation period (months)	Urgent?	Remarks	Model
123	1	⚠	Negotiate	HP Pavilion AiO
123	3	X		
123	5	X		
123	1	⚠		
123	1	⚠		
123	2	⚠		
123	2	⚠		
123	4	X		
123	5	X		

- Understand the meaning of the **Flags**:  
If the implementation period is longer than **4 months**, the flag will be **green**.  
If the period is between **2-3 months**, the flag will be **yellow**.  
If the period is less than **1 month**, the flag will be **red**.
- The **Urgent marks** (attention mark) will appear if the implementation period is between **1-2 months**.





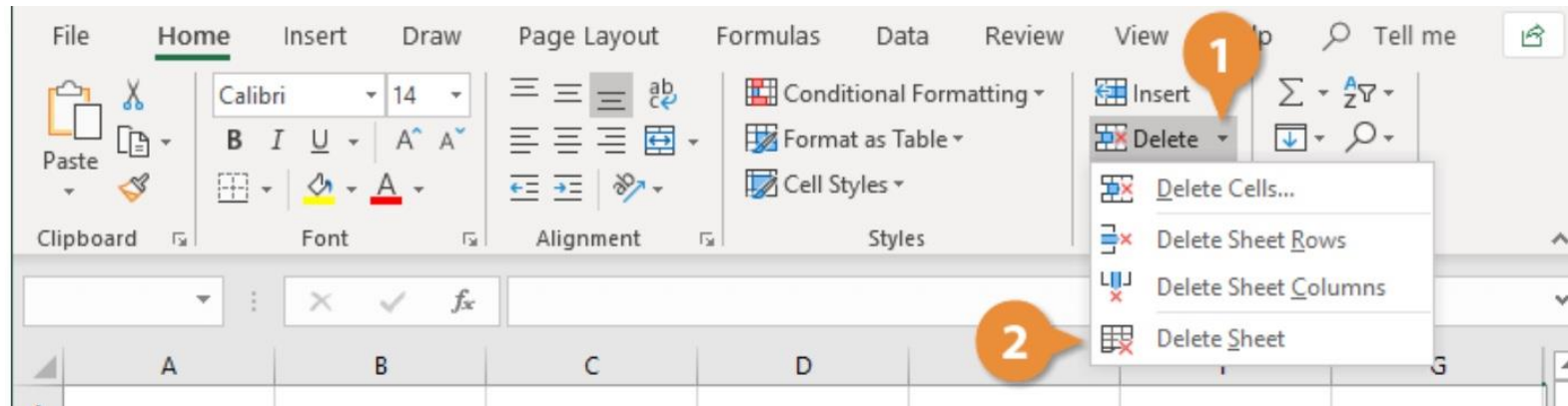
## Step 3 – Work with My Dashboard



- When you have finished completing the Resources List and want to check the Dashboard, make sure to go to **Data tab** and click on **Refresh All**. This will update the changes you've made in the list so that they are reflected in the charts.
- **Slicers and Timelines** in this sheet work exactly as the Slicer from the List (see slide 7).
- **All the elements** (charts, tables, slicers) can be **moved** within the sheet. Simply select one element and resize or move it.



## Step 4 – Delete the Example Sheets



- Right-click a sheet tab (LIST/DASHBOARD example) and select **Delete Sheet**.
- **OR** Select the sheet you want to delete > Home > Delete (click the arrow) > **Delete Sheet**.
- We kindly ask you **NOT TO** change the Sheets names.



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