

Check cells S44-X61 for the directives which will result in the departure or temporary stay of a CI.

Instruction.

Name: ► Place a name in C5 ► hit the enter key ► and click the pink button.

or

[above E17 or I32-33 or M3].

Place a number from 20 till 29 in A5 or C18 ► hit the enter key ► Check the name in L3 and ► click the pink button. [above E17 or I32-33 or M3].

C16 : After activation, *done with the click on the pink button*, the sheet is placed in past-time-mode. This : [in C16] takes a position between a real-time-, past-time- and multiple-entry -mode. Deleting the : will empty C16 (and make the cell white). **You entered real-time-mode;**The computer clock determines a raise {or not} of the basic [by the forum assigned] earning level under Σ TPts/Yu/ π ▼ [in F4] and is **automatically inserted** [in F5].**Nemo / π ▼** is automatically inserted in F5 as well; it allows modifications [;additions] to the basic income level. [Determined by the forum on entering the program].

D16 0 can be adjusted manually. [0,33 entered provides a same raise as entering 33].

[A protective "error-safety" feature, not to be trespassed]. "Nemo" from **Needs More** on/ personal id.**Attention:** Once the switch from **BABA-share** to **Ura-Use** can be made, "Nemo" becomes obsolete and is to be taken out of the system. Untill then the Forum may use it [also as incentive]. C12+ shows which [if any] percentage of bonus earning is to be transferred as Offer-in. C12c gives a possibility to modify this percentage for the specific participant at any time.**You have to keep an eye on what you insert here.** {As you click the 'pink button'}. **The cell is set to 0 [zero] after a reset and after saving data.** Nemo/ π quotes are different for most participants.C16(empty)

0,40	◀25%PtsYu/ π	25%Yaيدا▼	+TPtsYu/ π
0,80	◀50%PtsYu/ π	1,40	raise [E16]

 Provides the bonuses belonging to this person's basic income / level of earning.

Working on Yaيدا [from 08:00h-20:00h] provides a 50% bonus {in the sample; a 0,80 raise}

Work during the week [from 20:00h-08:00h] provides 25% bonus {in the sample; 0,40 raise}

Working from Yaيدا 20:00h till Myoda 08:00h provides a 25% bonus on top of the 50% for Yaيدا's {in the sample; a 1,40 raise}. Yaيدا & Myoda translate in English to Sunday & Monday

C16 : leaves real-time mode, goes to past-time-mode and erases bonus information.

C16 — leaves real-time mode, goes to past-time-mode and conserves bonus information.

C16 + leaves real-time mode, conserves bonus information and goes to **multiple-entry-mode**.**You entered multiple mode.** Input in C6 till C10 remains. You can change the name and continue to save the hours of all participants involved/ related to the same activity.**Attention:** **Stay alert on C12. This cell is always set to — after storing [; a click to save] data.** Keep an eye on Nemo/ π ▼ as well.—► Nemo/ π quotes are different for most participants.**! Nemo/ π is set to 0 [zero] after a reset and after a click to save [;to store] data.**

The need to use of the : in time notations is disabled in TRUST.

C6 Δ» start ► start-time of recognized earning start adding

C7 Δ« end ► end-time of recognized earning ends adding

C8 Φ»start ► start-time of group/centre related activity adds / subtracts

C9 Φ« end ► end-time of group/centre related activity adds / subtracts

C13 Ṫ» start ► of T-carrying [start of being 'the question-maker'] starts subtracting

C14 Ṫ« end ► of T-carrying [end of being 'the boss' (*)] ends subtracting

(*) is: the responsible for the short term (= < 8hrs) target-setting (on "what are we going to do ?").

C6-C8-C13 time 0 ▼ counts as midnight 0 ▼ midnight 1515 ▼ as 3:15pm 2120 ▼ as 9:20pm

C7-C9-C14 time 100 to 01:00 AM 1500 3:00 PM 1600 to 4:00pm 815 to 8:15am

The need to use of the : in time notations is disabled in TRUST.

C12 a + [forum] adds Tpoints mentioned in E9.[due to the positive/constructive input].

0:— C:► a — [forum] subtracts Tpoints mentioned in E9.[; negative/non-constructive input].

C12c Provides a possibility to modify the nemo percentage for specified participant at any time.

The need to use of the : in time notations is disabled in TRUST.

E6-E8-E13 show the time-span in hours:minutes. E7-E9-E14 show the added or subtracted Tpoints.

It is recommended to save the input in C6-C9 and C12, before proceeding to C10.

- C10 $\text{F Fi-in} \blacktriangleright \text{€ amount}$ calls for the total sum 'invested or lend to the group' [presently] stored during this Dsp period. [Shown in Σ -in Filed $\blacktriangleright \text{€ amount}$]. A person can ask an Uragi to return invested sums [the personal Fi-in without interest] within the running Dsp period.
Note: Be carefull with C10; Negative amounts without a + in C15 are noticed as incorrect only after saving.
 Restore such with : place a "c" in C10 to show the [wrongly] filed and file that amount as positive again.
 C10p and C10o show what is carried to this cycle from previous $\text{P} \blacktriangleright \text{Funds}$ $\text{O} \blacktriangleright \text{Offering}$
- C11 $\text{¥ Ba-in} \blacktriangleright \text{€ amount}$ [Σ -in Filed is not shown here; it restricts to the Uragi task].
 Placing a + in C15 [Uragi] calls the total sum 'brought in' and filed during the running of this cycle.

Negative hours / Ura:

Individuals can participate accumulating negative Ura. When leaving during a cycle the leaving sum is composed by their Fi-in+ reduced by their participation in shoza costs.

— Ura are transported to the next Dsp-cycle and not included in the **Presara** [= Dsp-distribution in €].

An s or p in C15 provides an intermediate 'dsp' [based on the *now*-moment]. Participants with - Ura are marked in yellow. Entering their name in C5 [or pi# in C18/A5] provides the contact info in line 36.

Pay attention; the negative Ura will disappear in adjusting the Yaira/Tpoint quote. Insert manually (after) !

Additional Instructions for Uragi

DSP cycle/ period; shown in N1 [m.xyz.wd] and C4 [xyz.wd].

M.xyz.wd reads: **M**utida,x=year,yz=month.**w**eek [1-4] & **d**ay of the week [1-7] eg. **5.403.wd**; Trust v**54**_, 03=Dsp.

- C17 $\Sigma \text{Out}/\pi \blacktriangleright$ calls for the € amount a person is entitled to when leaving the group during/within the calculation period which is shown in C4 [xyz.11-xyz.47]

common economy \blacktriangleright place a 'p' in C12 to subtract the (centre-overhead-expenses/participants) x number of participation days in this cycle.[in H25]

[*The subtracted sum is to be reduced on the running sum and brought up further on*]

the new economy \blacktriangleright place a 'd' in C12 to subtract the (centre-overhead-expenses/hours per month) x accumulated time dedicated to/in labor for/ group/or/centre.[in F13]

- D17 specs $\blacktriangleright\blacktriangleright$ any key calls for Dsp- or personal statistics on various category / period. C5"dsp"& anykey in D17 shows accumulated group results. [G34 is here: $\Sigma \bigcirc \Phi$ /use in hours].

when colored purple, it means, that to close last Dsp calculation, the Offer-in reserve turned negative.

- D18 [move your cursor with the arrow buttons under the pink button]

- D18 needs as input a 1 to show [this year's] average percentages of the participant.

- F17 Indicates participant's percentage [in running period] of the [in total] collected amount of Ura.

- D4 π (pi#) \blacktriangledown Male receive an even, female an odd personal identification number.

C13 and C14 are not available for female. See AA2 for more details.

- E4 $\Sigma \text{ODSP}/\pi$ During the running cycle accumulated € [accumulated Ura x "currency value"].

- F13 $\Sigma \Phi$ /use/ π Accumulated time dedicated to /in labor for / the group /or/ centre.

[root of the right to use other facilities / services / products]

Time shown [in F14] serves in the compare with the total time [$\Sigma \bigcirc \Phi$ /use] spend in the Shoza [in H29].

- F15 Yaira /Pts-ill Percentage of basic earning level [determined by the forum on entering the program] as 'guaranteed' income when scheduled by the forum for tasks in/at the centre.

Yaira procedure

C15 needs a +. C12 can get an 'y'. $\Delta \gg \checkmark \ll$ are set to 0:00 [ill people don't work or carry T's].

Scheduled time in Φ is modified to an addition {or not} to the basic earning level.

To read Uragi related information and perform Uragi related tasks place a + in C15.

Group related Uragi task starts with 'dsp' in C5.

(**DSP**; Distribution **S**ymbiosis **P**roduct, executed on the last day of a cycle. You can however visit a status quo of developments here.)

- Dsp** When called this file there is a reminder placed in H7 to put a + in C15 to activate the task as Uragi [C12+ group totals in column H]. Participants are mentioned in column J. An u in C12 changes names to the participant details. (π p.i.d.number & Pts Points/ hour). The total amount of BA-in [in H11] *minus* the remaining Fi-in (+0,23% compensation) [in H9] will result in the DSP [H7]. **DSP** is consequently *divided by* the total amount of Ura [H5]. Result is a [cycle"currency"] value [H19], shown under "1 Üra now". Column I individualizes amounts of the Dsp portion and expresses this in €. The participants share consists of: (Ura x cycle value) + (invested _or lend_ sum with a 0,23% interest).

At the end of a Dsp cycle [on da.47] final additions/modifications to the Shoza costs are to be made **[and to be saved]**.
 "Shoza" translates in English to: Community Centre.

Festival After Dsp calculation there is a 12% subtraction on what is starting sum in the O reserve. If this amount is not transferred to the indicated account, it is to be booked under DSP Ba-in. It will then be [re-inserted] in the Offer-in reserve.

Shoza Cost Belong as task to the forum [Uragi]. Shoza costs can be inserted **always**, yet, to read the correct content of the 'Σ Funds' you need to insert 'dsp' in C5 & a + in C15. Place an **s** in C12, and follow the color order in column G to add or subtract € amounts. [G4 corresponds with G12, G5 with G13, G6 with G14, G7 with G15, G8 with G16 and G9 with G17]
 Σ BaBa in **G11** corresponds with the **sum of G12-G17**. G11 responds directly.
Modifications to the Varia(Tra) can only occur under Dsp [;when "dsp" is inserted in C5].

Attention: You will have to save your modification { click the pink button to store the modifications }
The Fi-out & Offer-in action can only occur at the end of a cycle and are fully automated.

F<+ = -► **A positive amount will be treated as negative.** The proces takes the Σ Fi-in out.
 [the sum mentioned in H9 is copied to C10]

Offer ► **A positive amount will be treated as positive.** The proces took the Σ Fi-in out.
 [the sum mentioned in is copied F9 to C11].

C11 p Merely shows what remained as Σ Funds from the previous Dsp period.
 € amounts in C11 may be larger than F9. This, to give an opportunity to insert external/ previous sums in this cycle's distribution. Fi-out [interest included] is transferred to Shoza cost under Varia (Tra)nsport.

s p ► Placing an **s** in C12 *after the above* shows the Σ Ba-In **without** the Offer-in [in H11]. Column I shows the distributed with Offer-in. A difference is caused by the interest on Fi-in by the individual reciever and may emerge as negative sum in Σ Funds.
 Placing a **p** in C12 inserts the Fi-out-ed sum on the Shoza Cost list, which is spread over the number of participants. Σ Ba-In [H11] *minus* Σ BaBa [G11] equals Σ Sub [I19]. Column I however assumes there is a sum in Σ Funds and calculates the participants share of Σ Ba-In *minus* the individual contribution to the Shoza Cost [Σ BaBa]. It shows, what those who did & those who didn't 'earn' are 'left to recieve' or '[supposed] to pay. In H23 appears 'what is subtracted from the Σ Funds' to cover the Shoza Costs.

Turn-out.47 You can /are to/ insert a **1** in cell D18 to activated the reset/prepare for the next cycle.
 1 ► out► [move the cursor with arrowkeys under the pink button] To start the process hit the pink button.
Turn-out can only be done on da.47; the last day of the cycle. {or modify computer date}
 L33 shows the subtracted & what non-recievers are [still supposed] to contribute to the Shoza Cost.

exit during cycle It may happen a participant wants to quit. *Udai-Wa-Re articles are returned.*
 Participant's name is inserted and (any key) placed in C17; Σ Out/π► appears with C15+

Σ Out/ π► He or she participated on day xyz.11. Calculations made, include [in total] the departure day; Cycle exit [H24] on day: [H25]; counting the number of "cycle participation days".

E12 Shows the amount of € a parting individual is entitled to claim. Being: ([cycle "currency"] value on Cycle exit day **x** accumulated [individual] ura) + (invested or lend sum+interest). The forum may subtract the [above] amount [in E12] with either a **p** or a **d** inserted in C12.

[in this case you can speak of: P for payment, D for donation]

C12 p Subtract E12 with **Payment**: Shoza Cost on Cycle exit day *divided by* number of participants [ΦShare in H21] **x** number of days of participation in cycle [H25].

A difference between [sub-1] & [DSP] is the Fi-in+interest distributed within the sums of the participants.

C12 d Subtract E12 with **Donation**: *new economy* ► Shoza Cost on Cycle exit day *divided by* hours/month **x** number of hours used by participant during this cycle [Φ use/π in H23]. ◀
 K33 shows what the departing participant is entitled to take with. [in N66 the reset-resistant Back-up]

Attention:

Following steps will influence the € amount in E12.

G8 **A positive amount will be treated as positive.** Insert first the "—", then the € amount.

H8 The color of "Reduce Σ " relates to the € amounts mentioned in either Φ Share [H21] or Φ use/ π [H23].

G8 Insert the **'to be subtracted'** in the Shoza cost list. A departing participant is [prematurely] helping to cover Shoza expenses. You can **'click the pink button'** to save the file.

Taking a person out of the system.

After calculating the 'Leaving Sum' in K33 [with C17<>"" & C12p/d] the file needs to be saved. Insert a + in C15 and subtract [the "-"] K34 in C11 , F9 in C10 and F7 in H30. Unprotect the sheet and open columns AA-AK. Copy-paste participant's values in AI-AJ on a open line [one with 55 in column AB] line above the 'dsp' marker. Insert [:copy-paste] the last [other] participant's values from [only] column AA-AJ over the values in the leaving participant's line. Correct the order in column AG and Re-protect the sheet. {—► automatically with C15p, C17<>"" & C12p/d & Save iT . Click on A32-33 to go to the turn.out/notes area}. In colums AA-AJ you may find backup data [of leaving participants before deletion in the table]. Unprotect to see.

Placing a person into the system. Only an i in C12 gives you access to this option. Else, you Unprotect the sheet and open columns AA-AE. [See remark in AA2 concerning the name giving procedure] Male receive even, female odd numbers [: column AB] Insert the proper symbol [: column AC]. Relate the Forum decisions on basic level of earning and yaira quote [to columns AD and AE] and Re-protect ! sheet. When not filled in the basic Tpoint is set to 1,0. Yaira and Tpoint entries cannot be adjusted [without unprotecting the sheet]. Modification can be made by simulating a departure of the participant. With a re-entering of the [same] participant, new values can be inserted on Tpoint earning and Yaira. Nemo [and phone number] can be adjusted entering the name in C5 [or pi# in A5/C18] and a c in C12. **Pay attention:** the negative Ura will disappear in adjusting the Yaira/Tpoint quote. Insert manually (after) !

Remember: Forum dsp is booked correctly under O. There is a 12% subtraction [add festival quote]

Note: Place the 'dsp' [marker] line in column AA always on max number participant [in BC39] plus 1, following an empty [; - line], to allow data entry on parting persons not to override dsp entries.

Shortkeys: Reset: Ctrl+r / Save-iT: Ctrl+SHIFT+S / To► TC-N2: Ctrl+t / Save File: Ctrl+h

More info Only a **+** in C15 shows "1 Üra now". Only a **1** in C17 shows "Σ BaBa ☼ "; The accumulated Shoza Cost. Only a **p** in C11 shows remains from the previous Dsp period (Σ ☼) Funds. Only a **p** in C15 shows participants with 'negative' Ura.[abuse]. (Click **π▲▶▶** to show). C5_{dsp} & C15_u gives the € participant's share, pi number & Tpts/yr. Only an **s** in C15 shows participants name-specifications & provides an intermediate DSP calculation [click red arrows]. Only an **i** in C12 gives you access to the column where you can insert a participant. Only a **s** in C12 accesses the "BaBa in ☼ "; to add / subtract or only show Shoza Cost. C2 with "uragi" enables the Test mode [open sheet on columns Y & AA-CA for modifications]. C10_p and C10_o show what is carried to this cycle from previous P▶ Funds, O▶ Offering C5_{name} & C12_c gives a possibility to modify the nemo% & phone# for specified participant. D17 colored purple means, that to close last Dsp calculation, the Offer-in reserve exhausted. Negative. Red flags in C19, I3 & H34 appear when costs exceed the reserves in the Funds. C15s or p provides an intermediate 'dsp' [based on the *now-moment*]. Participants with - Ura are marked in yellow. Enter the name in C5 [or pi# in C18/A5] provides the contact info in line 36.

Calendar related information.

Mu-Yaida & Udai-da 'holidays' are [Mtida] 05-05-leapyear & [Utida] 08-08-every year and elaborated as: (Basic level +Yaira) : to recieve the Yaida bonus under Nemo /π.

Refer to the TC-N2 sheet for other calendar related information.

Paper registration sample:

Trust v.55

March,31,2010 (© Udai-Wa-Re)

Δ add	Φ centre	T subtract	Fill in 1	$\nabla \pi(\pi\#)$	Δ add	Φ centre	T subtract	Fill in 1
Date ∇	Start ∇	End ∇	$\Delta/\Phi\pm/T$	$\leftarrow - \rightarrow$	Date ∇	Start ∇	End ∇	$\Delta/\Phi\pm/T$
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