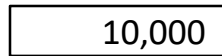


Editing and Saving Data in Forms

Enter Value in Cell


1. Click in cell
2. Type value
3. Click Save icon



Result: Value is updated, cell background is white

Copy and Paste

You can copy a range of cells from Excel, CalPlan, or HCP and paste them into a CalPlan or HCP form.

1. Select data to copy
2. Right-click and select Edit \ Copy
3. In CalPlan or HCP, click on first cell where you want to paste the data
4. Right-click and select Edit \ Paste
5. Press **[Ctrl+V]** to paste
6. Click the Save icon 

Note: If you use the keyboard shortcut [Ctrl+V] to paste with Chrome, the Clipboard helper dialog box will open and you will have to paste again. The quick menu is recommended to avoid this extra step.

Editing and Saving Data in Forms

Enter Formula in Cell

1. Click in cell
2. Enter operator (+, -, *, /) and value
3. Click the Save icon

10000

10,000*1.1

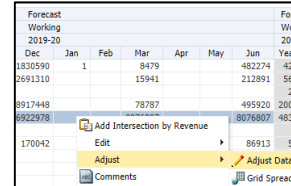


11,000

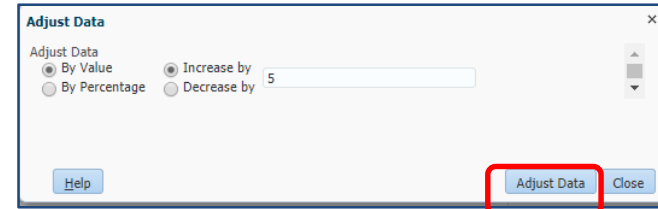
Result: Value is updated; cell background is white

Adjust by Value or Percentage

1. Highlight cell(s) to update
2. Right-click, select **Adjust \ Adjust Data**



3. Complete the dialog box as desired



4. Click **Adjust Data**