MANAGEMENT OF DEMINING OPERATIONS

SOFTWARE TOOL USER GUIDE

Software Release 1.0
May 2012
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I. INTRODUCTION

The Geneva International Centre for Humanitarian Demining (GICHD) has created a software tool to assist operators of mechanical, manual, and animal detection assets – The Demining Management Tool - Release 1.0 (DMT-R1)

This software tool focuses on operational versus non-operational time (downtime) and asset / operational efficiency and performance.

Key information for each asset may be logged on a daily basis:
- operational time
- non-operational time
- area/volume processed
- fuel consumption (for machines)
- hazards found/detonated
- environmental conditions (terrain, weather, etc)

When daily information has been logged, the tool can output a set of printable reports. The reports highlight operational versus non-operational time, as well as asset performance versus predicted and relative to environmental conditions.

The software tool is constantly evolving and we welcome any and all feedback/input from field users. Please direct all comments and suggestions to the GICHD Mechanical Project Officer – Pehr Lodhammar. His contact information can be found on page 46.

List of Conventions:

- **Bold is used to indicate buttons, radio buttons, and pull down menus**
- *Italics is used to indicate forms, menus, and windows*
- “Quotes are used to indicate field names”
II. GETTING STARTED

The Management Tool (DMT-R1) was developed in Microsoft Excel, utilizing Visual Basic for Applications macros. The DMT-R1 is designed to work with Excel 2007 and later running on Microsoft Windows XP, Windows Vista, and Windows 7.

The DMT-R1 is **not compatible** with Apple Macintosh versions of Excel.

To run the software, **MACROS must be ENABLED** after the programme starts up. When opening the programme the DMT-R1 *Start Up* screen will be presented:

Note the **Security Warning** and **Options…** button (upper left corner, under the ribbon). Note: in Excel 2010 this is different – see page 6 for details.
This warning indicates that Excel has automatically disabled macros. To start using the DMT-R1 macros need to be enabled – to do this, start by CLICKING the Options... button. The following dialogue box will open:

To enable macros and start using the DMT-R1 there are two options:
OPTION 1: Enable macros permanently for this file or location (RECOMMENDED), or
OPTION 2: Enable macros using this dialogue box each time the programme is opened.

For Excel 2010 the macros security warning and associated button are different. The
Enable Content button will not bring up a dialogue box; it will simply enable macros
(OPTION 2). To follow OPTION 1 with Excel 2010, do not click this button but instead
follow the directions on the next page.

To proceed with OPTION 1, go to the next page.
To proceed with OPTION 2, jump forward to page 11.
OPTION 1: Enable Macros Permanently (Recommended Method)

To enable macros permanently click on the OPEN THE TRUST CENTER link (underlined text in the lower left corner of the Security Alert – Macro dialogue box). Note: for Excel 2010 go to File > Options > Trust Center and click the Trust Center Settings … button. Now, follow the directions below.

If you have clicked the Enable Macros button already and the Main Menu has launched, you will need to click the Save & Close button, reopen the file and follow the above directions.

Clicking the link will open the Microsoft Excel “Trust Center” dialogue box (see next page) which will allow you to add the “location” in which the DMT-R1 is saved to the list of “trusted locations”. Once the DMT-R1 location is added to this list, macros will be enabled permanently and will not need to be enabled each time the programme is opened.

Note: if the file is moved to another location you will need to repeat this process.
The “Trust Center” Dialogue box will appear as follows:
In the left hand bar click the **Trusted Locations** tab (2\textsuperscript{nd} item from the top).

![Image of the Trust Center dialog box showing the Trusted Locations tab and the Add New Location button]

This will bring up a list of the “Trusted Locations”. To permanently enable macros for this file, the saved location of the tool must be added to this list.

To do this, click the **Add New Location…** button in the lower right (as shown on above).
This action will open a browse location dialogue box (shown below). Click the **Browse** button and navigate to the location where the DMT-R1 is saved and click the **OK** button. This will bring back the above dialogue box.

Note: if the DMT-R1 is ever saved to a new location, that location will need to be added to the “Trusted Locations”.

![Microsoft Office Trusted Location Dialogue Box](image)

Check the **Subfolders of This Location Are Also Trusted** check box. Enter a description (not required) and then click the **OK** button. The new trusted location has been added and will show up in the list.

To exit the Trust Center dialogue box, click the **OK** button.

The Security Alert – Macro dialogue box will now reappear. Click the radio button “**Enable This Content**” and then click the **OK** button to Enable Macros this first time.

Note: this dialogue box will not appear in Excel 2010.

Macros have now been enabled permanently for the DMT-R1 save location. Skip OPTION 2 and proceed to Section 3 of this guide on page 12.
OPTION 2: Enable Macros Each Time the Programme Opens

To enable macros when the programme is launched, open the Security Alert – Macro dialogue box (if it is not already open) by clicking the Options… button.

Note: in Excel 2010 this dialogue box will not appear – simply click the Enable Content button.

Select the Enable This Content radio button and click OK.

Note: this process will need to be repeated every time the programme is launched. Alternatively, to enable macros permanently follow the instructions above for OPTION 1 on page 7 of this guide.
III. MAIN MENU
Once macros have been enabled the Main Menu will be displayed:
The *Main Menu* allows access to the key features of the DMT-R1: **Asset Management**, **Organizational Information**, **Daily Data Entry**, **Reports**, **File Operations** and **Manage Data**.

Asset Management and Organizational Information needs to be entered the first time the programme is accessed.

Note: Setup Information need only be entered once.

After all required “Task and Organizational” and “Asset” information has been entered, the **Daily Data Entry** form can be accessed. When at least 2 days of daily data have been entered, Reports can be generated and printed. At any time, the file can be saved as a new name, using the **Save As** button, and the file can be closed using the **Exit** button (under the **File Operations** pull down button).

To clear data from a DMT-R1 instance use the **Manage Data** form, it allows for data clearance and data export.

The following sections discuss the details of each sub function:

- **Organizational Information**
- **Asset Management**
- **Daily Data Entry**
- **Reports**
- **Manage Data**
- **File Operations**
IV. ORGANIZATIONAL INFORMATION

The Organizational Information button allows for entry of “Task and Organizational” information.

First, click the Organizational Information button to open the Task and Organizational Information Entry Form.
1. Task Information
   a. Hazard Area or Task ID – identification number for area or task (required)
   b. Project Start Date – formatted (e.g. 01-Jan-2012)
   c. Task Type – Clearance, Technical Survey, Vegetation Cutting, etc. (required)
   d. Gazetteer – nearest town or city
   e. Working Depth – working depth in centimeters

2. Organization Information
   a. Organization – Name of the NGO, Company, or Organization (required)
   b. Project/Task Manager – Individual in charge of this operation (required)

3. Season Information
   a. Fall Start Date – date when Fall season begins (e.g. 21-Sep)
   b. Winter Start Date – date when Winter season begins (21-Dec)
   c. Spring Start Date – date when Spring season begins (21-Mar)
   d. Summer Start Date – date when Summer season begins (21-Jun)

4. Workday Information
   a. Manual hours worked per day
   b. Animal Detection hours per day

Note: the “Hazard Area or Task ID” field is used in the filename when the Export function is used – the following special characters: < > ? [ ] : | * / \ are not permitted in this field.

When all the information has been entered, click the Save & Return button to save the information and return to the Main Menu. Once the information has been submitted it is saved and can be updated, corrected, or changed anytime by accessing the Task and Operational Information Entry Form (discussed above).

Once Task and Organizational Information is complete proceed to the next section to access Asset Management to add, remove, and edit the available demining assets.
V. ASSET MANAGEMENT

From the Setup Menu click the Asset Management button to access the Asset Management menu.

The Asset Management menu (shown below) allows the user to add, remove and edit assets used in demining operations. These assets are categorized into Mechanical, Manual, and Animal Detection tabs at the top of the window.
MECHANICAL DEMINING ASSETS
To access information about mechanical demining assets, click the Mechanical tab at the top of the Asset Management window.

The screen above shows the Mechanical tab in the Asset Management window. Existing demining machines are organized under tabs in the centre of the screen.
Click the **Add Machine (+)** button to add a new machine. This will create a new tab in the center of the *Mechanical* window labeled “New”.

Fill in the following Machine Information:

1. **Manufacturer** – name of the machine manufacturer (required)
2. **Model / Name** – manufacturer model or name (required)
3. **Tool Type** – Flail, Tiller, Excavator, Shovel, Sifter, etc. (required)
4. **Machine ID / Serial #** – unique identifier for this machine (required)
5. **Measurement Units** – does the machine process area or volume (required)
6. **Nickname** – if you do not fill this in, the programme will create a nickname
7. **Manufacturing Year** – year the machine was built
8. **Tool Width** – width of working tool (if applicable)
9. **Maximum Operating Depth** – certified depth for operation (if applicable)
10. **Estimated Capacity** – estimated processing per hr - m^2/hr or m^3/hr (required)

Items 1, 2, 3, 4, 5, and 10 are required for each machine to be uniquely identified and to properly drive the reports. Information must be entered for these fields.
When entering a machine that has two or more working tools – enter the machine twice or more with different tools in the Tool Type field.

Click the **Save** button in the upper section of the page to add the new machine and save its information while remaining in the *Asset Management* menu. Alternatively click the **Save & Return** button in the upper section of the page to add the new machine and save its information and return to the main menu.

The asset will now be available as a tab in the centre of the *Asset Management* screen. Selecting a specific mechanical asset tab will show the information for that asset and allow changes and corrections to be made; do not forget to click the **Save** or **Save & Return** button if any changes are made.

In order to delete an existing machine first select the appropriate machine’s tab to display that machine in the centre of the *Asset Management* window. Click the **Delete Machine (-)** button to delete the displayed machine. (shown below)

Note: It is recommended that no more than 20 machines are added due to Excel display limitations

When information for all machines has been added proceed to the *Manual or Animal Detection* tab to add manual or animal detection demining assets. Alternatively click **Return** to go back to the *Main Menu* if all setup information has been entered.
MANUAL DEMINING ASSETS
To access information about manual demining assets, click the Manual tab at the top of the Asset Management window.

The screen above shows the Manual tab in the Asset Management window. Existing manual demining teams are organized under tabs in the centre of the screen.
Click the **Add Team (+)** button to add a new machine. This will create a new tab in the center of the *Manual* window labeled “New”.

Fill in the following Team Information:

1. **Team Name** – name of the demining team (required)
2. **Supervisor/Team Leader** – team supervisor or leader (required)
3. **Capacity Estimate** – estimated processing per hr (m^2/hr) (required)

Items 1, 2, 3, are required for each team to be uniquely identified and to properly drive the reports. Information must be entered for these fields.

Click the **Save** button in the upper section of the page to add the new team and save its information while remaining in the *Asset Management* menu. Alternatively click the **Save & Return** button in the upper section of the page to add the new team and save its information and return to the main menu.
The team will now be available as a tab in the centre of the Manual tab of the Asset Management screen. Selecting a specific manual team tab will show the information for that asset and allow changes and corrections to be made; do not forget to click the Save or Save & Return button if any changes are made.

In order to delete an existing team first select the appropriate machine’s tab to display that machine in the centre of the Asset Management window. Click the Delete Team (-) button to delete the displayed machine. (shown below)

![Asset Management Screen](image)

Note: It is recommended that no more than 20 machines are added due to Excel display limitations

When information for all teams has been added proceed to the Machine or Animal Detection tab to add machine or animal detection demining assets. Alternatively click Return to go back to the Main Menu if all setup information has been entered.
ANIMAL DETECTION DEMINING ASSETS
To access information about Animal Detection demining assets, click the Animal Detection tab at the top of the Asset Management window.

The screen above shows the Animal Detection tab in the Asset Management window. Existing animal detection assets are organized under tabs in the centre of the screen.
Click the **Add Animal (+)** button to add a new machine. This will create a new tab in the center of the *Animal Detection* window labeled “New”.

![Image](image.png)

Fill in the following Animal Information:

1. **Animal Name/ID** – name or ID of the animal (required)
2. **Handler Name/ID** – name or ID of the handler (required)
3. **Capacity Estimate** – estimated processing per hr (m^2/hr) (required)

Items 1, 2, 3, are required for each team to be uniquely identified and to properly drive the reports. Information must be entered for these fields.

Click the **Save** button in the upper section of the page to add the new team and save its information while remaining in the *Asset Management* menu. Alternatively click the **Save & Return** button in the upper section of the page to add the new team and save its information and return to the main menu.

The animal will now be available as a tab in the centre of the *Manual* tab of the *Asset Management* screen. Selecting a specific manual team tab will show the information for that asset and allow changes and corrections to be made; do not forget to click the **Save** or **Save & Return** button if any changes are made.
In order to delete an existing animal first select the appropriate animal’s tab to display that animal in the centre of the Asset Management window. Click the Delete Animal (-) button to delete the displayed animal. (shown below)

Note: It is recommended that no more than 20 machines are added due to Excel display limitations.

When information for all animals has been added proceed to the Machine or Manual tab to add machine or manual detection demining assets. Alternatively click Return to go back to the Main Menu if all setup information has been entered.
VI. DAILY DATA ENTRY

When all Setup information has been entered, the Daily Data Entry form can be accessed. From the Main Menu click the Daily Data Entry button. The Daily Data Entry form appears as shown below.

This form is used to enter progress information for each machine, each working day. Data should be entered on a per day (as opposed to weekly sum) basis due to report formatting.

Start by selecting the desired Asset for data entry. The three asset tabs (“Mechanical”, “Manual”, “Animal”) allow selection of the appropriate asset group. The individual assets are organized on tabs in the middle of the screen.

The desired date for data entry can be entered in the “Date and Conditions” section of the form. In addition to selecting a date, if you would like to view or edit previously entered data, the Dates with Data pull down menu will allow selection of any date where data has been entered. Once a date has been selected input conditions using the drop down menus located just below the date selection in the “Date and Conditions” section. Condition input is not required for data entry. Conditions pull downs and their options are listed below:

1. Weather: Sun, Clouds, or Rain.
2. Terrain: Flat, Hilly, or Rocky.
3. Soil Type: Gravel, Sand, or Top Soil

After inputting the date and conditions select the appropriate asset tab (Mechanical, Manual, or Animal Detection) and the appropriate asset from the set of tabs below the “Date and Conditions” section of the form. Available data changes with each asset type.

MECHANICAL ASSETS

1. Operational Information
   a. Operational Hours: enter total number of hours machine was in the field. Enter 0 if none. (required)
   b. Area processed: enter total area processed by machine during operation. Unit changes to match machine processing unit. (required)
   c. Fuel Consumption: total fuel consumption for the day in Liters
   d. Vegetation Level: No Vegetation, Low, Medium, or High from pull down
   e. Operator Name: machine operator name.

2. Hazards
   a. Enter number of AP Mines, AT Mines, and ERW found or detonated by asset.

3. Non-Operational Information - Although non-operational hours are not required, it is recommended that the hours are entered whenever
downtime is encountered. Select the appropriate cause using the drop down menu and add the hours of non-operation. A description box is also available for comments.

a. For Non-Operation time (downtime) the following set causes are available through the drop down menu:
   i. Other
   ii. Breakdown
   iii. Recovery
   iv. Weather
   v. Security
   vi. Personnel Issues
   vii. Transportation
   viii. Pending Task
   ix. QA/QC
   x. Waiting for Parts
   xi. Repair

4. Notes: space to add any notes for the day.

MANUAL ASSETS
1. Operational Information
   a. Operational Hours: enter total number of hours team was in the field. Enter 0 if none. (required)
   b. Area processed: enter total area processed by machine during operation. (required)
   c. Vegetation Level: No Vegetation, Gnd Prep Done, Low, Medium, or High from pull down
   d. Search Type: Detector or Full Excavation from pull down.
   e. High Metal Contamination: Checkbox for high metal contamination.

2. Hazards
   a. Enter number of AP Mines, AT Mines, and ERW found by team.

3. Non-Operational Information - Although non-operational hours are not required, it is recommended that the hours are entered whenever downtime is encountered. Select the appropriate cause using the drop down menu and add the hours of non-operation. A description box is also available for comments.
   a. For Non-Operation time (downtime) the following set causes are available through the drop down menu:
      i. Other
      ii. Personnel Break
      iii. Equipment Issues
      iv. Weather
      v. Security
      vi. Personnel Issues
      vii. Outside Visit
      viii. Pending Task
      ix. QA/QC
      x. Safety Distance
      xi. Setup/Testing
      xii. Illness

4. Notes: space to add any notes for the day.
The *Animal Detection* data entry form contains three additional data boxes in the “Date and Conditions” section of the form. They are “Wind”, “Air Temp (C)” and “Soil Temp (C)”. They are available for additional conditions data.

1. Operational Information
   a. Operational Hours: enter total number of hours animal was in the field. Enter 0 if none. (required)
   b. Area processed: enter total area processed by team during operation.(required)
   c. Vegetation Level: No Vegetation, Gnd Prep Done, Low, Medium, or High from pull down
   d. Search type: Short Leash, Long Leash, or Free Running from pull down.

2. Hazards
   a. Enter number of AP Mines, AT Mines, and ERW indicated or found by team.

3. Non-Operational Information - Although non-operational hours are not required, it is recommended that the hours are entered whenever downtime is encountered. Select the appropriate cause using the drop
down menu and add the hours of non-operation. A description box is also available for comments.

a. For Non-Operation time (downtime) the following set causes are available through the drop down menu:
   i. Other
   ii. Breaks
   iii. Animal Issues
   iv. Enviro Acclimation
   v. Security
   vi. Transportation
   vii. Outside Visit
   viii. Mgmt Hold
   ix. QA/QC
   x. Safety Distance
   xi. Failed Int Test/ACC
   xii. Rain
   xiii. Wind
   xiv. Temperature

4. Notes: space to add any notes for the day.
After all data has been entered appropriately, click the Save button located in the upper centre section of the form to save and remain on the form. Alternatively click the Save & Return button to save all information and return to the main menu. If you have entered information but forget to save before clicking another machine tab, selecting a new date, or clicking the Save & Return or Return button, the following prompt will occur:

![Prompt Image]

Note: if you enter data in the wrong machine tab, or incorrectly select a date, simple click the IGNORE button to discard the changes and move to another machine or date.

As with the other forms, data can be edited at any time. A Delete button is provided that allows the deletion of data for a specific machine on a specific date. If data has been entered in the wrong machine or for the wrong date, simply navigate to the machine and date where the data to be deleted is stored and click the Delete button.

![Delete Button Image]

Once data entry is complete, to exit the Daily Date Entry form, click the Return button in the upper centre of the screen.
VI. REPORTS

Reports can be generated for any date range for which data exists over at least 2 days.

To initiate a report, click the Reports button on the Main Menu. The Navigation menu will be shown as below. From here a report Start Date and End Date can be selected. If no selections are made the report will default to the full date span and show the analysis for all the data contained in the programme.

Clicking the Main Menu button at the top of the Navigation window takes the user back to the main menu.

In the centre of the Navigation Menu the three different demining asset types are available for selection through buttons labelled Animal, Manual, and Mechanical.

*Note that it is necessary to click the Update Reports button to refresh the data available for report generation if the date range is changed.
Clicking any of the Asset types in the centre of the *Navigation* window generates the Page 1 Summary report for the selected asset type (in this case Mechanical):

All of the assets for the selected asset type, along with a “Summary” asset, are now listed in the window in the lower centre of the *Navigation* menu, which is now on the right side of the screen. Selecting any individual assets or the summary displays the reports associated with that asset. The *Page 1*, *Page 2*, etc buttons along with the < and > buttons just below the asset selection window navigate through the different report pages. The “Summary” asset displays all assets of a specific asset type on one report.

The Page 2 Mechanical Summary report is shown below (summary reports for other assets are shown later):
The first report page displayed when an individual asset of any type is selected is a non-operational breakdown for that asset.

Project/task totals for the asset are shown including:

- Operational Hours
- Non-Operational Hours
- Ratio of Operational to Non-Operational Hours.

Non-Operational hours are broken down into their specific sub-category.

A bar graph displaying the total ratio of Operational to Non-Operational hours as well as the day by day ratio is also included on page 1.

The second and third report pages for each asset differ and will be explained separately below. The can be accessed by pressing the Page 2 or Page 3 buttons in the Navigation window.
Page 2 of an Animal asset report summarizes the Vegetation encountered, the terrain and soil conditions and total area cleared per day versus predicted during the data period in bar graphs from top to bottom.
Page 3 of an individual Animal asset report shows:

1. Temperature – displays the temperature encountered each day
2. Wind – displays the wind conditions encountered
3. Weather – displays the weather encountered
4. Area processed - shows the area processed vs. expected area. This is repeated from page 2.
Page 2 of a Manual asset report summarizes the Vegetation encountered, Weather conditions, the Terrain and Soil conditions and Area Processed per day versus predicted during the data period in bar graphs from top to bottom. There is no third page for a Manual asset report.
Page 2 of a Mechanical asset report summarizes the reporting period totals for the specific asset. At the bottom of the page, the area processed is displayed along with expected area processed.

The table labeled “Reporting Period Totals” on the left contains the following information:
1. Area Processed – total area processed (m² or m³)
2. Fuel used – total fuel used (L)
3. Days Worked
4. AP Detonations
5. AT Detonations
6. ERW Detonations

The table labeled “Efficiency” displays the following efficiency calculations:
1. Area Processed – area processed per day (m² or m³ per day)
2. Fuel Used – fuel used per day (L/day)
3. Detonations – detonations/day
4. Working efficiency – land cleared per operational hour
5. Overall efficiency – land cleared per total hours
6. Fuel efficiency – fuel per 1000 m² land cleared.
The Mechanical asset report Page 3 displays the Vegetation encountered, Weather conditions, Terrain and Soil, and Area processed in bar graphs from top to bottom.

**SUMMARIES**

The “Summary” item in each asset type displays a summary report of all the assets of that type. There are two pages of reports available.

Page 1 of a “Summary” asset displays a table summarizing all the performance data for each asset in the asset type. The asset totals are displayed along the bottom. This summary chart varies slightly for each asset.
Page 2 of the Summary asset report graphically displays the Operational & Non Operational Hours and Area Processed for the individual assets in that asset type.
PRINTING

Print options available are:

1. Current Asset: prints out the currently displayed asset. Is not available when the “Summary” asset is selected.

2. Asset Group: prints out all the assets in the currently selected asset group (Mechanical, Manual, or Animal Detection)

3. All Assets: prints out data for all assets in the programme.

4. Summaries: prints out the summary pages for all the asset groups.
VII. MANAGE DATA

The DMT-R1 includes a set of data management functions: Clear Data, and Export Data. Clicking the Manage Data button on the Main Menu will bring up the Manage Data form (shown here).

Clicking the appropriate tab will allow access to the clear and export functions.

**Clear Data:** the Clear Data tab allows the user to either clear all project data (daily data, machine information, and task and organizational information), or just clear the daily data.

This functionality can be used at the start of a new task or project when it is desired to save the machine data from a previous use of the DMT-R1. The clear all data function can be used to simply create a new use of the tool, with no data.

To clear data, click the Clear Daily Data button or the Clear All Data button. A Yes - No prompt will be presented to make sure the action is really desired, click the Yes button – data will be cleared and you will be prompted to save the new instance with a new name.

**Note:** the original version will be saved prior to clearing data.

**CAUTION:** the Clear Data functions will PERMANENTLY ERASE DATA.
**Export Data:** the Export Data tab allows the user to export all project data. When the Export button is pressed the tool will create a new Excel workbook containing daily data, machine information, and task and organizational information. This workbook will be saved automatically with a filename structure as follows: “yyyy-mm-dd_DMT_Task_Export”, where yyyy-mm-dd is today’s date year-month-day and Task is the Task ID from the Task and Organizational Information entry form.

To return to the Main Menu click the Return button.
VIII. FILE OPERATIONS

Clicking the File Operation button from the main menu created a drop down menu as seen below.

- **Save**: saves the program.
- **Save As**: opens a dialog box to save the program under a new name or to a new location.
- **Exit**: exits the program.
IX. TROUBLESHOOTING

If any Excel errors occur during the operation of the DMT-R1:

- Ensure that you are using Excel 2007 or later and that your version includes all updates available from Microsoft
- Exit from DMT-R1 and restart Excel
- If the same error occurs after restarting Excel, restart Windows entirely
- If the problem persists, record the specifics of the error, and the specific programme actions surrounding it, and contact the Mechanical Project Officer at the GICHD (see below)

X. CONTACT INFORMATION

Pehr Lodhammar
Advisor, Mechanical Systems and Contracting
p.lodhammar@gichd.org

Geneva International Centre for Humanitarian Demining
7bis, avenue de la Paix
P.O. Box 1300
CH-1211 Geneva 1
Phone | +41 22 906 16 60
Fax | +41 22 906 16 90