

# *Data Maintenance Advisory*

2011- 9

Issue Date: December 2011

**Topic:** CCAS Spreadsheet v1.3 Posted in Pay Pool Notices

**Discussion:** A new CCAS Spreadsheet, version 1.3, was created to correct a bug in the Output Charts option found under the Add-Ins tab at the top of the Excel workbook. You can select to capture the images of charts showing results, by pay pool or by career path, for pasting into Excel or PowerPoint presentations. The use of this feature precludes users from inadvertently pasting an Excel object into a document or presentations. The Export Charts button failed to function for select chart titles.

**Action:** Use the updated CCAS Spreadsheet v1.3 found in Pay Pool Notices to facilitate pay pool deliberations if you are interested in capturing scatter plot images for reports and briefings. Do a round-trip in CAS2Net to use the updated spreadsheet if your pay pool has already met so you do not lose any data/scores.

**Note:** There is another option for pasting a single chart as an image and not as an Excel object while using the CCAS spreadsheet.

- 1) Select the chart to be copied and then click the "Edit" menu and select "Copy" from the pull down list.
- 2) A message box will pop up with the message "The selected chart will be copied as an image".
- 3) Paste into whatever application desired. It will paste as an image.