

# Unscramblet Social Media Tracking Tool Instructions & Information

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## Important Information about This Document

- The Excel Workbook contains three tabs (one hidden). The **Monthly Data** tab is where you input information. The **Printable Table** tab provides a printable, snapshot that fits on one letter-sized sheet of paper.
- This workbook is designed for Excel 2007 and newer.
- If you print off the Monthly Data tab, it will print on 3-4 sheets of legal (8.5"x14") paper. Best just to leave it digital. ☺
- PLEASE DO enter your information into the *unshaded* spaces on the Monthly Data tab.
- PLEASE DO NOT make any changes to the shaded (light yellow/tan depending on your perspective) spaces.
- PLEASE DO NOT make any changes to the table on the Printable Table tab. To refresh the data either close out of the workbook and go back in, or click on any space in the table, then click on Pivot Table Tools and choose refresh.
- PLEASE DO make any changes you like to the workbook. If you do make changes, I'd like to see them. Feel free to email to the address at the bottom of the worksheet.
- PLEASE DO share this tracker with anyone who you think may find it helpful. Please keep the Unscramblet branding intact.
- If you have questions, please visit the [Revolutionarily Unscrambled](#) group on Facebook.

## FAQs

Q. Can you help me interpret these numbers?

A. The spreadsheet was designed to help you see trends, such as numbers changed and percentage changed. Any positive percentage means growth. If you'd like to schedule a consultation, please visit

<http://www.unscramblet.com/contact-me/> and complete the form. Or, send an email to the email address at the bottom of the spreadsheet.

Q. I accidentally deleted/changed one of your formulas and now my spreadsheet won't work. What do I do?

A. Most of the formulas are pretty basic Excel work. If you know Excel, you can retype the formula. If you aren't familiar with Excel, then you can reach out to a tech savvy friend. **Note: *Unscramblet On Call* members receive free formula fixes and help with the spreadsheet as a special bonus.**

We recommend saving a plain copy of your spreadsheet, then saving a new file into which you can put your numbers. That way, if a field needs fixing, you can copy from the fresh copy into the one you're using. That fixes most issues.

Q. What if I don't need to track something that you have listed? Can I remove it?

A. The easiest way to "remove" it from the spreadsheet is to hide the row. Do a right-mouse click on the row's number and choose hide. You can always unhide it later when you begin using that channel. This will keep the integrity of the Likes/Follows formula at the bottom of the sheet intact.

Q. I hid a row and want it back. How do I unhide a row?

A. Place your mouse on the space between the two numbers. You'll notice that your pointer will turn into two bars with arrows coming out each side. Do a right-click and choose unhide.

Q. Do you have any tips for seeing the entire sheet, top to bottom?

A. In Excel 2007 and higher you can hide the ribbon except when needed. To do this click on the tiny up arrow in the far right-hand corner of the ribbon. This will allow you to see the entire sheet on an average monitor resolution. If you need to "pin" the ribbon down again, click on one of the menus (such as "Home") and then click the push-pin icon in the lower right-hand corner of the ribbon.

**Got any other questions? This document is constantly being updated. Send an email or ask in the Facebook Group: [Revolutionarily Unscrambled](#)**

## File Version and History

October 15, 2015 – Version 1.0 – file created, formatted and saved. Help documentation written.

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