

# DGEnterprises Cycle Tracking Instructions

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## Overview

Welcome to the Cycle Tracking workbook by DGEnterprises. We hope that you will enjoy using this workbook and find it useful. Please make sure you read the End User License Agreement (EULA) and Legal Contract before beginning to use this workbook. This workbook is written to be used with Microsoft Excel. You must have a valid copy of Microsoft Excel installed on your computer system to utilize this workbook. It is highly recommended you keep a blank copy of this workbook in another location on your computer in case you are in need of it at a later time.

We are often asked why was this workbook created in the first place. Many women use this workbook while trying to conceive a child or if they wish to track what happens in their normal menstrual cycle. Since every woman is different, this workbook will hopefully help you identify what your normals are. This includes: the length of your menstrual cycles, days of menstruation, peak temperature days, and so on. Remember: This workbook is for entertainment purposes only and in no way guarantees pregnancy or prevention of pregnancy. Always seek advice from a qualified medical professional. You can view an updated version of this workbook at [www.dg-ep.com/downloads\\_ct\\_instructions.html](http://www.dg-ep.com/downloads_ct_instructions.html).

These instructions will go over how to use this workbook to track and monitor information that is recommended to be recorded to determine the best time and opportunity to become pregnant. We won't go into why this information is recommended to be recorded or what the terminology here means. There is plenty of websites out there that explain all the why's and what for's in tracking this data when trying to conceive.

When using this workbook, it is extremely important to **ONLY ENTER DATA INTO THE YELLOW HIGHLIGHTED CELLS**. Do not add or delete any columns, rows, or cells. Do not change the size, shape, or formats of any cells. There are massive amount of cells containing mathematical formulas to create the information displayed. These cells are both hidden and visible. Changing anything outside of the yellow highlighted cells could cause this workbook to become unusable.

Each worksheet has it's own function. Worksheets labeled **1** through **15** (example **1**, **2**, **3**, etc.) are designed to store the data collected throughout your cycles. This workbook will track and store up to 15 cycles.

Worksheets labeled **C1** through **C15** (example **C1**, **C2**, **C3**, etc.) are larger versions of the charts on the corresponding worksheet.

The worksheet labeled **Temps** shows the temperature data for all of the cycles entered throughout this workbook.

The worksheet labeled **Ovulation Day** shows the peak ovulation day for each cycle if you are using a commercial ovulation kit to detect your peak ovulation time. This worksheet shows the data for all cycles entered.

The worksheet labeled **Menstruation** shows the number of days of menstruation for each cycle.

The worksheet labeled **Look Up** filters key words of the Notes cells of all the cycles entered into this workbook.

The worksheet labeled **Collective Data** is a collection of data entered throughout this workbook.

The worksheet labeled **Legal** is the End User License Agreement and Legal Disclaimer for using this workbook.

Ok, lets go though each type of worksheet.

### **1-15 Worksheets**

All of the worksheets labeled 1-15 (1, 2, 3, etc.) are set up very similar. They are also the core data collection centers for the entire workbook. Each number corresponds to the cycle number currently being recorded. For example, the first cycle you wish to record is labeled 1, the second 2, and so on. Cycle 1 is slightly different as there will be no historical information to calculate averages and estimates.

As you look at the worksheet, you will notice a chart at the top. To the left of the chart you will see the cycle number being recorded, your name, the start day of this cycle, the current ovulation kit you are using (if any), today's date, the number of days you menstruated, the number of times you have had intercourse so far this cycle, and the number of notes you have made so far this cycle. To the right of the chart is the calculated averages of days your menstrual cycles have lasted so far, the average day you have a positive and almost positive ovulation test result (if used), and the average number of days your cycles have lasted plus the day your next cycle might start.

Let's start with the tab labeled 1. Note: The worksheet with the tab labeled 1 is a little different from the other worksheets because there is no historical data to calculate averages and estimates. Plus, you have to enter your name in the top portion.

First, enter your name in the yellow highlighted box labeled **Name** (C5) located to the left of the chart at the top of the worksheet. This will fill in your name in the title of all of the worksheets in this workbook and will only have to do this at this one location.

In the second yellow highlighted box labeled **Start Day** (C6), type in the date of the very first day your start menstruating (the first day of your cycle). For example: 01/01/10 for January 1st, 2010. Once you pressed Enter, the date will show the week day, month, day, and year, of the date you entered. This will also fill in the calendar below with the appropriated dates, cycle days, and indicate the end of the previous cycle.

The third yellow highlighted box labeled Ovulation Kit Used indicates the commercial ovulation kit you are using for this cycle, if you are using one. This information is used to keep track of which kit you have used in the past in case you wish to change brands. Note: you do not have to be using a commercial ovulation kit to utilize this workbook.

Now, let's look at that calendar below the chart. For the sake of these instructions, let's say your cycle started on 1/1/10. You will notice that each day is set up the same (see below). The number in the top left is the calendar day. The little number in the top right is the cycle day. M indicates if you are menstruating on this day. The T indicates what your basal body temperature is on this day (if you are monitoring it). O indicates your Ovulation Test result (if you are monitoring it). I indicates if you have had intercourse on this day. Notes is for any notes you wish to make about this day. End indicates the last day of your cycle. Keep in mind to **only enter information into the yellow highlighted cells**.

Calendar Date -->	<b>1</b>	1	<-- Cycle Date
	<b>M:</b>		<-- Menstruating
	<b>T:</b>		<-- Temperature
	<b>O:</b>		<-- Ovulation Test Result
	<b>I:</b>		<-- Intercourse
	<b>Notes:</b>		<-- Notes
	<b>End:</b>		<-- Ending Day of Cycle

The yellow highlighted cell labeled **M** is to indicate if you are menstruating on this day. If this is a day in which you are menstruating, place an "X" in this box.

The yellow highlighted cell labeled **T** is to indicate what your basal body temperature is on this day. If you are monitoring your temperature, enter the temperature in Fahrenheit here. (for example: 98.2)

The yellow highlighted cell labeled **O** is to indicate the result of your ovulation test on this day if you are using a commercial ovulation kit sold at most pharmacies. Here you will indicate if your test result was Negative, a Little Positive (the test showed a slight positive result, but is in no way a true positive result), Almost Positive (the test showed an almost positive result, but not quite a true positive result), or Positive (the test shows definitely positive, no questions asked). You can use the drop down menu to enter in this result into this yellow highlighted cell.

The yellow highlighted cell labeled **I** is to indicate if you have had intercourse this day. If so, place an "X" in this box if you have had intercourse once this day and "XX" in this box if you have had intercourse more than once this day (Men seem to like this feature).

In the yellow highlighted cell labeled **Notes** is designed to indicate any notes you wish to make on this day. For example: If you are monitoring your cervical mucus, you can enter a description such as clear or cloudy. If you notice you seem to have a headache around the same time every month, indicated you had a headache this day, etc. Keep in mind when entering notes that this cell is case sensitive. Computers see the word "Clear" different than the word "clear" (observe the capitalized letter C). It might be a good idea to type your notes in at lower case level throughout this workbook to keep consistency.

The **End** cell is to indicate the last day of your cycle. Do not adjust these cells. They will be filled in automatically when you enter in the starting date of your next cycle.

Notice that as information is entered on the worksheet the chart above and the information to the left of the chart will automatically display the current information. If you are menstruating, a triangle will appear in the chart on the day you are menstruating. If you recorded your basal body temperature, a line graph will appear and begin displaying your basal body temperatures. If you are keeping track of your ovulation test results, a small bar graph will be displayed at the bottom of the chart. If you had intercourse once that day, an X will be displayed on the chart (a star if you had intercourse more than once).

Keep filling in your information for every day till the end of your cycle. On the first day of your next menstrual period, move onto the next worksheet and make sure to enter in the start day of your next cycle on the next sheet. After the first cycle you will notice averages about your cycles will begin to be calculated and the longer you use this workbook, the more accurate these calculations become.

### **C1-C15 Worksheets**

All of the worksheets labeled C1-C15 (C1, C2, C3, etc.) are larger charts of the corresponding worksheets. For example, C1 is a larger chart of the small chart at the top of the worksheet in worksheet 1. C2 is a larger chart of the small chart at the top of worksheet 2 etc.

### **Temps Worksheet**

This worksheet displays all of the basal body temperatures from all cycles together on one sheet. If you are tracking your basal body temperatures, this may indicate trends.

### **Ovulation Days Worksheet**

This worksheet indicates the first day of each cycle the ovulation test (if you are using a commercial ovulation kit) indicated a positive result (or almost positive if there is no positive result). A circle that is filled in with a color indicates the first positive result for the corresponding cycle. If there was no positive result for that cycle, the chart will indicate a circle with a white center for the first almost positive result of that cycle.

### **Menstruation Worksheet**

This worksheet indicates the number of days your menstrual period occurred in each cycle.

### **Look Up Worksheet**

This worksheet allows you to graphically lookup words entered into the cells labeled Notes throughout this workbook. At the top of the worksheet there is a yellow highlighted cell labeled **Text to Look Up**. In this cell, type in the a word or some text that was entered earlier into the Notes cells in this workbook. The chart below will indicate on what day of what cycle that word or text had been entered into the cells labeled Notes.

For example. If you are tracking your cervical mucus and wish to see if there is trend of times where your cervical mucus is clear, type the word "clear" into the yellow highlighted cell. The chart below will place a dot on the location of every time the word "clear" was typed into the Notes cells by cycle throughout this workbook.

Note: This feature is case sensitive. If you type the word "clear" on this worksheet and the word "Clear" with a capital C is entered into the Notes cells, the chart below will not find that particular entry. It is important to keep this in mind when entering in Notes throughout this workbook. To be on the safe side, it is usually best to type in all of your notes in lower case text.

### **Collective Data Worksheet**

This worksheet shows all of the collective data that has been entered throughout this workbook. This worksheet is not designed to do anything but display raw information. Do not alter any cells of this worksheet.

### **Legal Worksheet**

This worksheet contains the End User License Agreement (otherwise known as the EULA) and the Legal Agreement you accepted to use this workbook. Please read this worksheet before using this workbook.

### **Troubleshooting/FAQs**

For the most up to date Frequently Asked Questions for this workbook, connect to the website at [www.dg-ep.com/downloads\\_ct\\_faqs.html](http://www.dg-ep.com/downloads_ct_faqs.html).