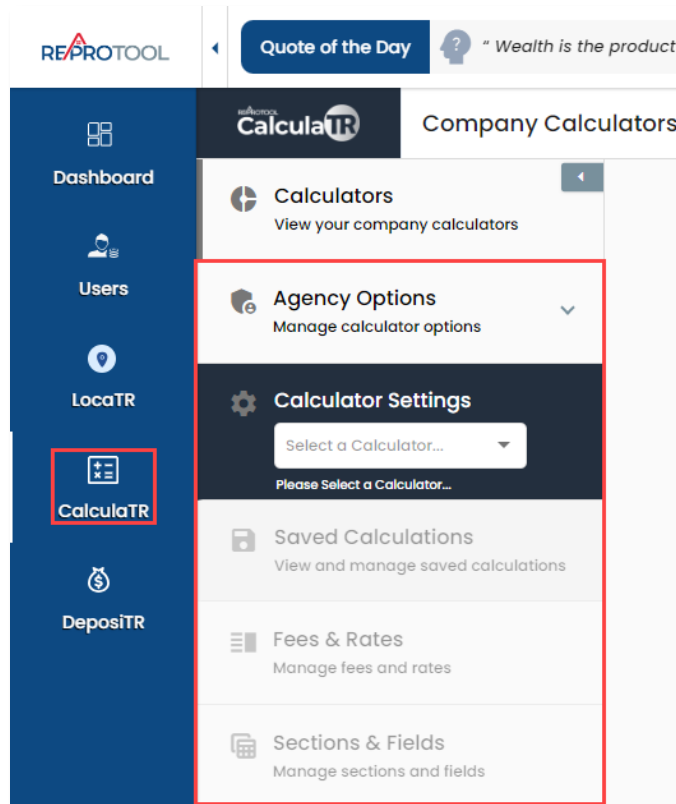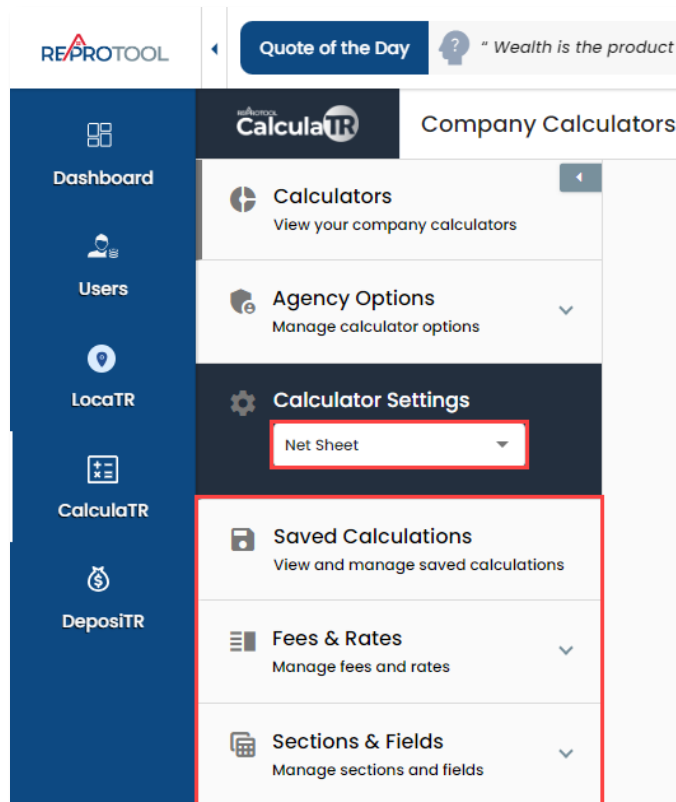# CalculaTR Admin
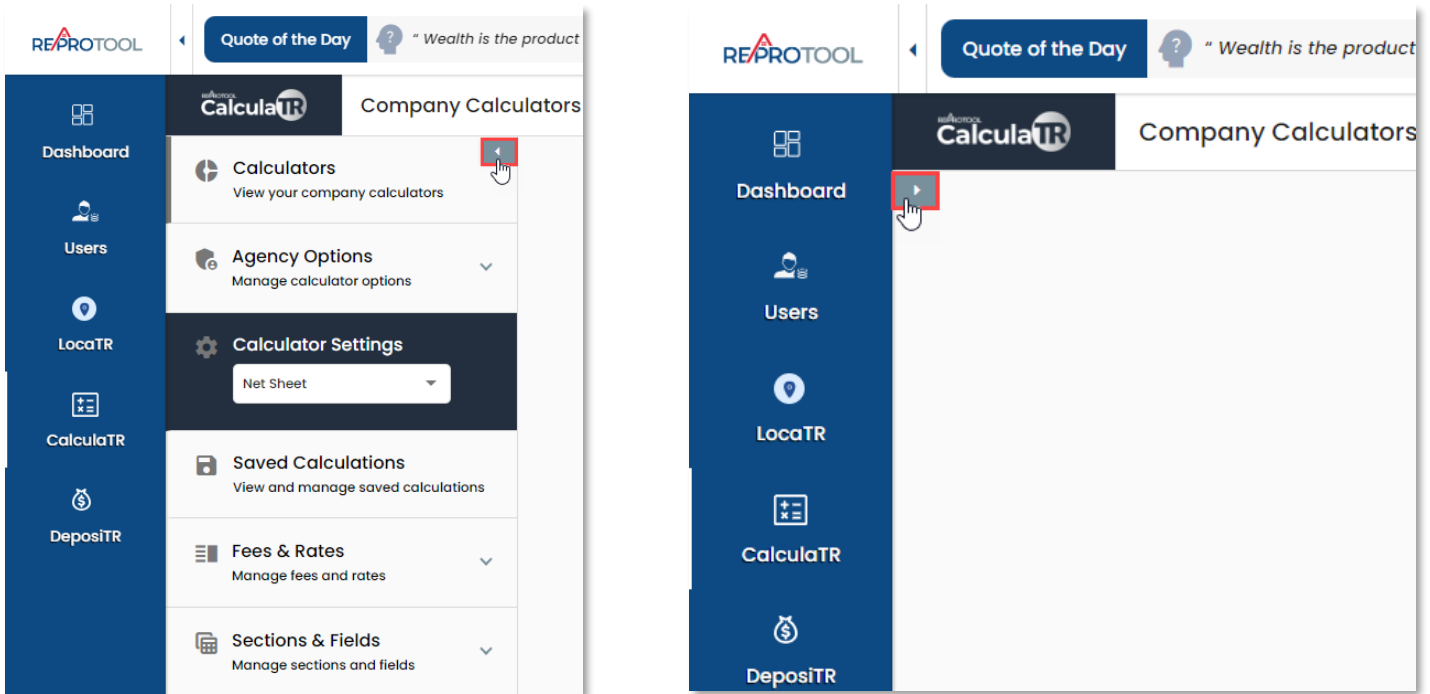
CalculaTR admin tools can be accessed via *REProTool* from the *CalculaTR* navigation by an *Agency Admin*.

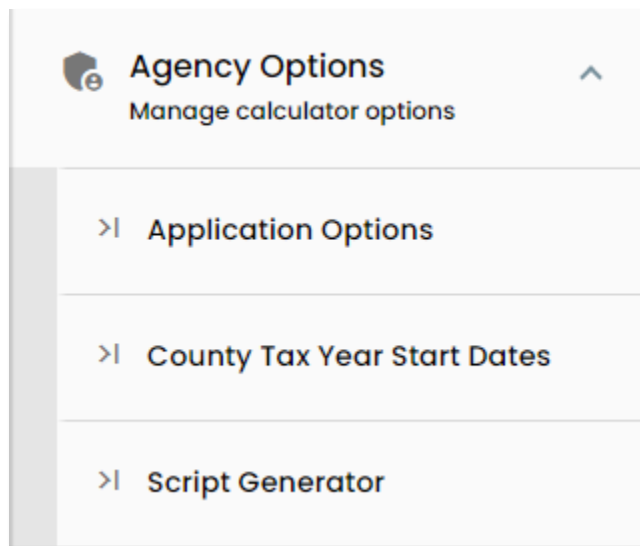Selecting a valid *CalculaTR* from the *Calculator Settings* will enable the appropriate admin options.

The *CalculaTR* navigation can be opened or collapsed using the arrow at the top of the menu.

Agency Options

Expanding *Agency Options* will display *Application Options*, *County Tax Year Start Dates* and *Script Generator*.

Agency Options – Application Options

Application Options is where you can find the option to display the **Equal Housing Opportunity Logo**. The **Modified By** and **Modified On** columns will update with the user and date and time of the most recent update.

Agency Options – County Tax Year Start Dates

Under the **County Tax Year Start Dates**, each county can have their **Tax Year Start Date** set using the calendar selection icon.

Agency Options – Script Generator

The **Script Generator** tab is used to create Javascript script tags to embed calculators into your own website. Scripts can be generated for a single calculator or all calculators.

Use **Generate Tag for All Calculators** to create a script tag for all calculators. Follow the instructions on the modal to display all available calculators.

Use the pencil edit icon in line with a calculator from the table to create a script for that particular calculator. Follow the instructions on the modal to display the selected calculator.

✍ For All Calculators

Use this tool to generate Javascript script tags to embed the calculators on your website.

You can generate a script tag for **all** calculators using the button below, or you can generate a script tag for a **single** calculator using the table below.

[Generate Tag for All Calculators]

✍ For Individual Calculators

≂ Filter

Name	Display Name	Description	Actions
NetSheet	Net Sheet	Netsheet calculator.	✎
Mor			✎

⊘ Generate Script Tag
For Net Sheet   ✕

Place this **script** tag inside the **head** tag of your website:

`<script src="https://stage.calculatr.io/element/loadCalculaTR.js?ce660d2a-e12a-4a7b-93d4-a5f9b42ea126&39983b5c-a5bc-4d00-b7ae-f83e984e0361&J6D8WA" id="loadCalculaTR"></script>`

Then all you have to do is place this **component** tag wherever you want the calculators to be displayed:

`<calculatr-app style="width: 100%; height: 100%;" ></calculatr-app>`

Implementation Example:

```
<html>
    <head>
        <title>Calculator Example</title>
        <script src="https://dev.calculatr.io/element/loadCalculaTR.js?..." id="loadCalculaTR"></script>
    </head>

    <body>
        <div>
            <calculatr-app style="width: 100%; height: 100%;"></calculatr-app>
        </div>
    </body>
</html>
```

[Ok]

Saved Calculations

As an **Admin**, saved calculations for all users in the agency can be viewed for both manually saved and auto saved calculations.

All saved calculations can have reports downloaded and deleted using the appropriate icons in-line with the save. Clicking the saved calculation line will open the **NetSheet** calculator where the info can be edited and then resaved.

Fees & Rates

Expanding **Fees & Rates** will display **Fee Delineators, Fee Sheets** and **Rate Sheets**.
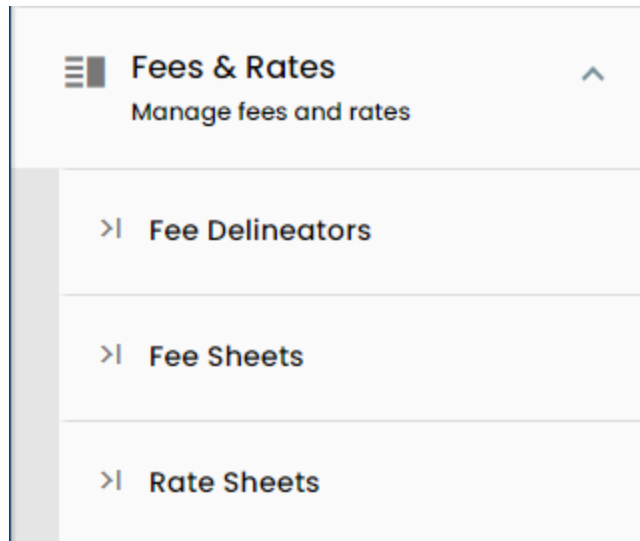
Fees & Rates – Fee Delineators

Fee Delineators is used to view, add and delete delineators used on the net sheet. Both the *Fee Groups* and *Rate Groups* templates will pull from the *Fee Delineators* table.

Fee Delineators are mostly user created, though there are some such as *County* that are system defined. Delineators marked *true* for *Is System* cannot be edited or deleted. Any delineators marked *true* for *Is Locked* can be edited, but not deleted. Delineators marked *false* for *Is Locked* and *Is System* can be edited and deleted.

New *Fee Delineators* can be added using the *+Add* button. Enter your desired delineator name and click *Create* to display the delineator value fields.

After creating a new delineator, a value with the default name of *New Value* will be added. The value can be edited using the pencil button or deleted using the trash button. Once the name is edited, use the save icon to save your change.
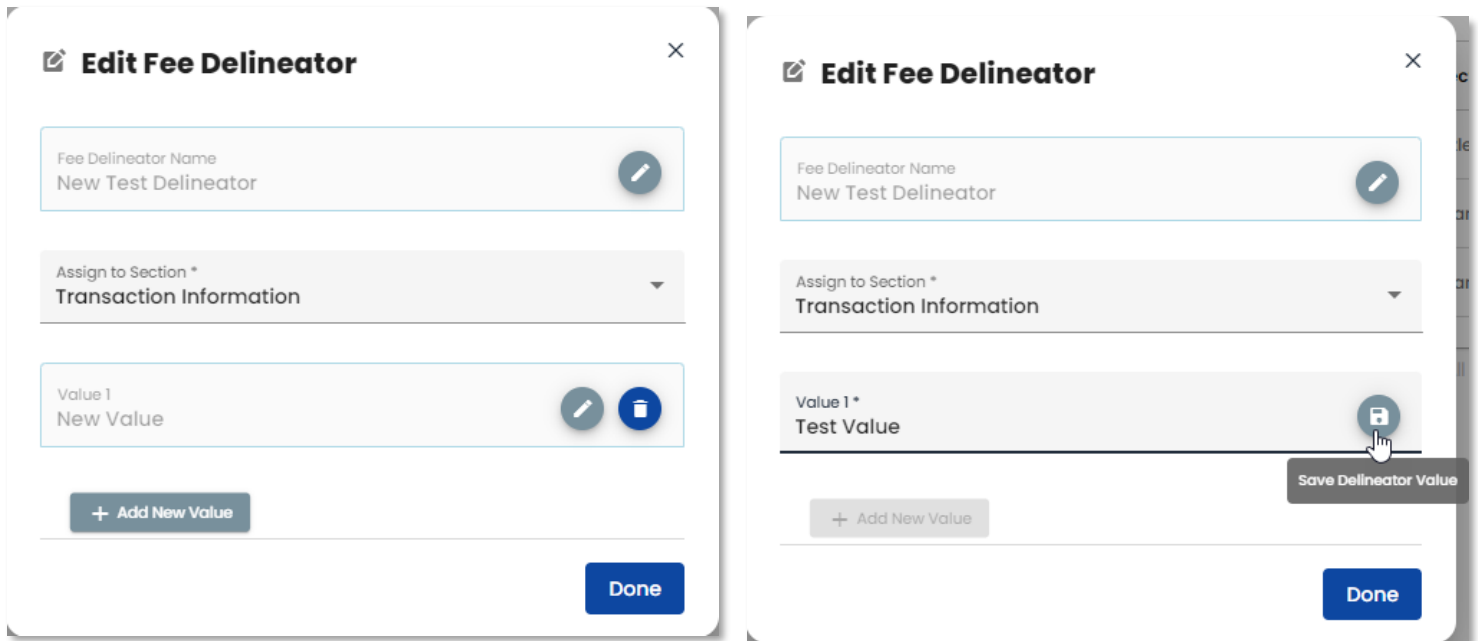
Fee Delineators can be moved to different sections in the *NetSheet* using the *Section* dropdown. The next time the *NetSheet* is loaded, the *Fee Delineators* will display in their selected *Section*. If data was entered prior to moving a *Fee Delineator* and you opt to keep the data when prompted on the *NetSheet*, the *Delineator* will display in the prior location.
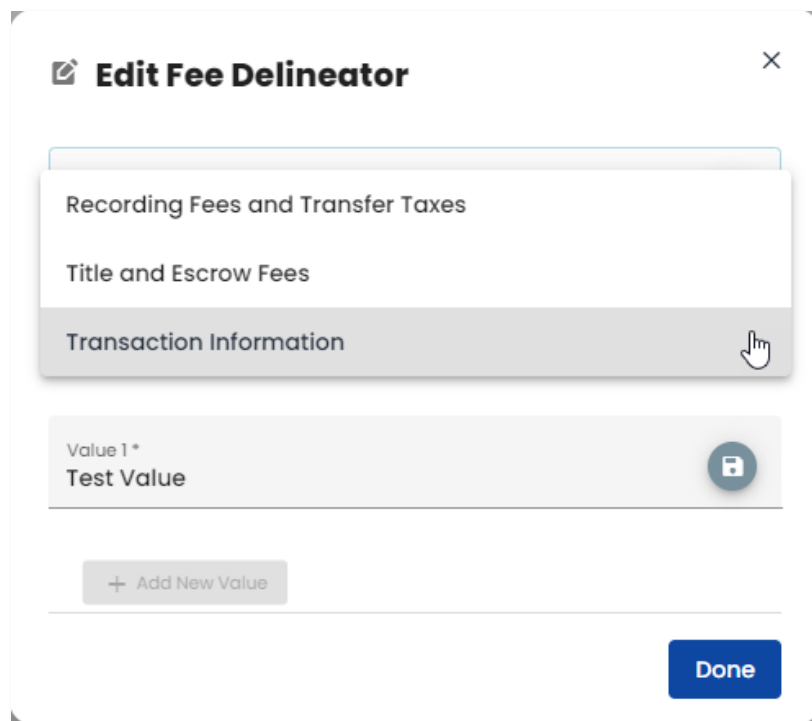
Multiple values can be added to a delineator using the **Add New Value** button. These added values will display as a drop down when using the **NetSheet**. When you are done adding or editing a **Fee Delineator** click **Done** to save your changes. Changes to **Fee Delineator** names and values can be done at any point using the pencil edit icon from the main delineator table.

Delineators that are marked **false** for **Is Locked** and/or **Is System** can be deleted by using the trash can delete icon in line with them on the main delineator table. A confirmation modal will display asking if you are sure you want to delete the delineator. Click **Proceed** to confirm the deletion. If a delineator has been used in an uploaded rate or fee sheet, you will receive an error when attempting to delete it.

Fee Delineators and their values will display under the ***Recording Fees and Transfer Taxes*** or the ***Title and Escrow Fees*** section of the ***Net Sheet*** depending on where they are placed via the ***Fee Sheets*** tab.

Fees & Rates - Fee Sheets

The **Fee Sheets** tab is used to upload and manage fee sheets. You can download the provided fee sheet template and upload it as well as delete any un-needed **Fee Groups**.

A **Fee Sheet Template** option is provided to assist in putting together an excel sheet you can upload. When you click the fee sheet template button, a modal will display asking how many **Title Premium Lines** and **Title Premium Discount Lines** you would like to add to the template. A value between 1 and 20 must be entered for each field. Click **Download Template** when both fields are entered.

Fee Sheets can be uploaded by using the *Choose File* button or dragging a valid excel file into the drag and drop area. The *Sheet Name* will need to match the tab name in the excel file. The *Fee Group Name* will be the name that displays in the *Active Fee Groups* table. Clicking the *?* icon on either field will display a help box with information about each field.

Active Fee Groups will display in the table and can be deleted using the trash can icon. A confirmation modal will display asking if you are sure you want to delete the fee group. Click *OK* to confirm the deletion.

If a **Fee Group** is assigned to a section upon deleting, a confirmation modal will display asking if you are sure you want to delete the fee group and informing you that the fee group will be dissociated from the section.

Previously uploaded **Fee Sheets** can be downloaded using the **View/Download** button.

To assign a *Fee Group* to a section, click the line of the *Fee Group* and use the dropdown in the pop up to assign it to the desired section. To remove a *Fee Group* from a section you can use the dropdown and select *UnAssign*.

Fees & Rates - Rate Sheets

The **Rate Sheets** tab is used to upload and manage rate sheets. You can download the provided rate sheet template and upload it as well as delete any unneeded **Rate Groups**.

A **Rate Sheet Template** option is provided to assist in putting together an excel sheet you can upload. When you click the rate sheet template button, the template will be downloaded.

Rate Sheets can be uploaded by using the **Choose File** button or dragging a valid excel file into the drag and drop area. The **Sheet Name** will need to match the tab name in the excel file. The **Range Group Name** will be the name that displays in the **Active Rate Groups** table. Clicking the **?** icon on either field will display a help box with information about each field.

Active Rate Groups will display in the table and can be deleted using the trash can icon. A confirmation modal will display asking if you are sure you want to delete the rate group. Click **OK** to confirm the deletion.

Previously uploaded **Rate Sheets** can be downloaded using the **View/Download** button.

You can see the values in a *Rate Sheet* by selecting the line. This will open a popup with all the rates entered into the uploaded *Rate Sheet*.


Range Id	Min	Max	Amount	Percentage	Granularity	Granularity Increase
1459	1	10000	250	0.00%		
1460	10001	30000	250	0.00%	5000	5000
1461	30001	50000	350	0.00%	5000	5000
1462	50001	70000	430	0.00%	5000	5000
1463	70001	100000	500	0.00%	5000	5000
1464	100001	500000	590	0.00%	5000	5000
1465	500001	1000000	1590	0.00%	1000	1000
1466	1000001	5000000	2590	0.00%	1000	1000
1467	5000001	10000000	10390	0.00%	1000	1000
1468	10000001	15000000	19140	0.00%	1000	1000

Sections & Fields

Expanding *Sections & Fields* will display *Section Settings* and *Fields Settings*.
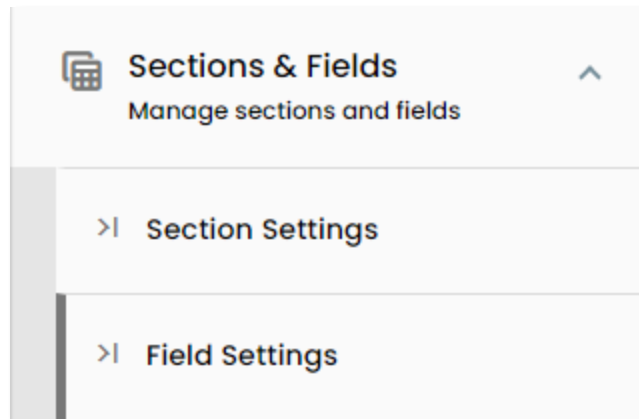
Sections & Fields – Section Settings

The **Sections Settings** tab will allow you to alter the names of some **NetSheet** section headers as well as set the display preferences for some.

Section Settings will display a list of available **NetSheet** sections. Anything checked is currently displayed and those with greyed out checkboxes cannot be hidden.
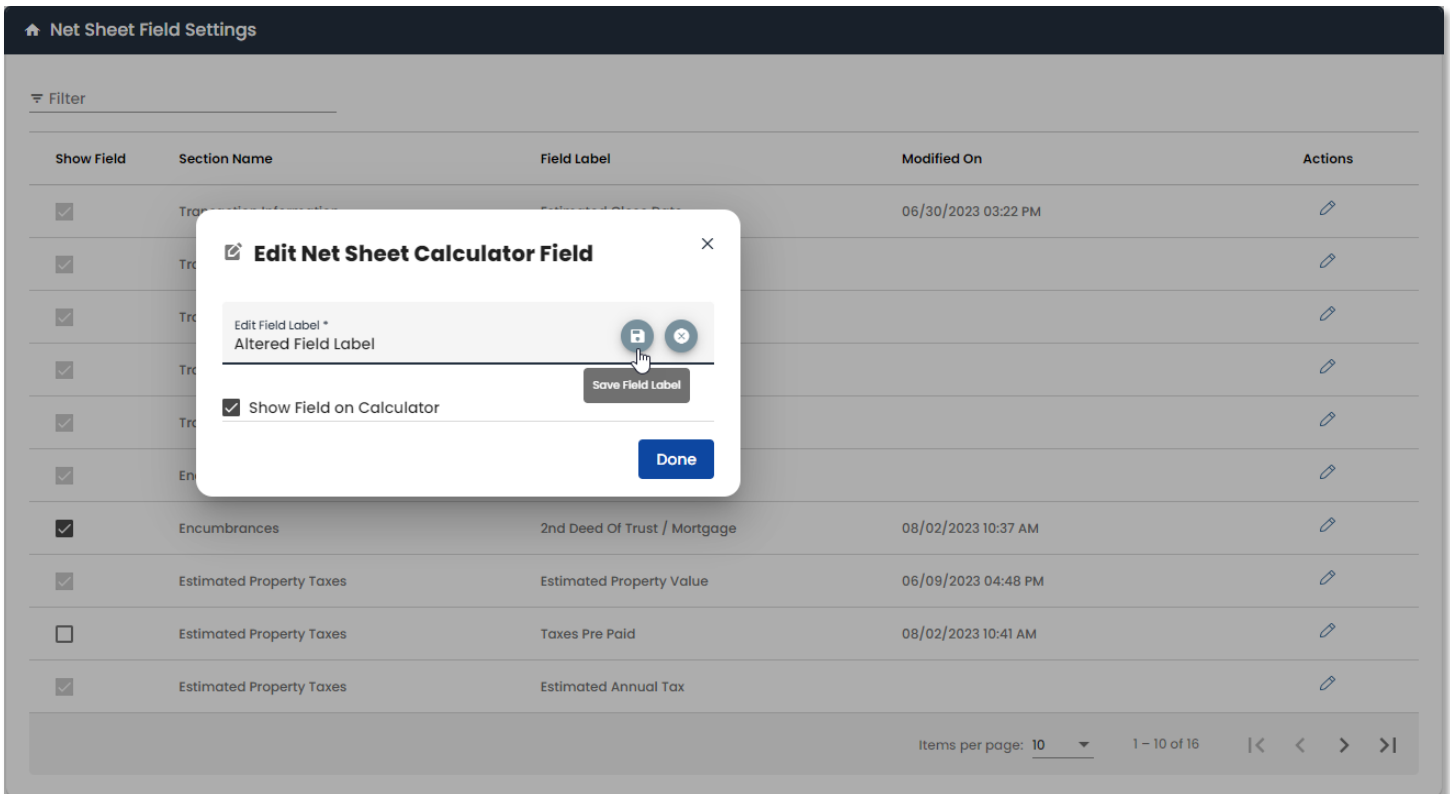
You can use the in-line active checkboxes to select which sections are displayed and which are hidden. Clicking the pencil edit icon will allow you to alter the **Section Name** and where applicable, the option to hide/show section can also be set here.
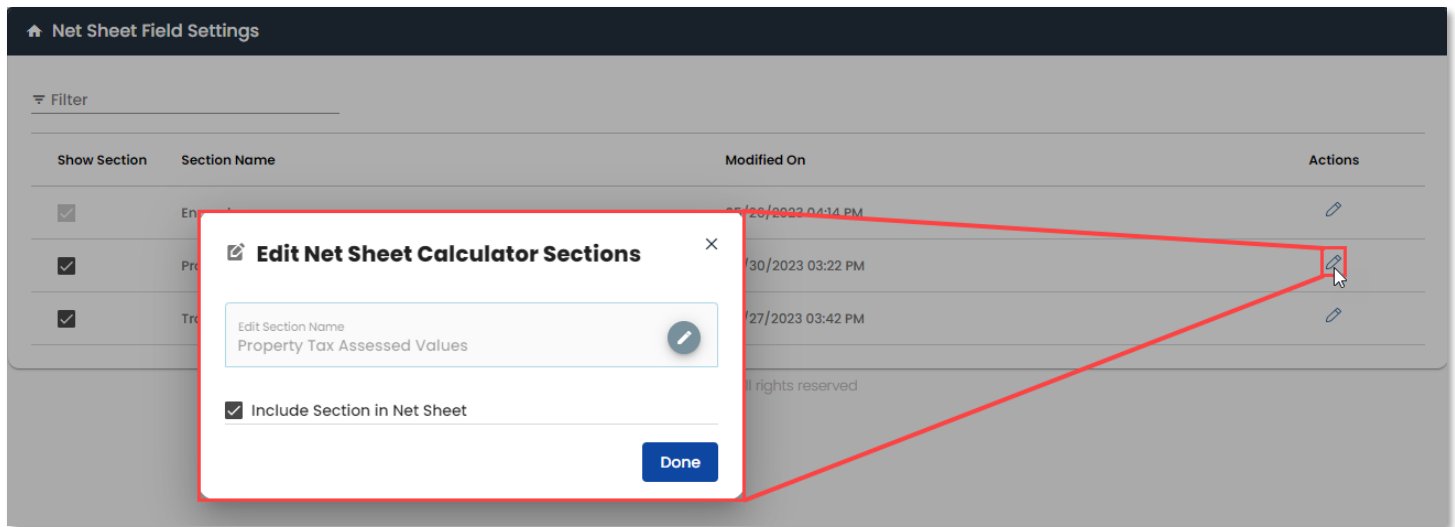
To edit the name of a **Section**, click the pencil edit icon in the name field. Once you have set the desired **Section Name**, click the save icon and **Done**.
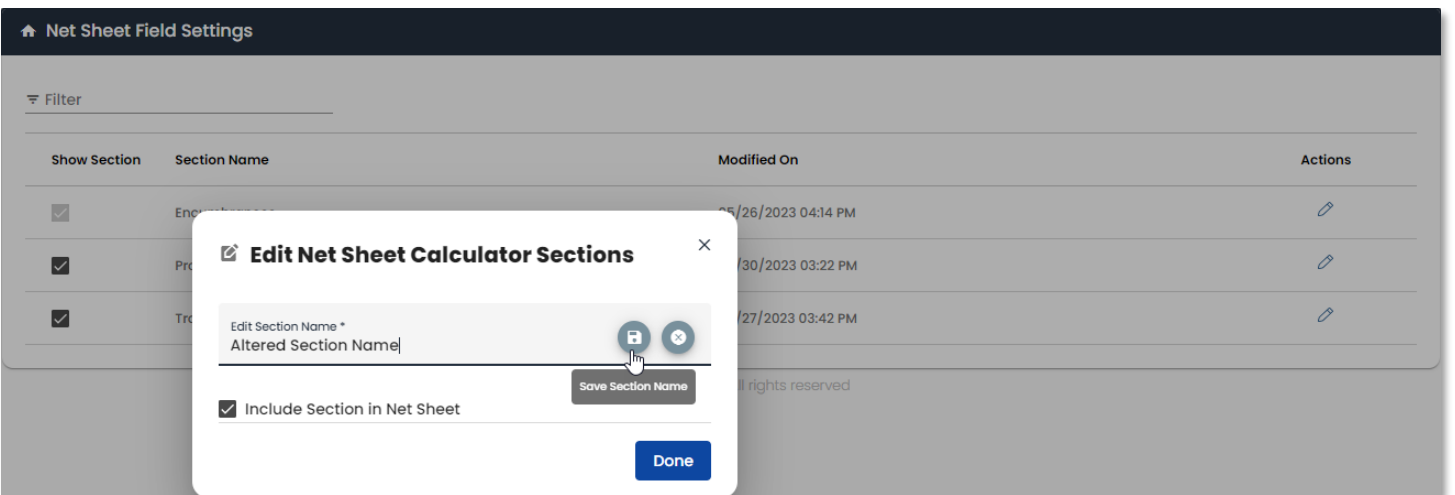
When the update has been made, a success message will display and the **Modified On** date will update with the date and time the change was saved.
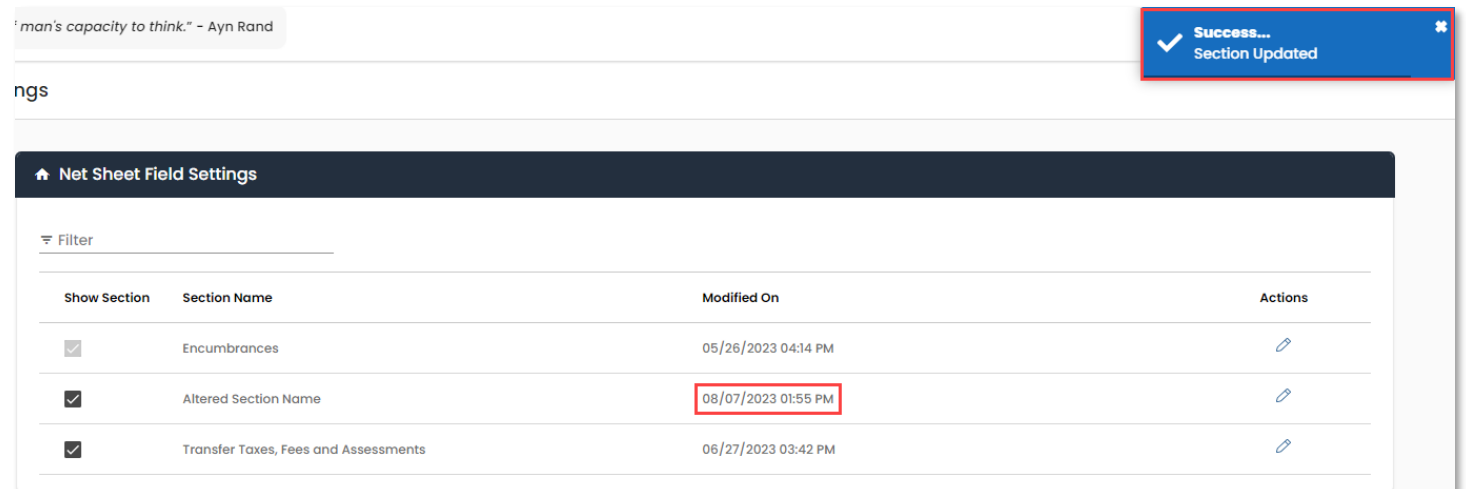
Sections & Fields – Field Settings

The **Field Settings** tab will allow you to alter the names of some **NetSheet** section headers as well as set the display preferences for some.

Field Settings will display a list of available **NetSheet** fields and what **Section** they are under. Anything checked is currently displayed and those with greyed out checkboxes cannot be hidden. You can set the **Items per page** by using the dropdown on the bottom of the list as well as navigate through the pages with the arrows.

You can use the in-line active checkboxes to select which **Fields** are displayed and which are hidden. Clicking the pencil edit icon will allow you to alter the **Field Label** and where applicable, the option to hide/show **Field** can also be set here.

To edit the name of a **Field**, click the pencil edit icon in the name field. Once you have set the desired **Field Label**, click the save icon and **Done**.

When the update has been made, a success message will display and the *Modified On* date will update with the date and time the change was saved.