

# Numbers analysis for small and medium business

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# I The functioning principle of Analyzor

# I.1 The functioning principle

The analysis of your company's data or your personal transactions is something to which you attach particular importance.

Analysing revenues and expenses has never been as crucial as today, but there is often not enough time to install the tools to do this, and many of these tools need an IT specialist to function properly.

Analyzor can analyse your revenues, expenses or any type of transaction with surprising ease.

To explain as simply as possible how Analyzor works, imagine that every time you issue a customer invoice or you make a transaction, you save these transactions in a file that can contain thousands of lines.

This type of transaction has three basic elements:

#### A date A description or wording An amount

To complete and better describe this transaction, let's add

An additional digital field (quantity, number of hours etc.) An additional heading (product family, commercial, region etc.)

By way of example, below is the list of invoices of a wine-producing company which has sold wine to the restaurants in its region:

Invoice date	Grape	Customer	Quantity	Amount
27/04/2010	Syrah	Hakkasan	12.00	144.00
28/04/2010	Chasselas	The Fat Duck	48.00	720.00
29/04/2010	Cabernet Sauvignon	Gallagher's	24.00	288.00
29/04/2010	Viognier	Gramercy Tavern	18.00	189.00
30/04/2010	Gamay	21 Club	12.00	144.00

or a list of professional expenses:

Date	Family	Description	Amount
27/04/2010	Transport	Parking	12.00
28/04/2010	Transport	Parking	36.00
29/04/2010	Trip expenses	Restaurant	288.00
29/04/2010	Trip expenses	Hôtel	150.00
30/04/2010	Furnitures	Paper for Laserprinter	48.00

You manage your company with an IT system (management programme, accounting programme, or simply a set of Excel tables), that keeps track of all your revenues and expenses.

If your company's IT system contains all these data, does it meet your needs when you ask the following questions?

- What is our turnover this quarter compared to the previous quarter? Or to last year?
- How have our phone expenses evolved over the last six months?
- Who is my best salesman this month? Last year?
- What are our best sales today in this region?
- Who can make me a chart of our monthly expenses? (I have a meeting in one hour)
- In which sector does Julie work better than Thomas?

Analyzor will import these data from your IT system and present them to you in an organized and prioritized manner.

You can thus analyse in a few seconds a period of activity (year, quarter, month or week) by crosschecking the different criteria, and compare this period with any other (previous year, quarter of the year before last, previous month or group of months, previous weeks or the comparable week of previous years).

You can write reports containing and summarizing the data of the period you have chosen, as well as comparative reports, or you can compare the reference period with any other period in time.

In another click you can create charts (bar graphs, sectors etc.) that you can personalize very easily.

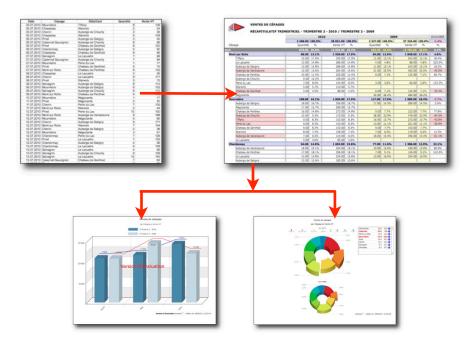
Analyzor imports your company data in all standard market formats (TXT, TAB, CSV, WKS, WK1, Sylk, Basic, Dbase etc.)

You can also input manually and save these different data in Analyzor.

In fact Analyzor contains ten storage areas where you can deposit and call up different types of transaction at will.

The folder «Analyzor Imports» contains several examples of revenue or expense files that you can import to familiarize yourself rapidly with Analyzor's numerous possibilities.

In summary, on the basis of raw data from a standard IT system, (example below left), you obtain in several clicks of the mouse a prioritized comparative report (figure right). Different types of charts can be generated corresponding to the report chosen.



# I.2 The analysis window

The analysis window is composed of three parts:

- The analysis module (at the top of the screen)
- The display window (in the middle of the screen)
- The option bar (at bottom of the screen)

Contiguous periods     •     Current Month     +       discontiguous periods     •     Current quarter     •       free periods     •     Current quarter     •       free periods     •     Current Year     •       J F M A M J J A S O N D     •     Grape Restaurant       Release form title     •     •       FEBRUARY 2011       Grape Restaurant       Grape     Restaurant       Date     Quantity       Amount     Grape Restaurant       Chardonnay     21 Club       01/02/2011     7.00       11.00     Gramert       Gramert     01/02/2011       8.00     114.00       Gramert     Gramert O1/02/2010       10.00	Back to 2010 4
Contiguous periods     -     Current Month     +       discontiguous periods     Current quarter     4) ISOLATE CRITERION       free periods     Current Year     J F M A M J J A S O N D       Contiguous periods       Current Year     J F M A M J J A S O N D       Control Compared on the control of the contr	Quantity Amount
Contiguous periods     -     Current Month     +       discontiguous periods     -     Current quarter     -       free periods     -     Current quarter     -       free periods     -     Current Year     -       J     F     M     M     J       A     M     J     A     S     N       Belease form title     -     -     -       FEBRUARY 2011       Grape       February     21 Club     01/02/2011       Chardonnay     21 Club     01/02/2011     7.00       Gramey     SL Ohn     02/02/2011     8.00	Quantity Amount
discontiguous periods Current quarter free periods Current Year Floating year ending December Grape Current Year Grape Current Year Cur	Quantity Amount
Floating year ending December     Grape       Current Year     J F M A M J J A S O N D     Restaurant       Colspan="2">Current Year       2011 COMPARED TO 2010       Release form title       FEBRUARY 2011       FEBRUARY 2010       Grape       Colspan="2">Colspan="2"Colspan="2"Colspan=""2"Colspan="	Quantity Amount
J F M A M J J A S O N D     Restaurant T       CO11 COMPARED TO 2010       Release form title       FEBRUARY 2011       FEBRUARY 2011       Grape     Restaurant     Date     Quantity       Chardonnay     21 Club     01/02/2011     7.00     126.00       St John     01/02/2011     8.00	Quantity Amount
2011 COMPARED TO 2010           Release form title           FEBRUARY 2011           Grape         Restaurant         Date         Quantity           Grape         Restaurant         Date         Quantity           Chardonnay         21 Club         01/02/2010         10.00           Sindon         02/02/2011         7.00         126.00 <sup>+</sup> Zinfandel         Hakkasan         01/02/2010         10.00           Samay         St John         02/02/2011         8.00         Gramert         Gramerty Tavern         01/02/2010         8.00	Quantity Amount
Release form title         FEBRUARY 2011           FEBRUARY 2010           Grape         Restaurant         Date         Quantity         Amount         Grape         Restaurant         Date         Quantity           Chardonnay         21 Club         01/02/2011         7.00         126.00 <sup>+</sup> Zinfandel         Hakkasan         01/02/2010         10.00           Smay         St John         02/02/2011         8.00         141.20 <sup>+</sup> Gramerty         Gramerty Tavern         01/02/2010         8.00	Quantity Amount
Release form title         FEBRUARY 2011           FEBRUARY 2010           Grape         Restaurant         Date         Quantity         Amount         Grape         Restaurant         Date         Quantity           Chardonnay         21 Club         01/02/2011         7.00         126.00 <sup>+</sup> Zinfandel         Hakkasan         01/02/2010         10.00           Smay         St John         02/02/2011         8.00         141.20 <sup>+</sup> Gramerty         Gramerty Tavern         01/02/2010         8.00	Quantity Amount
FEBRUARY 2011         FEBRUARY 2010           Grape         Restaurant         Date         Quantity         Amount         Grape         Restaurant         Date         Quantity           Chardonnay         21 Club         01/02/2011         7.00         126.00         2infandel         Hakkasan         01/02/2010         10.00           Gamary         St John         02/02/2011         8.00         141.20         Gamaret         Gramercy Tavern         01/02/2010         8.00	Quantity Amount
Grape         Restaurant         Date         Quantity         Amount         Grape         Restaurant         Date         Quantity           Cherdonnay         21 Club         01/02/2011         7.00         126.00 <sup>-1</sup> Zinfandel         Hakkasan         01/02/2010         10.00           Gamay         St John         02/02/2011         8.00         141.20 <sup>-1</sup> Gamaret         Gramercy Tavern         01/02/2010         8.00	Quantity Amount
Chardonnay         21 Club         01/02/2011         7.00         126.00 *         Zinfandel         Hakkasan         01/02/2010         10.00           Gamary         St John         02/02/2011         8.00         141.20         Gamaret         Gramercy Tavern         01/02/2010         8.00	
Gamay St John 02/02/2011 8.00 141.20 Gamaret Gramercy Tavern 01/02/2010 8.00	
	1.00 22.00
Zinfandel Gramercy Tavern 03/02/2011 6.00 99.00 Gewurztraminer Peter Luger 01/02/2010 3.00	3.00 54.00
Gamay         Boisdale of Belgravia         03/02/2011         6.00         105.90         Syrah         Boisdale of Belgravia         01/02/2010         4.00	
Zinfandel Gotham Bar and Grill 03/02/2011 3.00 49.50 Merlot 21 Club 01/02/2010 6.00	
Sauvignon St John 03/02/2011 9.00 126.00 Merlot The Fat Duck 02/02/2010 5.00	
Malbec         21 Club         03/02/2011         5.00         110.00         Gamaret         Gramercy Tavern         02/02/2010         1.00	6.00 108.00
Viognier Peter Luger 04/02/2011 3.00 58.50 Viognier Gramercy Tavern 02/02/2010 4.00	6.00 108.00 1.00 12.00
	6.00 108.00 1.00 12.00 4.00 78.00
Viognier Mercer Kitchen 04/02/2011 4.00 78.00 kg Syrah Boisdale of Belgravia 03/02/2010 1.00	6.00 108.00 1.00 12.00 4.00 78.00
Viognier         Mercer Kitchen         04/02/2011         4.00         78.00         Syrah         Boisdale of Belgravia         03/02/2010         1.00           Detailed list (102)         Total         541.00         9 294.55         Detailed list (94)         Total         507.00           %         7 %         11 %         19         507.00         507.00         507.00	6.00 108.00 1.00 12.00 4.00 78.00 1.00 17.00
nier Mercer Kitchen 04/02/2011 4.00 78.00 Syrah Boisdale of Belgravia 03/02/2010 1.00	6.00 108.0 1.00 12.0 4.00 78.0

#### I.2.1 The analysis module

Once the data are imported, the Analyzor analysis module allows you to choose the analysis and comparison options:

FILE DEMO ENGLISH (20000 RECORDS ) - ANALYSIS MODULE									
1) COMPARE	2) CHOOSE PERIOD				3) CHANGE COMPARATIVE				
From one year to another		Current week				- Back to 2010 +			
contiguous periods	-	Current Month	+						
discontiguous periods		Current quarter				4) ISOLATE CRITERION			
free periods		Current Year			Floating year ending December	Grape 🔺 📃 🔽			
				3	J F M A M J J A S O N D	Restaurant 📘 📃 🗾			

#### 1. Compare

- one year against another (e.g. June 2010 compared to June 2009)

- consecutive periods (e.g. May-June 2009 compared to March-April 2010)
- non-consecutive periods (e.g. 2<sup>nd</sup> quarter 2010 compared to 4th quarter 2009)
- free periods (e.g. period from 11 to 15 July 2010 compared to the period from 11 to 15 April 2009)

#### 2. Choose a reference period

- Current week, previous weeks, following weeks
- Current month, previous months, following months
- Current quarter, previous quarters, following quarters
- Current year, previous years, following years
- Year closing in a month other than December

#### 3. Choose period of comparison

- In function of the type of comparison and the reference period chosen, previous and following periods

#### 4. Isolate a criterion of analysis

- Isolate possibly one or several criteria to follow their progression over time.

To isolate a criterion, click on the field corresponding to the desired criterion.

4) ISOLATE CRI	TERION	
Grape		▼ -
Restaurant 💙	Chardonnay	-
	Gamaret	
	Gamay	
	Gewurztraminer	
FEBRUARY 2010	Malbec	
Date	Merlot	nount
01/02/2010	Sauvignon	165.00 ^

Several criteria can be chosen simultaneously by pressing the key «cmd» (MacOS) or «ctrl» (Windows). Press «Return» to validate you choice.

4) ISOLATE CRITERION							
Grape		▼ -					
Restaurant 💙	Chardonnay	▼ -					
	Gamaret						
	Gamay						
	Gewurztraminer						
FEBRUARY 2010	Malbec						
Date	Merlot	nount					
01/02/2010	Sauvignon	165.00 ^					

To inverse the order of criteria, click on the pink arrow. Click again on the pink arrow to restore the original order of criteria.

#### I.2.2 The display window

The display window displays an extract of the data imported according to the comparison preferences chosen previously.

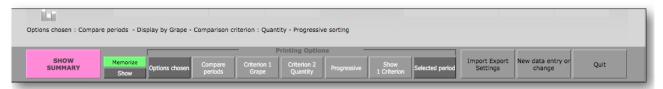
	Release form title								
	FEB	RUARY 2011		FEBRUARY 2010					
Grape	Restaurant	Date	Quantity	Amount	Grape	Restaurant	Date	Quantity	Amount
Chardonnay	21 Club	01/02/2011	7.00	126.00 ^	Zinfandel	Hakkasan	01/02/2010	10.00	165.00
Gamay	St John	02/02/2011	8.00	141.20	Gamaret	Gramercy Tavern	01/02/2010	8.00	96.00
Chardonnay	Mercer Kitchen	02/02/2011	4.00	72.00	Malbec	Hakkasan	01/02/2010	1.00	22.00
Zinfandel	Gramercy Tavern	03/02/2011	6.00	99.00	Gewurztraminer	Peter Luger	01/02/2010	3.00	54.00
Gamay	Boisdale of Belgravia	03/02/2011	6.00	105.90	Syrah	Boisdale of Belgravia	01/02/2010	4.00	68.00
Zinfandel	Gotham Bar and Grill	03/02/2011	3.00	49.50	Merlot	21 Club	01/02/2010	6.00	74.40
Sauvignon	St John	03/02/2011	9.00	126.00	Merlot	The Fat Duck	02/02/2010	5.00	62.00
Zinfandel	21 Club	03/02/2011	5.00	82.50	Chardonnay	Mercer Kitchen	02/02/2010	6.00	108.00
Malbec	21 Club	03/02/2011	5.00	110.00	Gamaret	Gramercy Tavern	02/02/2010	1.00	12.00
Viognier	Peter Luger	04/02/2011	3.00	58.50	Viognier	Gramercy Tavern	02/02/2010	4.00	78.00
Viognier	Mercer Kitchen	04/02/2011	4.00	78.00 -	Syrah	Boisdale of Belgravia	03/02/2010	1.00	17.00
Detailed list	(102)	Total	541.00	9 294.95	Detailed list (	94)	Total	507.00	8 380.70
		%	7%	11 %					

The quantified data are totaled, and a percentage of increase or decrease is calculated against the period of comparison.

#### I.2.3 The options bar

The options bar allows you to compare the numerical or alphanumerical criteria and to display or print reports or charts in function of the choice of these criteria.

The options bar also provides access to Analyzor's settings, to the import and internal back-up functions, and to the manual input of your company or personal data.



As the options are chosen, the options line, located just above the options bar, clearly displays the way in which the data will be displayed or printed, and in which form the chart will be calculated.

The buttons of the options bar are «switch» buttons; they can have several values.

- Display/print summary table/chart
  - Pressing this button displays or prints the report or chart selected
- Memorise
  - This button memorises the local choices of the options bar. It then turns green.
- Display/print
  - Displays or prints reports or charts
- Options selected/Months only/Criteria only
  - 'Options selected' displays the reports corresponding to the choice of the following criteria.
  - 'Months only' displays only the months, not the criteria
  - 'Criteria only' displays only the criteria, not the months
- Compare periods/current year
  - Displays simple or comparative reports or charts
- Criterion 1 and Criterion 2

Displays one of the two criteria (alphanumerical or numerical) that will be the determining criterion in the report or chart

- Progressive/alphabetical

Determines the sorting method of the report

- Display 1 criterion/Display 2 criteria

Displays one or two determining criteria of the report (to be cross-checked with criterion 1 and/or criterion 2)

- Period chosen/Cumulative

Displays the previous options or produces a cumulative report (the whole of the file in the memory)

# II Importing or inputting data

This module can be accessed by clicking on the button «Import/export Settings» on the options bar.

			AN	ALYZOR™			English
Import /	Export	User I	er Information Analyzor				
INFORMATION ON THE	CURRENT FILE (200	00 RECORDS )					
	Copy impo	orted titles	< 0	verview >			
Criterion 1*	Grape		AZ Gewurztraminer		Name	of current file*	Demo English
Criterion 2*	Restaurant		AZ Hakkasan		R	elease form title	
Criterion 3*	Quantity		19	9.00			
Criterion 4*	Amount		19	162.00			* Input required
NTERNAL BACKUP							
			Files stored	Storage date	Nb		
	Clear 1		Demo Français	04/02/2011	20000	Import 1	
	Clear 2		Demo English	04/02/2011	20000	Import 2	Recovery of data after import
	Clear 3		Demo Deutsch	04/02/2011	20000	Import 3	areer impore
	Clear 4		Demo Espanol	04/02/2011	20000	Import 4	Internal backup now
	Clear 5		Demo Italiano	04/02/2011	20000	Import 5	internal backup now
		Storage 6		,,			
		Storage 7	1		- 1		Export saved files
		Storage 8	1				
		Storage 9	1				Create new file
		Storage 10	i i		1		Create new me
XTERNAL IMPORT EX	PORT	_	_	_	_	_	
	Upload File	Do not cumul imports	ate	Export Ta	ab/Txt		Resetting the numbering of exports
	Automatic inter	mal backup	Under name of				
Quit							Back

#### II.1 Import Export Tab

A tab bar enables you to display

- The import/export options (Import/export)
- The user preferences (User Information)
- the description of Analyzor and updating of data (Analyzor)

The Import/Export tab contains three distinct parts:

- information relating to the current file
- internal back-ups
- external imports/exports

#### **II.1.1 Information relating to the current file**

FORMATION ON THE CURRENT FILE (20000 RECORDS )										
Criterion 1* Grape Criterion 2* Restau Criterion 3* Quanti Criterion 4* Amoun	tity A2	Coverview Gewurztraminer Hakkasan	Name of current file* Release form title 2.00	Grape sales						

The banner of this part indicates the number of recordings (or lines) imported.

After importing, the names of the alphanumerical and numerical criteria must be input without fail, as well as the name of the file.

A preview allows you to browse forward and back in the import file (left and right arrows) in order to locate the fields to import and to name them correctly.

The button «Recopy imported titles» allows you to automatically fill the fields «Criterion» if the import file contains heading titles (as Excel files usually do).

#### II.1.2 Internal back-ups

Ten storage areas are available to back up and call up from memory ten different files:

			1			
		Files stored	Storage date	Nb		
Clear		Demo Français	04/02/2011	20000	Import 1	Recovery of data
Clear	2	Demo English	04/02/2011	20000	Import 2	after import
Clear	3	Demo Deutsch	04/02/2011	20000	Import 3	
Clear	1	Demo Espanol	04/02/2011	20000	Import 4	Internal backup now
Clear	5	Demo Italiano	04/02/2011	20000	Import 5	
	Storage 6					
	Storage 7					Export saved files
	Storage 8					
	Storage 9					Create new file
	Storage 10					create new me

One can imagine backing up turnover per salesperson, sales per region, professional or personal expenses, or any other type of transaction.

The buttons Storage 1 to 10 allow you to store the different files. The buttons Delete 1 to 10 allow you to delete a file from its storage area The buttons Import 1 to 10 retrieve from the memory the file chosen.

The four buttons situated on the right allow you to:

- retrieve the file previously in the memory in the event of import error

- trigger an immediate internal back-up of the file in the memory

In this case, if the file has already been backed up in one of the ten storage areas and if the quantity of files in memory differs from that already stored, the file in memory will crush the file stored.

If the file has never been stored, it will be stored in the first available area.

- Export all the files stored in text format on the computer desktop

- Create a new file (in case of manual input) after having backed up the file possibly contained in the memory.

#### **II.1.3 External Import Export**

EXTERNAL IMPORT EXP	ORT					
	Upload File	Do not cumulate imports		Export	Tab/Txt	Resetting the numbering of exports
	Automatic internal backup		Under name of			

The button «Import File» allows you to locate a file external to Analyzor in order to import its content.

Tick the box «automatic internal back-up» to systematically save the content of the memory before importing other types of data.

Pressing the button «Do not cumulate imports» changes it into «Cumulate imports». Use this option to add data to existing data in memory. In this case, the titles of the criteria previously imported will be conserved.

Example: importing sales turnover from the northern region, then the eastern, western and southern regions, contained in separate files: the titles of the fields are imported when the first file is imported. When importing the subsequent files, the names of the fields recorded in the first import will be conserved.

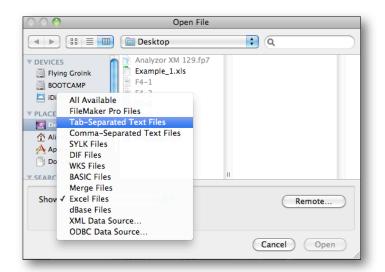
#### II.1.4 Importing data from an external file

Data from external files will have to be imported in the precise «fields» of Analyzor. The user will therefore have to make the structure of the file to be imported correspond with the internal structure of Analyzor.

The internal structure of Analyzor contains five «fields»:

a date
a first alphanumerical field
a second alphanumerical field
a first numerical field
a second numerical field

When the button «Import file» is activated, an import window opens on the screen:



Then choose the type of file to be imported.

Analyzor accepts all types of standard file, including FileMaker Pro, tabulated text (.TXT ou .TAB), separator semi-colon (CSV), Excel, dBase, XML, and ODBC.

After choosing the file type (e.g. an Excel file) file, point to the file whose content is to be imported.

O O Open File	
▲ ► III ■ □ Desktop	٤ ٩
V DEVICES     Flying Groïnk     BOOTCAMP     Disk     V PLACES     Desktop     Alien     Applications     Documents     SEARCH FOR     SEARCH FOR	► Preview: Name Example_1.xls Kind Classeur Microsoft Excel 97-2004 Size 1.6 MB on disk Created 02/10/11 Modified 02/10/11 Last opened 02/10/11 More info
Show: Excel Files \$	Remote Cancel Open

Then double-click on the file selected.

Analyzor's import window then appears.

When importing an Excel file containing column titles, align the column titles with the Analyzor fields as shown in the example below.

Import Field M	apping
Source: Example_1.xls Targe	t: Current Table ("Import")
Date ⇒ € Grape ⇒ € Restaurant ⇒ € Quantity ⇒ € Amount ⇒ = = = = = = = = = =	Alpha 1 Alpha 2 Num 1
Import Action     Add new records       Update existing records in found set       Update matching records in found set	rrange by: last order Field Mapping → Import this field — Don't import this field = Match records based on this field ☆ Target cannot receive data
Add remaining data as new records	(Manage Database) (Cancel) (Import)

When importing another type of file (e.g. tabulated text), you need to align the content of the fields to be imported with the internal structure of Analyzor:

Import Field	Mapping
Source Fields 30/11/1999 ⇒ Gewurztaminer ⇒ Hakkasan ⇒ 9 ⇒	Alpha 1
<<>>> Record 2 of 20001 Import Action  Add new records Update existing records in found set Update matching records in found set Add remaining data as new records Don't import first record (contains field name	Arrange by: last order   Field Mapping  Import this field Don't import this field Match records based on this field Manage Database  Manage Database  Manage Database  Cancel Import

You therefore need to be very familiar with the structure and nature of the data contained in the files to be imported, before importing them into Analyzor.

Once the data are imported from the external file, it is vital to name the alphanumerical and numerical fields of Analyzor.

Overview	>
	3.00
	36.00

In the example above, we have imported a file of the tabulated text type.

We will therefore name the Analyzor fields as follows:

Criterion 1 >-----Grape variety Criterion 2 >-----Retailer Criterion 3 >-----Quantity Criterion 4 >-----Amount

Once Analyzor's internal fields are named, you need to give a name to the imported file. This name, which it is compulsory to input, will serve to locate the file in order to back it up or retrieve it from memory.

When importing an Excel file or a file whose first recording contains the field titles, press the button «Recopy imported titles» to automatically fill the internal fields of Analyzor with the data contained in the first recording of the file.

INFORMATION ON THE	CURRENT FILE (20001 RECORDS )				
	Copy imported titles		<	Overview	>
Criterion 1*	Alpha 1	AZ	Grape		
Criterion 2*	Alpha 2	AZ	Restaurant		
Criterion 3*	Num 1	19			
Criterion 4*	Num 2	19			

The first recording of the imported file will automatically fill the fields Criterion 1, Criterion 2, Criterion 3 and Criterion 4, and Analyzor will then delete the first recording of the imported file and only save the raw data, as in the example below.

	Copy Imported t	itles	<	Overview	>
Criterion 1*	Alpha 1		AZ Grape		Name of cur
Criterion 2*	Alpha 2		AZ Restaurant		Release
Criterion 3*	Num 1		19		
Criterion 4*	Num 2		19		
INTERNAL BACKUP		$\bigcirc \bigcirc \bigcirc \bigcirc$		Alert	
		Copy in	nported titles ?		
	Clear 1				I
	Clear 1 Clear 2				
					21 21 21
	Clear 2				

Reply «ok» in the dialogue box to recopy the field names in Analyzor.

INFORMATION ON THE	CURRENT FILE (20000 RECORDS )			
	Copy imported titles		< Overview	>
Criterion 1*	Grape	AZ	Gewurztraminer	
Criterion 2*	Restaurant	AZ	Hakkasan	
Criterion 3*	Quantity	19		9.00
Criterion 4*	Amount	19		162.00

The names of the fields are now imported. Then give a name to the imported file before being able to analyse the data.

NB: It is mandatory to import at least one date, one alphanumerical field and one numerical field.

The button «Export» allows you to export onto your computer desktop the contents of the current file in «.TXT» or «Excel» format. The button «Don't open the file» or «Open the file» gives you the choice or opening or not opening the file exported.

By default, the name of the file exported is type <code>«EXP\_140610\_1.txt»</code>, where <code>«EXP»</code> is the name of the file, <code>«140610»</code> the date of export, and <code>«\_1»</code> the sequential export number. Several exports of the current file will create export files <code>«EXP\_140610\_1.txt»</code>, <code>«EXP\_140610\_2.txt»</code>, <code>«EXP\_140610\_3.txt»</code> etc.

If a file name is input in the field «Under the name», the files will be exported under the name «My file\_1.txt», «My file\_2.txt», «My file\_3.txt» etc.

The button «reset exports» restarts the numbering of files exported at 1.

# II.2 Tab User Information

This tab allows the user to insert his own logo, which will appear on the reports printed by Analyzor in place of the Analyzor logo.

1	ANA	LYZOR™	English 3
Import / Export	User Information	Analyzor	
USER INFORMATION	-	/	
Company Name	[		
Company Logo		Clear logo	
MEMORIZE CHOSEN OPTION			
Choose language Memorize Printing Options	Show Options chosen Compare periods C	riterion 1 Criterion 2 Si	Now terrion Selected period
PASSWORD PROTECTION Internal password Serial number	XXXX XXX 1R7Z 469L	Chi	inge system password
Quit			Back

It also enables the memorising of the most frequently used options of the options bar. In order of the buttons, from left to right:

- Display or print
- Display the options chosen, months only or criteria only
- Compare periods or display the reference period only
- Use one of the two alphanumerical criteria as leading criterion
- Use one of the two numerical criteria as leading criterion
- Display the statuses sorted by progressive numerical criteria or by alphabetical order
- Display reports containing 1 or 2 criteria
- Display the options above or all the data contained in the file (Cumulative)
- Display the charts systematically
- Display a second window when drafting reports and charts

The evaluation version of Analyzor, valid 30 days from its first use, is converted to a definitive version as soon as the product user licence is purchased.

Upon purchase of the Analyzor user licence, an encrypted identification code with 16 positions is sent by e-mail to the user, who will input it by pressing the button «Enter a series number». The series number input is analysed and allows unlimited use of the functionalities of Analyzor.

NB: the evaluation version of Analyzor allows you to exploit all the possibilities of the product for 30 days. The wording «Evaluation version» appears, however, on all reports or charts printed.

NB : An Analyzor user licence can be installed on a maximum of two central units.

#### II.3 Tab Analyzor

Click on «Write to <u>info@analyzor.ch</u>» to send an e-mail to Analyzor's development team. If the product has been purchased, the client identification number will appear on the e-mail.

This tab also contains a button allowing you to update data sourced from a previous version of Analyzor. (see Updates chapter)

## **II.4** Manual input of data in Analyzor

This module can be accessed by clicking on the button «New entry or correction» of the options bar.

	_				ANALYZOR	TM			
		FI	LE DEMO ENGI	.ISH (	(20000 RECORI	DS)-	DATA ENTRY MODUL	E	
Empty entry	Grape		Restaurant		Date		Quantity	Amount	Validate input
		V			> Fix a date		> 1.00	+	
Show an entry day	03/25/2010	•			THURSDAY	7 25 M	ARCH 2010	-	Current day +
	Grape		Restaurant		Date		Quantity	Amount	
	Gamay		Mercer Kitchen	<b>v</b>	03/25/2010		10.00	176.50	Clear
	Merlot		Gotham Bar and	V	03/25/2010		2.00	24.80	Clear
	Syrah		Boisdale of	<b>v</b>	03/25/2010		5.00	85.00	Clear
	Viognier Gamaret		Boisdale of St John	<b>v</b>	03/25/2010 03/25/2010		2.00	39.00 96.00	Clear Clear
	Detailed list		<u> </u>		т	otal	27.00	421.30	

Analyzor's internal input module displays the fields advised in the Settings module.

If information is already entered, the alphanumerical fields display a list of values containing the data already entered.

To enter a new value in a field, click on the field and input the new value, which will then appear in the list of values at the next input.

Pressing the blue button on the left of the date inserts the day's date.

Pressing the blue button to the left of the quantity inserts the figure 1 by default.

The buttons «+» and «-» allow you to enter positive or negative values.

The buttons «++» and «--» allow you to block the input of positive or negative values.

Once the input is complete, the button «Validate input» transfers the whole of the input in the window of the day's input.

It is however possible to delete a line from this window by activating the button «Authorise deletion», then the red button «Delete» located on the entry line to be deleted.

The button «Display all» displays the complete list of lines of the file in memory. It is then possible to delete one or several lines, to change a value entered, to do searches on several criteria and to seek/ replace an entered value by another.

Empty entry	Grape	Restaurant				Date				Quantity	Amount		Validate input		
		<b>V</b>	T	>					>	1.00					
				>	3/	25/20	10				++ +				
			•	]	Mar	ch 20	10		►						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat						
Show an entry day	03/25/2010	•	28	1	2	3	4	5	6	CH 2010		-	Current day	+	
	Grape	Restaurant	7	8	9	10	11	12	13	Quantity	Amount				
	Gamay	Mercer Kitchen	14	15	16	17	18	19	20	10.00	176.50		Clear	-	
	Merlot	Gotham Bar and	21	22	23	24	25	26	27	2.00	24.80		Clear		
	Syrah	Bolsdale of	28	29	30	31	1	2	3	5.00	85.00		Clear		
	Viognier	▼ Bolsdale of	4	5	6	7	8	9	10	2.00	39.00		Clear		
	Gamaret	▼ St John	Tod	lay: 3	/6/1	1				8.00	96.00	_	Clear		
				_	_	-	_	_	-					- 1	

You may have to enter into Analyzor a series of transactions with the same date, previous to the current date: for example, enter all the invoices of 25 March of last year.

Enter this input date in the second heading located under the band "Date". In this way all the entries made will bear the date indicated in this heading, until you delete its contents.

NB: When this heading is empty, the date entered is the current date, unless the user indicates a different date.

# **III** Producing reports and charts

The reports generated by Analyzor are presented as follows:

# **III.1** Simple analysis reports

	568.00	100.0%	9 275.25	100.09
Grape	Quantity	%	Amount	%
	568.00	100.0%	9 275.25	100.09
Malbec	74.00	13.0%	1 628.00	17.6%
Mercer Kitchen	14.00	18.9%	308.00	18.9%
Boisdale of Belgravia	14.00	18.9%	308.00	18.9%
21 Club	13.00	17.6%	286.00	17.6%
Hakkasan	9.00	12.2%	198.00	12.2%
Gramercy Tavern	9.00	12.2%	198.00	12.2%
The Fat Duck	7.00	9.5%	154.00	9.5%
Gotham Bar and Grill	6.00	8.1%	132.00	8.1%
Gallagher's	2.00	2.7%	44.00	2.7%
Zinfandel	91.00	16.0%	1 501.50	16.2%
The Fat Duck	18.00	19.8%	297.00	19.8%
21 Club	17.00	18.7%	280.50	18.7%
Gallagher's	16.00	17.6%	264.00	17.6%
St John	14.00	15.4%	231.00	15.4%
Mercer Kitchen	10.00	11.0%	165.00	11.0%
Peter Luger	7.00	7.7%	115.50	7.7%
Boisdale of Belgravia	7.00	7.7%	115.50	7.7%
Hakkasan	2.00	2.2%	33.00	2.2%
Gamaret	91.00	16.0%	1 092.00	11.8%
21 Club	20.00	22.0%	240.00	22.0%
The Fat Duck	19.00	20.9%	228.00	20.9%
St John	19.00	20.9%	228.00	20.9%
Hakkasan	19.00	20.9%	228.00	20.9%
Boisdale of Belgravia	12.00	13.2%	144.00	13.2%
Mercer Kitchen	2.00	2.2%	24.00	2.2%
Syrah	59.00	10.4%	1 003.00	10.8%
Gramercy Tavern	16.00	27.1%	272.00	27.1%
Peter Luger	13.00	22.0%	221.00	22.0%
St John	10.00	16.9%	170.00	16.9%
Mercer Kitchen	9.00	15.3%	153.00	15.3%
The Fat Duck	6.00	10.2%	102.00	10.2%
Gallagher's	5.00	8.5%	85.00	8.5%

This report displays the data of the reference period (year, quarter, month or week) In this example, Analyzor has been asked to display a report with the following options:

- Current year
- Criterion 1 : Grape variety
- Criterion 2 : Sales excl. tax
- Progressive sorting
- Display 2 criteria

The percentages indicate the weighting of each criterion in the higher criterion, and the percentage of the higher criterion is calculated in relation to the period (in the example, the month of June).

The display and print options of the options bar are memorised in the «Settings» part of Analyzor. Any change in options in the options bar only lasts as long as the time for display and printing, as the values of the options bar set by default reappear after writing the report.

It is however possible to memorise 'on the fly' the display and print options by clicking on the «Memorise» button of the options bar. Pressing again on this button redisplays the options by default.

	1 650.00	100.0%	27 525.80	100.0%
Month	Quantity	%	Amount	%
April	458.00	27.8%	7 669.40	27.9%
May	624.00	37.8%	10 581.15	38.4%
June	568.00	34.4%	9 275.25	33.7%

The display and print option of this other simple report corresponds to the value «Months only» of the button «Options chosen». The selected sorting is progressive.

	1 650.00	100.0%	27 525.80	100.0%
Grape	Quantity	%	Amount	%
falbec	219.00	13.3%	4 818.00	17.5%
Mercer Kitchen	33.00	15.1%	726.00	15.1%
Gramercy Tavern	32.00	14.6%	704.00	14.6%
Gallagher's	30.00	13.7%	660.00	13.7%
21 Club	27.00	12.3%	594.00	12.3%
Boisdale of Belgravia	25.00	11.4%	550.00	11.4%
Gotham Bar and Grill	24.00	11.0%	528.00	11.0%
The Fat Duck	15.00	6.8%	330.00	6.8%
Hakkasan	13.00	5.9%	286.00	5.9%
St John	10.00	4.6%	220.00	4.6%
Peter Luger	10.00	4.6%	220.00	4.6%
yrah	232.00	14.1%	3 944.00	14.3%
Gramercy Tavern	42.00	18.1%	714.00	18.1%
21 Club	39.00	16.8%	663.00	16.8%
Boisdale of Belgravia	35.00	15.1%	595.00	15.1%
Peter Luger	23.00	9.9%	391.00	9.9%
The Fat Duck	21.00	9.1%	357.00	9.1%
Mercer Kitchen	18.00	7.8%	306.00	7.8%
St John	16.00	6.9%	272.00	6.9%
Gotham Bar and Grill	14.00	6.0%	238.00	6.0%
Gallagher's	14.00	6.0%	238.00	6.0%
Hakkasan	10.00	4.3%	170.00	4.3%
/iognier	157.00	9.5%	3 061.50	11.1%
Gallagher's	23.00	14.6%	448.50	14.6%

The display and print option of this other simple report corresponds to the value «Criteria only» of the button «Options chosen». The display options provide for the display of 2 criteria.

# **III.2** Comparative analysis reports

MONTHLY SUMMARY	- APRIL 2011 /	APRIL	2010							
		2011				2010				
	458.00	100.0%	7 669.40	100.0%	565.00	100.0%	9 671.25	100.0%	-20.7%	
Grape	Quantity	%	Amount	%	Quantity	%	Amount	%	%	
ril	458.00	100.0%	7 669.40	100.0%	565.00	100.0%	9 671.25	100.0%	-20.7%	
Malbec	64.00	14.0%	1 408.00	18.4%	107.00	18.9%	2 354.00	24.3%	-40.2%	
Gallagher's	18.00	28.1%	396.00	28.1%	19.00	17.8%	418.00	17.8%	-5.3%	
Gramercy Tavern	15.00	23.4%	330.00	23.4%						
Boisdale of Belgravia	8.00	12.5%	176.00	12.5%	7.00	6.5%	154.00	6.5%	14.3%	
Mercer Kitchen	7.00	10.9%	154.00	10.9%	10.00	9.3%	220.00	9.3%	-30.0%	
The Fat Duck	6.00	9.4%	132.00	9.4%	13.00	12.1%	286.00	12.1%	-53.8%	
21 Club	6.00	9.4%	132.00	9.4%	34.00	31.8%	748.00	31.8%	-82.4%	
Gotham Bar and Grill	4.00	6.3%	88.00	6.3%						
Peter Luger					24.00	22.4%	528.00	22.4%		
Viognier	64.00	14.0%	1 248.00	16.3%	46.00	8.1%	897.00	9.3%	39.1%	
Gotham Bar and Grill	17.00	26.6%	331.50	26.6%	18.00	39.1%	351.00	39.1%	-5.6%	
Gallagher's	16.00	25.0%	312.00	25.0%						
The Fat Duck	10.00	15.6%	195.00	15.6%	2.00	4.3%	39.00	4.3%	400.0%	
Boisdale of Belgravia	10.00	15.6%	195.00	15.6%	3.00	6.5%	58.50	6.5%	233.3%	

This display option displays the comparative period chosen just before writing the report. The percentages of increase or decrease of the periods compared are calculated on the second numerical criterion (in the example, the Amount) and appear on the right of the table.

The report extracts below display for the same reference period (a given quarter):

A comparative report by criterion N° 1 (in the example, «Restaurant») and criterion N° 2 (« Amount ») The comparative percentages are calculated on criterion N° 2 (« Amount »)

	2011					10		2011/2010	
	1 650.00		27 525.80		1 584.00		26 269.90	100.0%	4.8%
Restaurant	Quantity	%	Amount	%	Quantity	%	Amount	%	%
21 Club	241.00	14.6%	3 778.70	13.7%	212.00	13.4%	3 586.20	13.7%	5.4%
Boisdale of Belgravia	216.00	13.1%	3 636.90	13.2%	169.00	10.7%	2 663.55	10.1%	36.5%
Mercer Kitchen	167.00	10.1%	2 972.75	10.8%	179.00	11.3%	3 024.85	11.5%	-1.7%
Gallagher's	160.00	9.7%	2 853.05	10.4%	142.00	9.0%	2 467.50	9.4%	15.6%
St John	167.00	10.1%	2 702.80	9.8%	132.00	8.3%	2 122.60	8.1%	27.3%
The Fat Duck	155.00	9.4%	2 540.05	9.2%	142.00	9.0%	2 387.90	9.1%	6.4%
Gotham Bar and Grill	150.00	9.1%	2 478.30	9.0%	172.00	10.9%	2 775.75	10.6%	-10.7%
Gramercy Tavern	134.00	8.1%	2 424.45	8.8%	138.00	8.7%	2 188.00	8.3%	10.8%
Peter Luger	146.00	8.8%	2 325.60	8.4%	181.00	11.4%	3 111.60	11.8%	-25.3%
Hakkasan	114.00	6.9%	1 813.20	6.6%	117.00	7.4%	1 941.95	7.4%	-6.6%

The same report with a change of criterion N° 2 («Quantity») The comparative percentages are calculated on criterion N° 2 («Quantity»)

QUARTERLY SUMMARY - QUARTER 2 - 2011 / QUARTER 2 - 2010											
	2011				20	10		2011/2010			
	27 525.80	100.0%	1 650.00	100.0%	26 269.90	100.0%	1 584.00	100.0%	4.2%		
Restaurant	Amount	%	Quantity	%	Amount	%	Quantity	%	%		
21 Club	3 778.70	13.7%	241.00	14.6%	3 586.20	13.7%	212.00	13.4%	13.7%		
Boisdale of Belgravia	3 636.90	13.2%	216.00	13.1%	2 663.55	10.1%	169.00	10.7%	27.8%		
St John	2 702.80	9.8%	167.00	10.1%	2 122.60	8.1%	132.00	8.3%	26.5%		
Mercer Kitchen	2 972.75	10.8%	167.00	10.1%	3 024.85	11.5%	179.00	11.3%	-6.7%		

A comparative report by criterion N° 1 (in the example, «Grape») and criterion N° 2 («Amount») The comparative percentages are calculated on criterion N° 2 (« Amount»)

		2011				2010				
	1 650.00		27 525.80	100.0%	1 584.00		26 269.90	100.0%	2011/2010 4.8%	
Grape	Quantity	%	Amount		Quantity	%	Amount	%	%	
Malbec	219.00	13.3%	4 818.00	17.5%	208.00	13.1%	4 576.00	17.4%	5.3%	
Syrah	232.00	14.1%	3 944.00	14.3%	137.00	8.6%	2 329.00	8.9%	69.3%	
Viognier	157.00	9.5%	3 061.50	11.1%	107.00	6.8%	2 086.50	7.9%	46.7%	
Zinfandel	173.00	10.5%	2 854.50	10.4%	153.00	9.7%	2 524.50	9.6%	13.1%	
Sauvignon	195.00	11.8%	2 730.00	9.9%	173.00	10.9%	2 422.00	9.2%	12.7%	
Gamaret	202.00	12.2%	2 424.00	8.8%	185.00	11.7%	2 220.00	8.5%	9.2%	
Chardonnay	134.00	8.1%	2 412.00	8.8%	155.00	9.8%	2 790.00	10.6%	-13.5%	
Gewurztraminer	131.00	7.9%	2 358.00	8.6%	150.00	9.5%	2 700.00	10.3%	-12.7%	
Merlot	139.00	8.4%	1 723.60	6.3%	182.00	11.5%	2 256.80	8.6%	-23.6%	
Gamay	68.00	4.1%	1 200.20	4.4%	134.00	8.5%	2 365.10	9.0%	-49.3%	

The same report with a change of criterion N° 2 («Quantity») The comparative percentages are calculated on criterion N° 2 («Quantity»)

QUARTERLY SUMMARY - QUARTER 2 - 2011 / QUARTER 2 - 2010										
	2011					2011/2010				
	27 525.80	100.0%	1 650.00	100.0%	26 269.90	100.0%	1 584.00 100.0	% 4.2%		
Grape	Amount	%	Quantity	%	Amount	%	Quantity %	%		
Syrah	3 944.00	14.3%	232.00	14.1%	2 329.00	8.9%	137.00 8.6%	69.3%		
Malbec	4 818.00	17.5%	219.00	13.3%	4 576.00	17.4%	208.00 13.19	5.3%		
Gamaret	2 424.00	8.8%	202.00	12.2%	2 220.00	8.5%	185.00 11.79	9.2%		
Sauvignon	2 730.00	9.9%	195.00	11.8%	2 422.00	9.2%	173.00 10.99	12.7%		

This report displays another reference period: the current year compared to the previous year. The option «months only» has been chosen, as well criterion N° 2 «Quantity» as criterion of comparison.

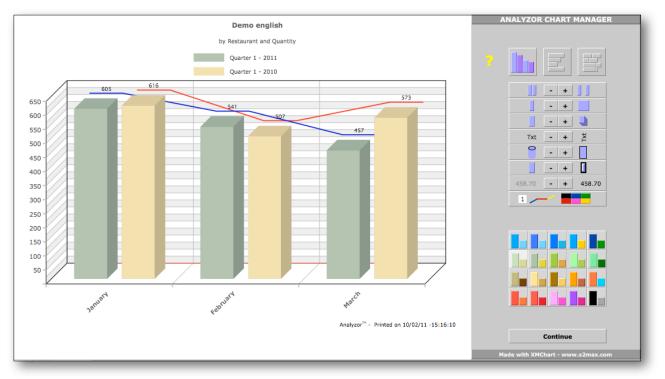
A. 14		EAR 2011 / YEAR 2010									
		20	11			2011/2010					
	112 413.50	100.0%	6 734.00	100.0%	114 242.40	100.0%	6 842.00 100.0%	-1.6%			
lonth	Amount	%	Quantity	%	Amount	%	Quantity %	%			
anuary	9 823.65	8.7%	605.00	9.0%	10 457.15	9.2%	<b>616.00</b> 9.0%	-1.8%			
ebruary	9 294.95	8.3%	541.00	8.0%	8 380.70	7.3%	507.00 7.4%	6.7%			
March	7 649.90	6.8%	457.00	6.8%	9 530.45	8.3%	573.00 8.4%	-20.2%			
April	7 669.40	6.8%	458.00	6.8%	9 671.25	8.5%	565.00 8.3%	-18.9%			
May	10 581.15	9.4%	624.00	9.3%	7 102.75	6.2%	434.00 6.3%	43.8%			
lune	9 275.25	8.3%	568.00	8.4%	9 495.90	8.3%	585.00 8.6%	-2.9%			
luly	8 181.00	7.3%	513.00	7.6%	11 581.70	10.1%	691.00 10.1%	-25.8%			
August	10 025.25	8.9%	606.00	9.0%	10 011.45	8.8%	593.00 8.7%	2.2%			
September	10 435.15	9.3%	623.00	9.3%	10 057.80	8.8%	600.00 8.8%	3.8%			
October	10 334.15	9.2%	605.00	9.0%	9 448.85	8.3%	570.00 8.3%	6.1%			
November	9 907.00	8.8%	584.00	8.7%	9 157.50	8.0%	543.00 7.9%	7.6%			
December	9 236.65	8.2%	550.00	8.2%	9 346.90	8.2%	565.00 8.3%	-2.7%			

# **III.3 Producing charts**

To generate a chart, press the button , which changes to The options of the options bar remain the same as those selected before.

The chart below displays the following options:

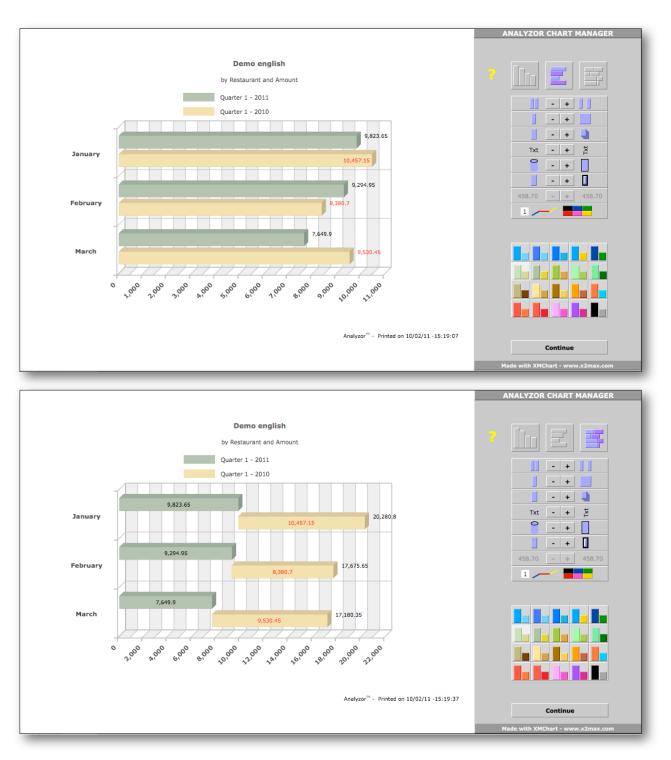
Reference period: Current quarter Name of file: «Demo English» Criterion N° 1 : «Restaurant» Criterion N° 2 : «Quantity»



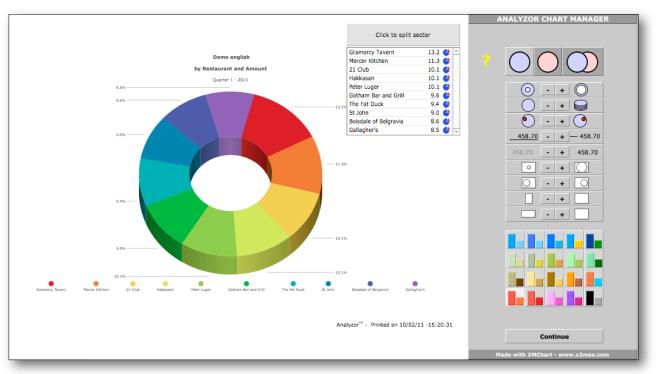
The «Analyzor Chart Manager» allows you to personalise rapidly and intuitively the charts generated. All the options chosen are memorised 'on the fly' and remain in place for the next chart.

Change and memorise

- the spacing of the bars
- the thickness of the bars
- the depth of the chart
- the orientation of the text captions
- the shape of the bars (bars or cylinders)
- the thickness of the bar lines
- the presence of captions, quantified or not
- the colour of the tracking lines (Press 1 or 2 for line 1 or line 2)
- the colour of the bars



## Choose for the same options several graphic presentations (bar charts, bars, fragmented bars)



If the option «Criteria only» is selected, the chart generated is displayed by sector:

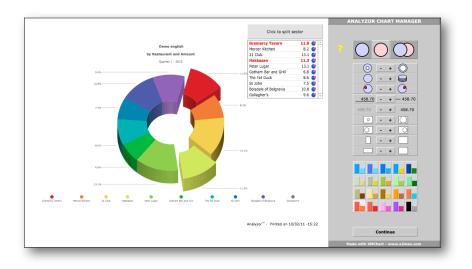
Click in the window displaying the criteria and their percentages on one or several criteria to 'burst' the sector graph:



Check

- the size of the sector rings
- the depth of the graph
- the rotation of the graph
- the size of the graph
- the laterality
- the width
- the height
- and... the colour ranges!

The following options display the graph of the comparative period and the graph of the two periods compared.





The options of comparison other than «from one year to another» generate charts by sector.

The bar charts and horizontal bars are generated solely by selecting the display options «Options chosen» and «Months only».

# **IV** Installation

The folder containing the Analyzor files is made up of the following elements:

Version Runtime MacOS (does not need FileMaker Pro licence)

- Analyzor Starter	(application launcher)
- Analyzor.USR	(file containing the data)
- Analyzor Doc.FR	(user manual in French)
- The folder Analyzor Imports	(contains sample files)
<ul> <li>The folder Extensions containing</li> </ul>	
<ul> <li>a folder Dictionaries</li> </ul>	(utility files)
<ul> <li>the plugin xmCHART.fmplugin</li> </ul>	(Plugin chart generator)

Slide the folder towards the desired position (Desktop, Documents folder etc.) and double-click on the Analyzor Starter file to launch Analyzor.

Version Runtime Windows (does not need FileMaker Pro licence)

-	Analyzor	Starter
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- Analyzor.USR
- Analyzor Doc.FR
- The folder Analyzor Imports
- The folder Extensions containing
- a folder Dictionaries
  - the plugin xmCHART.fmx

(application launcher) (File containing the data) (user manual in French) (contains sample files)

(utility files) (Plugin chart generator)

Slide the folder towards the desired position (Desktop, Documents folder etc.) and double-click on the Analyzor Starter file to launch Analyzor.

Version FileMaker MacOS (needs a licence FileMaker Pro version 9, 10 or 11 and more)

- Analyzor.FP7	(file containing the data)
- Analyzor Doc.FR	(user manual in French)
- The folder Analyzor Imports	(contains sample files)
- The plugin xmCHART.fmplugin	(Plugin chart generator)

Slide the folder towards the desired position (Desktop, Documents folder etc.) and slide the file xmCHART.fmplugin into the Extensions folder of the FileMaker Pro application Double-click on the Analyzor.FP7 file to launch Analyzor.

Version FileMaker Windows (needs a licence FileMaker Pro version 9, 10 or 11 and more)

- Analyzor.FP7	(file containing the data)
- Analyzor Doc.FR	(user manual in French)
<ul> <li>The folder Analyzor Imports</li> </ul>	(contains sample files)
- The plugin xmCHART.fmx	(Plugin chart generator)

Slide the folder towards the desired position (Desktop, Documents folder etc.) and slide the file xmCHART.fmplugin into the Extensions folder of the FileMaker Pro application. Double-click on the file Analyzor.FP7 to launch Analyzor.

NB: an Analyzor user licence can be installed on a maximum of two central units.

# V Updates

The next versions of Analyzor will provide additional functionalities in terms both of calculation and of chart possibilities.

The update policy provides for all minor updates to be supplied free of charge and downloadable at the user's initiative on <u>www.analyzor.ch</u>

Procedure for updating and retrieval of data (Version Runtime)

Once the latest version is downloaded, change in the old Analyzor folder the file «Analyzor.USR» into the name «Analyzor old.USR»

- Slide the new «Analyzor.USR» file into the Analyzor folder
- Open the Analyzor application as usual (the new «Analyzor.USR» file is empty)
- Click on the button «Import/export Settings», then on the tab «Analyzor»
- Finally, click on the button «Import data from the previous version»

If the old file is not renamed «Analyzor old.USR» or if it is absent, the import of the data cannot take place.

The new file retains the licence attributes of the old file, if the licence has been purchased by the user. Otherwise the version remains an evaluation version.

Procedure for updating and retrieval of data (Version FileMaker)

Once the latest version is downloaded, change in the old Analyzor folder the file «Analyzor.FP7» into the name «Analyzor old.FP7»

- Slide the new file «Analyzor.FP7» into the Analyzor folder
- Open the Analyzor application as usual (the new «Analyzor.FP7» file is empty)
- Click on the button «Import/export Settings», then on the tab «Analyzor»
- Finally, click on the button «Import data from the previous version»

If the old file is not renamed «Analyzor old.FP7» or if it is absent, the import of the data cannot take place.

The new file retains the licence attributes of the old file, if the licence has been purchased by the user. Otherwise the version remains an evaluation version.

# VI Appendix

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