

Manual subject to change without notice.

The Manual combines the most salient options so it should be only a reference to the application.

The graphics are based on Smart Phones however the manual also applies to Tablets. The tablets present greater options for the difference in size, however, they are only mentioned.

Introduction

Among today's technological tools, there are such great applications as word processors, spreadsheets and programs for presentations. All considered essentials today. However, with the abundance of information and with so many options that we have, sometimes people delays more choosing the analysis to perform, than what is required for the same data analysis.

Data Handler is presented as a multi-purpose tool, but with an easy use, with standard procedures, applicable nowadays in large companies and that have been choosing at all levels for their good practices.

It is presented as an easy-to-use tool for handling data ranging from simply getting the information to be carried in an orderly way, until the rapid analysis of the data of a large Company.

Its operation is based on the formation of databases in order to allow you to analyze large amounts of information and always within reach of the hand. The utility of the databases is more than proven, so Data Handler offers the opportunity to manage data, if necessary in large numbers, and without major inconvenience.

It also allows you to make an exposure of data from your smartphone or a Tablet, without further preparation of tables for it, as it presents reports that are made at the time, as well as graphs so you can use it in a work meeting.

A useful tool both for students, to keep records, and for professional consultants of companies, administrators, economists, financiers, accountants and all professions in general.

The management is simple even to unify, restrict or add data to the database, whether they are specific or entered as details of complete periods simply by unifying the databases.

Initial Screen.-



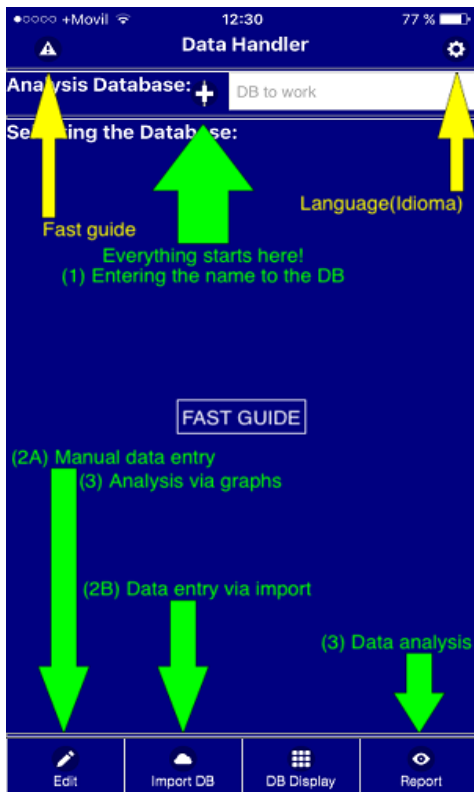
Gears-

Among the initial options that are available, probably the most important is the language selection, making possible to choose between spanish and english. By clicking on "Language" and selecting the one you want, the application will change the language and will be set as the main one.

The "Format" states how you want the information to be presented in the "Reports". Rounding decimals and decimal places.

"Num. Rows" refers to the number of rows that will be displayed each time the preview is pressed in the display or the progress that will be made in the display of the DB records.

"About", mainly notes the version of the application.



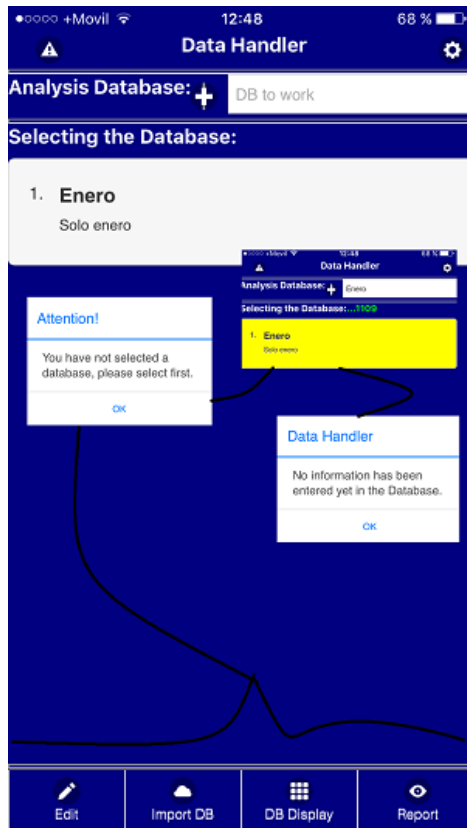
Start.-

The symbol (+) initiates the use of the application, since it is what makes possible to enter the "name" of the database to which you are going to enter information.

The name of the database consists of the name and description, being the name of the data necessary throughout the use thereof.

Note:

In the description the only word that can not be used because it is reserved in the application is "Consolidated". Its use will be explained later.

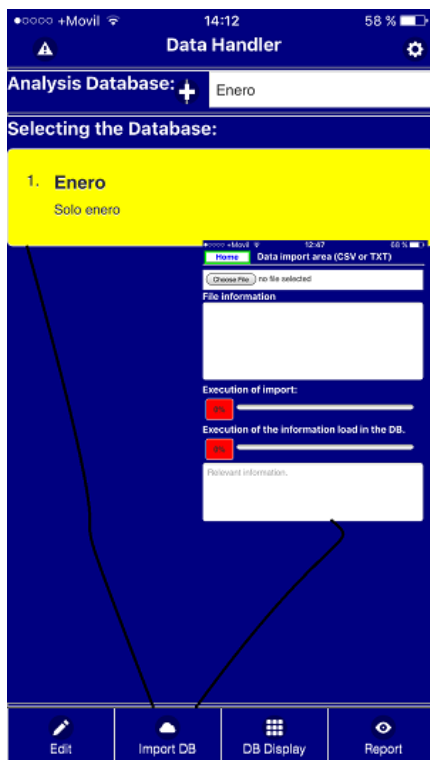


Data entry. -

The data entry opens the different options that the application has, such as options for viewing the database and "Report". Viewing the database is practical when you have up to a thousand data, but loses efficiency when that number is exceeded.

Entered the name of the database, there are two ways to enter data. The first and usually most used in running companies, is importing the data. The second option is to enter databases from scratch, via typing, or to add records to do sensitivity or analysis tests.

In all cases there are warnings of alerts or simply information so that you have the security of what is being done.



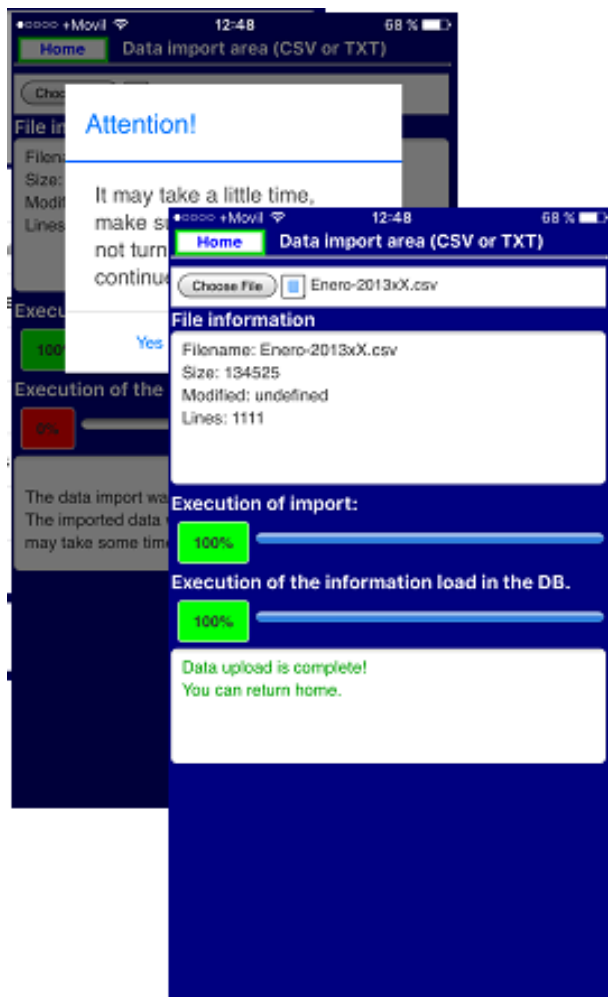
Importing Data. – It is the best way to record large amounts of information. Importing data must be done from CSV or Text extension files. Preferably, CSV. Numerical data should not be dragged into grouping formats (000).

Where to extract these files will depend on the options available in the cloud as iCloud Drive, Dropbox, Google Drive, Documents, etc. that you previously has given permission to enter their files.

Before extracting the information, if it is not very extensive, a notice is presented that requests that it be ensured that its device does not go out as long as the process lasts in order to be able to successfully conclude the importation.

Once you are certain that the device will remain on during data import and recording, touch the screen indicating Continue and wait a moment for the initial process to complete.

The delay of the data import and its recording in the DB of the device depends on the amount of data that is available.



In tests performed importing up to 15000 data at a time is quite acceptable even on devices that are not in their latest versions.

To record the information in the DB several validations are made and, in most cases, common formats are established for the registration of dates, being the format of YYYYMMDD that will prevail.

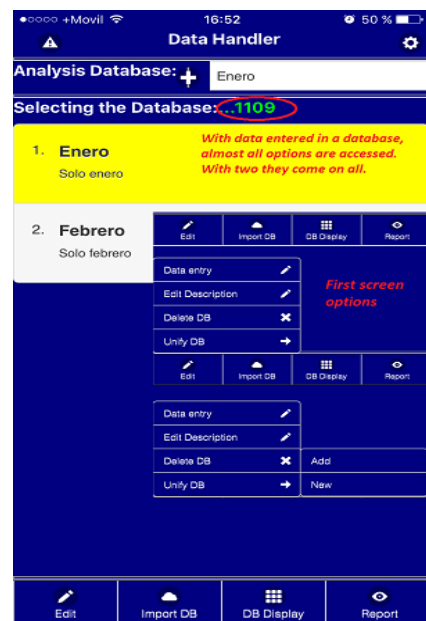
With the imported data all working options are enabled except for the unification of data that at least requires two databases so that it can be used.

The load-enabled information options can be seen in the images presented.

Visualization of the DB. -

Num.	Referencia	Contrato	Centro de coste	Tipo de negocio	Product
1	Ref Puntual	MITG	[]	300	50000
2	Ref Puntual	MITG	[]	300	50000
3	Ref Puntual	01CC	[]	300	80000
4	Ref Puntual	01CC	[]	300	80000
5	Ref Puntual	MITG	[]	300	50000
6	Ref Puntual	MITG	[]	300	50000
7	Incobrables	1890PE	[]	300	51000
8	Incobrables	27AA	[]	400	11000
9	Incobrables	EROP	[]	300	72000

An option that is often used for the verification of the data entered is the "Visualization of the DB", which is presented as a direct-use one, simply by touching the corresponding option.



The "wait" indication on screen is displayed so the load of information is not interrupted.

Normally, the first load of information may last a little longer than the next. As in all cases, it will depend on the amount of data in your DB.



The options of "-" or "+" simply allow to reduce or enlarge, respectively, the size of the texts. It is always possible to work vertically or horizontally on your device. Some options will depend on the position taken to be submitted.

The "Go" options allow you to go to the row of a specific record of the database, with the exception that it should always be included in the range of records previously downloaded on the screen. The range is indicated as "From, to".

You can go to a different range by clicking on the "Range" option and choosing the same one, which will show the information in the indicated range.

As indicated previously, the option of visualization of the DB is useful to make a query of the DB when it is reduced. In other cases the addition of totals can be used, for example for verification in accounting of the data or you can use specific searches that are presented in other options of the application and that will be indicated later.

Data entry, from scratch or data editing. -

The data entry screen maintains several options for use, but to respect a work order, the manual introduces data entry from scratch to the application. Later, the rest of the options will be developed.



Before entering information you should indicate which information is going to be charged through the concepts. A concept groups a series of records of common characteristics. For example, it can be indicated as concept "Brand of cars".

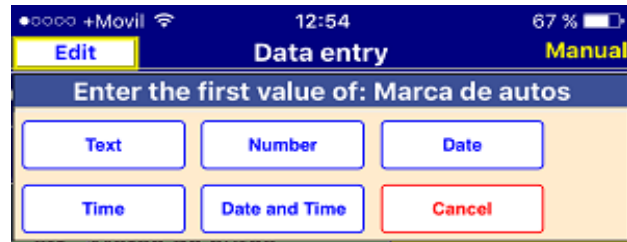
Entering a concept.-

Click on "Edit", then click on "Concepts", which will display a sub menu containing the options: "Enter", "Edit" and "Delete". Having pressed "Enter", enter the name of the concept and then click on "create". The creation of each concept must be done in the same way.

When you create the concept it will appear in the information display table.

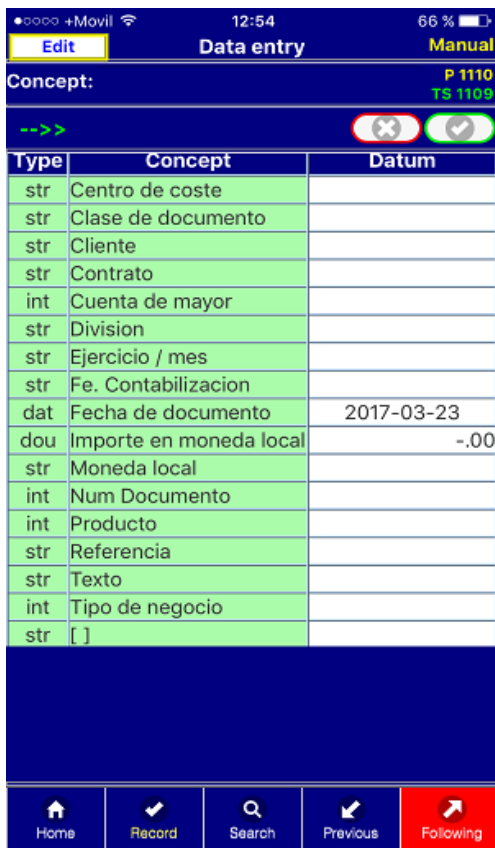
To enter information to the concept click on the name of the concept. The first times that information is entered into it, you may be requested to pre-identify the type of information to be entered, which will open a sub-menu where you must choose the type of information you want to enter into the "Text, Number, Date, Time, and 'Date and Time' ".

In all cases, when the "Data entry" option is entered, the application will validate the data contained in it, so that an integer and then one in decimals may have been entered at the beginning, so you can change the type of data in a later review but without affecting the analysis mechanisms.



Data entry screen. -

The data entry screen as indicated has additional options that we will proceed to develop.



In the main table is taken by column:

- The "Type" of concept that is referential but indicates what type of data is expected to be entered.
- The "Concept", which will contain the general names of the information to be entered in each case.
- When you click on a concept in data entry mode, a list is displayed containing up to approximately 100 previously entered concepts. These can be selected, avoiding your typing again.
- The "Data" is the detailed information in each row of the database for the concept in which it is located.

The above information indicates:

- Manual, if the information is entered or will be entered manually.
- Load, in case it has been entered through a data import or by the union of databases.
- P, indicates the position in the database of the records being viewed.
- MB, is the maximum number of records that you can display in that position in the database.

In the lower menu you have "Start" that returns to the initial screen, "Record" to complete the entry of data to the application. Different alerts can be displayed in certain cases. Options "Previous" and "Next" are to display the information of the previous or next record to which it is registered, respectively.

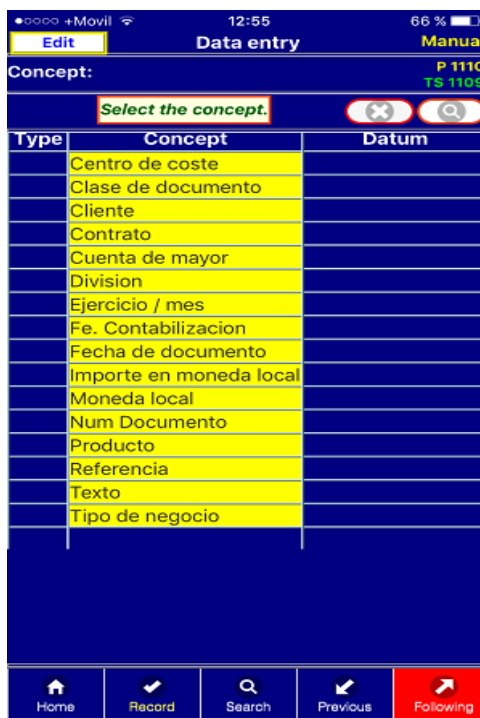


When "Previous" is indicated in red indicates that the limit of that option has already been reached. In the case of "Next" it is indicated that it is in a free position and data can be entered in a free register.

- The option to "Search" was allowed as a special case because it has several options in it. Initially you have a sub menu that shows "Go" and "Search".

- "Go" in order to view the data of a specific record. A number must be entered.

- "Search" allows searching within the selected database but by concept. In the case of texts, the searches are opened and all the records containing the expression in the list will be selected.



With the indication of the active search only those records containing the active condition will be displayed. For the same active condition, the upper codes are changed instead of "P", "B" and "MB" will display this time the number of records containing the search condition. "B"

Type	Concept	Datum
str	Centro de coste	
str	Clase de documento	DR
str	Cliente	ALENT
str	Contrato	06FF
int	Cuenta de mayor	401000
str	Division	PERU
str	Ejercicio / mes	2013/01
str	Fe. Contabilizacion	
dat	Fecha de documento	2013-01-17
dou	Importe en moneda local	-350
str	Moneda local	USD
int	Num Documento	1800008006
int	Producto	11000
str	Referencia	Ref Puntual
str	Texto	Comentarios varios del registro
int	Tipo de negocio	300
str	[]	

simply indicates the registration number within the search that is being presented.

As you can see the options in the lower menu changed and "Search" was changed to "Options".

str	Referencia	Ref Puntual
str	Texto	
int	Tipo de negocio	
str	[]	

"Go, in Search" is limited to records that are within the initial search criteria. "Search" is to perform a new search criterion. "Search (From X to Y)" is to fine tune searches across ranges within the same concepts. The "Data Entry" option frees the search condition.

Note: When the "Search" option is active, the "Record" option is only for modifying previously entered information.

Edit option. - The edit option contains "Concepts", "Delete entry" and the "Lists" option. The option of 'concepts' contains, as previously seen, the option of entering them and also adds the possibility to edit or delete them. In each of the cases to activate the option previously the concept must be touched.

Concept	Datum
te	

When deleting a concept, it will indicate the number of records that will be affected.

"Delete Entry", deletes the record in which the Database is positioned. The option of "Lists", opens up more possibilities of analysis and especially of graphics.

When pressing the "List" option all the concept backgrounds turn yellow, which opens the possibility that simply with a touch, they can be selected so they are shown in the lists.



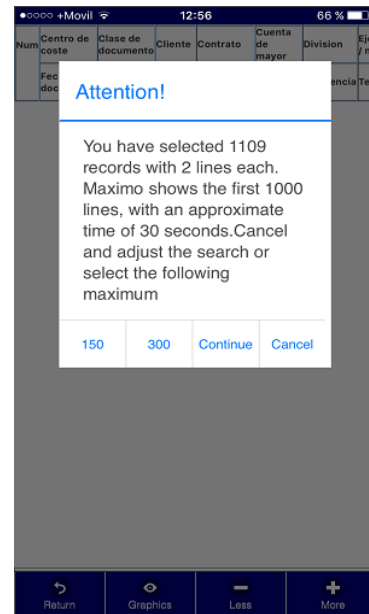
The "All" option is very useful for the graphics option as it allows to have all the possibilities open to be used in the graphic.

In the listings are shown up to a maximum of 1000 lines, as it is not pretended to show the DB but the conformation of the fields or the result of the searches, that will limit the lines of the listing.

To make the issuance of the listings fluid, it is recommended to choose the option of 150 lines.

How you display the data will depend on the device you are using.

As in previous cases the "-" and "+" symbols are used to reduce or enlarge the displayed text size.



Depending on the orientation of the device, vertical or horizontal, you will be able to appreciate more number of columns or rows.

Note: The number of lines that are taken for the listings in no case affects that the entire DB is taken to produce the graphics. When the search criterion has been used, is the only case where results are limited.

Graphics. -

Graphics option is one with the most amount of options.

When you click on the "Graphics" option in the list screen, the concepts listed at the top of the list

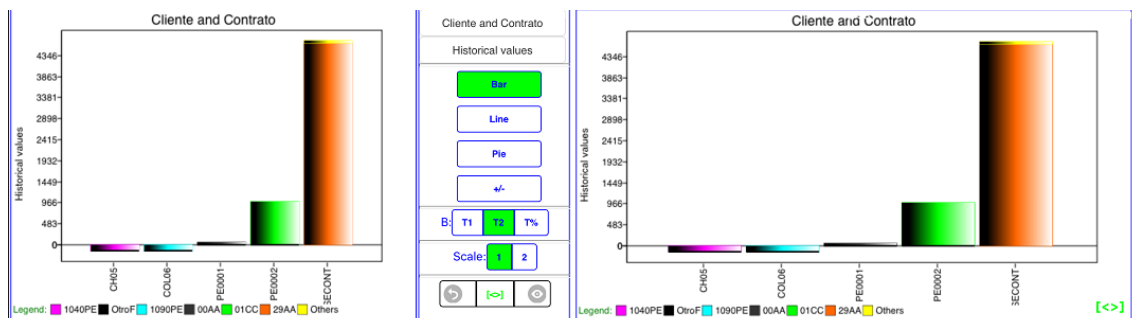
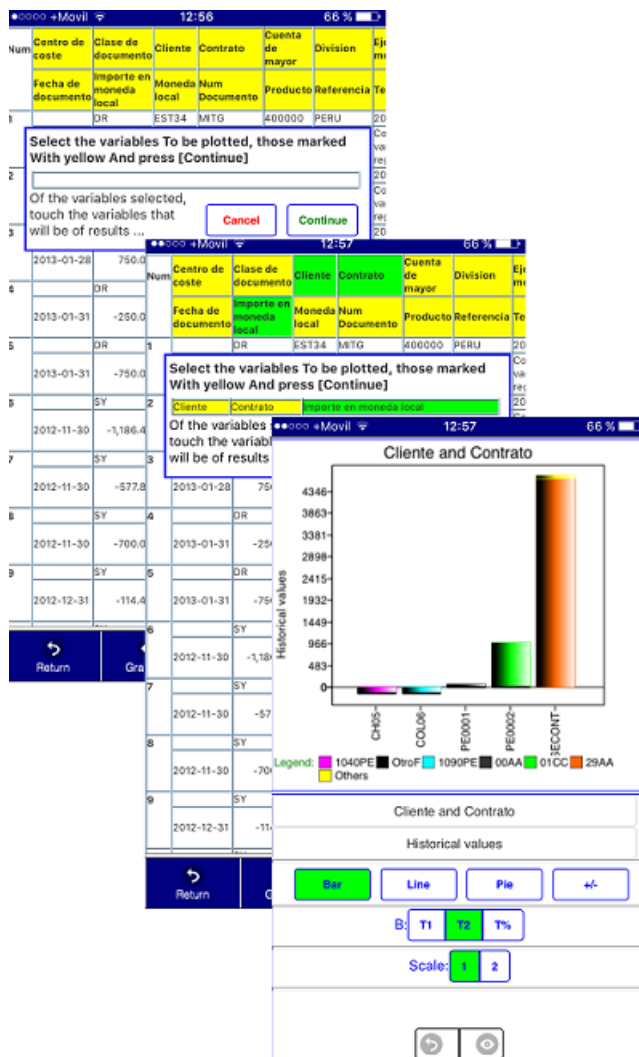
will be placed with a yellow background. Each time you press one of these concepts it will indicate that it has been chosen to be graphed.

Each of the concepts that are pressed will be displayed in the graphics sub-screen, also with yellow background, being necessary to press the concept which is shown as part of the body of the graphic. When you press it, this concept or body concepts of the graphic will turn green.

Once you have chosen the concepts, click on "Continue" and the graphic and the options for it will appear.

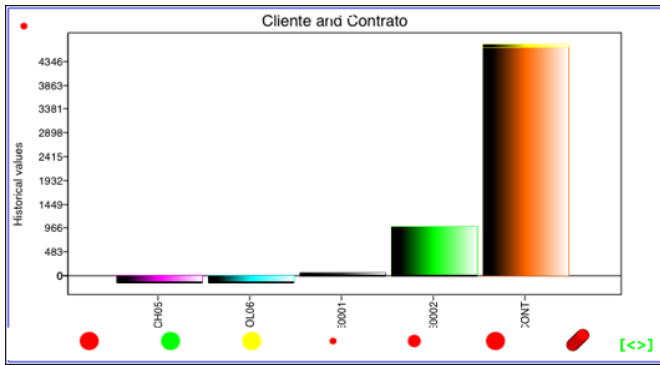
The graphics will be displayed depending on the device that is being used and its orientation, horizontal or vertical. In a smartphone in the vertical orientation you will only have one option to display the graph. In the horizontal position you will have two, one that shows the options menu and another with the whole screen without the options menu. In a Tablet you will have the possibility to choose any of the

three 3 positions available. The first on a reduced screen with the menu, the second on the screen reduced, but without the menu and the third on the whole screen without the menu.



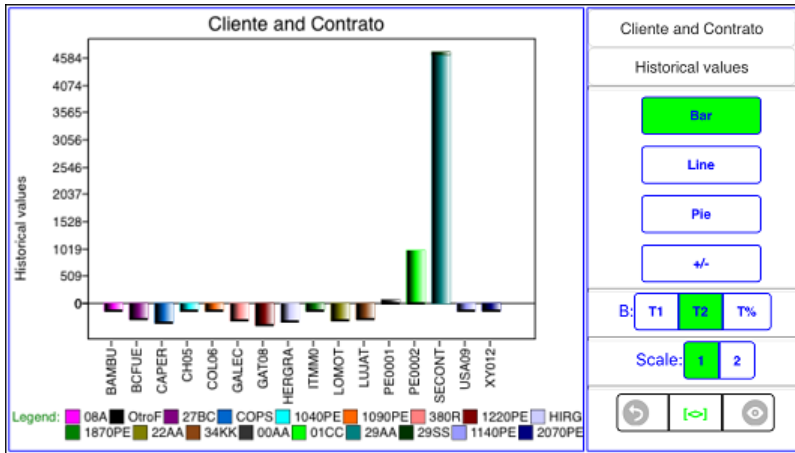
Screen size options are accessed by clicking on the "[<>]" menu or to return to the menu, in the same symbol as the chart. The tablets have an additional option that is "[+]" that allows to enlarge the size of the graphic to the whole screen.

In all cases the pointer and its options can be accessed. It should be noted that, considering the possibility of a presentation, the pointer is hidden in the graph and is activated if you click on it. Once active, it does not stop showing even if you stops touching the screen. This was made this way to give the exhibitor the opportunity to interact without complications.



The pointer options menu is activated and deactivated by pressing the upper left corner of the graph.

The options shown in the pointer are: red, green and yellow, the default being red. Then the size of the pointer is in three levels and finally establishes the possibility of performing stripes based on the thickness of the pointer chosen, depending on the speed with which it passes on the screen, points can be achieved.



The graphics menu has the following options:

The possibility of including titles for both the main title and the vertical one. By default the main title will show the first concept and the last level of concepts chosen.

Available graphics options are bar, line, and pie.

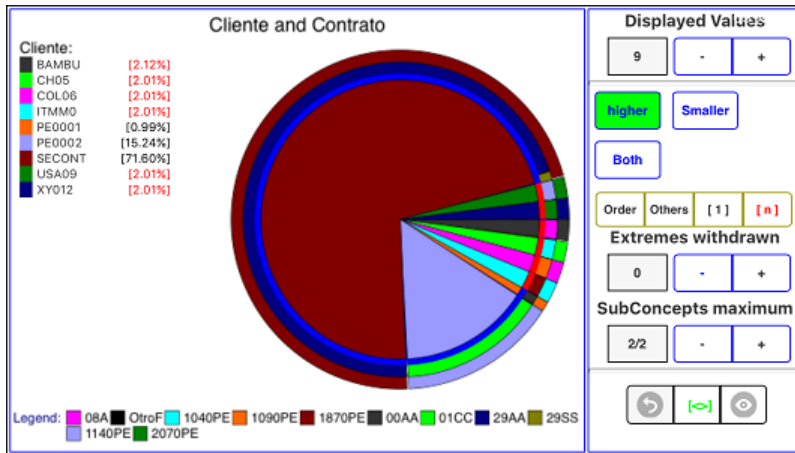
The symbols "+/-" will indicate that the actual signs of the records are being displayed in the Database, while the "+" symbol indicates that they are being displayed in absolute value, but the negative ones will be displayed in red.

The options of "T1", "T2" and "T%", will depend on the chosen graphic type. In the case of bars the "T1" will show for each unit of the abscissa the sub concepts that this encloses and in the case of "T2" will show it in a cumulative way (bars one on top of the other) for each unit of the abscissa that you have. The "T%" option displays the graph in percentages.

For lines option "T1" and "T2" show the same result without greater accumulated variation. This graph usually presents in the vertical title the annotation in historical values, being the most common of its uses. The "T%" option does not present any greater indication than indicating the sign of the accumulated value at each point.

In the case of the pie graph, the option "T1" will show the values and percentages that are in the pie for each option, while the "T2" option will only show the percentages. The "T5" option perfectly and equally distributes each area of the pie, simply to notice in case there are many values shown that all are being considered.

The scales are referential as they are assigned in automatic mainly. The scales are referential as they are assigned in automatic mainly. A scale will be for amounts and another for movements, to see for example the number of transactions performed on a specific concept or sub-concept.



Menu 2 of graphs, allows to increase or reduce the amount of values to be shown in the abscissa. By default, there is a maximum of 5, being able to expand.

The "Major", "Minor", "Both" and "Order" buttons are used to

determine a particular concept, as their names indicates, the higher or lower values. In both cases, if the data allow, the number of displayed values is doubled, as long as it shows the largest "n" and the smallest "n" at the same time. The data is displayed in the same order that it was entered into the database. The "Order" option allows you to sort it from highest to lowest.

The options [1] and [n] allow to remove the empty values in the database from the analysis. Being [1] the main title and [n] for sub-concepts. In accounting and data analysis are widely used.

The removed ends, remove the desired number of values at the end, as the case may be (Minor, Major or both). For example, in an analysis per customer, if the main customer is very large, the analysis of the following customers could be limited because the customer would overshadow them. With this option the first customer can be withdrawn, passing their amount to conform the option of "Other", which are not considered in the analysis, as it was limited to the major and / or minor as the case may be.

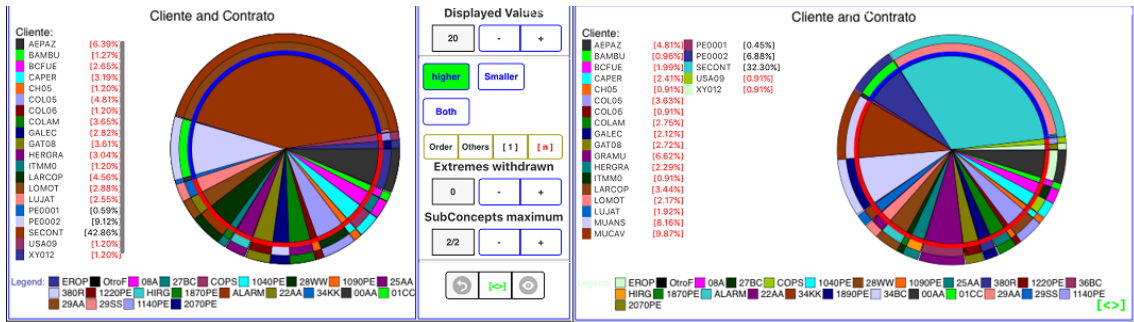
Note: The "other" option incorporates in the analysis all values that were excluded by indicating just a few of the major and / or minor, but includes them in full.

Conformation of the Subconcepts in the graphics. –

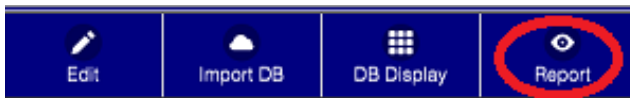
The maximum sub-concepts are taken because by default only the first sub concept at each point is included and if there is more than one, an additional one is added that groups the not considered, but in a total way. Sub-concepts shown explicitly, can be expanded.

Note: It should be noted that the "Others" are always marked in yellow.

The number of concepts deployed will depend on the screen used in each case.



Report. -



Clicking on the "Report" option registers in a list all the concepts that maintains the selected database so that you can work with them.

Pos	Concept	Type	T	F	R
1	Centro de coste	A			
2	Clase de documento	A			
3	Cliente	A			
4	Contrato	A			
5	Cuenta de mayor	A			
6	Division	A			
7	Ejercicio / mes	A			
8	Fe. Contabilizacion	A			
9	Fecha de documento	A			
10	Importe en moneda local	A			
11	Moneda local	A			
12	Num Documento	A			
13	Producto	A			
14	Referencia	A			
15	Texto	A			
16	Tipo de negocio	A			
17	[]	A			

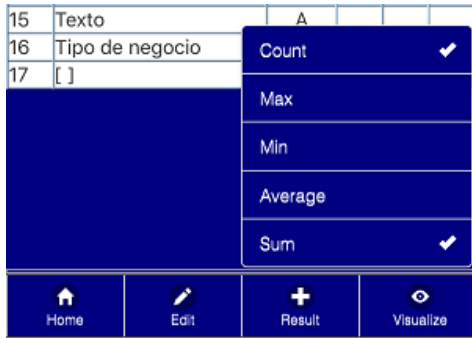
The visualization of the headings will depend on the position and the space that is had to make an easy reading. In a vertical position, "Pos" will be displayed, indicating the position of the concept in the Database, the "Concept", the "Type" of data being displayed, this being a "T" or an "S", indicating that it has been selected internally. The "T", "F" and "R" mean "Title", "File" and "Result", respectively.

Full names can be seen if you are working horizontally or in a Tablet.

Pos	Concept	Type	Title	File	Result
1	Centro de coste	All			
2	Clase de documento	All			
3	Cliente	All			
4	Contrato	All			
5	Cuenta de mayor	All			
6	Division	All			
7	Ejercicio / mes	All			
8	Fe. Contabilizacion	All			
9	Fecha de documento	All			
10	Importe en moneda local	All			
11	Moneda local	All			
12	Num Documento	All			

The "Start" option returns you to the initial screen of the application.

The "Edit" option allows you to edit the concept. The options for entering concepts and deleting them are in the data entry screen as indicated above.



The "Result" option opens a sub menu that indicates the additional options that you have. The options that are by default active are "Count" and "Add". You can activate or deactivate them as you want.

"Visualize" allows you to enter the lists or tables with the data already loaded for the analysis.

The buttons labeled "[H1]", "[V1]" and "[n]" are used so that empty records in the Database are not considered, depending on whether the information was requested. For the registers located horizontally and vertically, "[H1]" and "[V1]" are used respectively, while "[n]" is used for all other registers.

Depending on the column that is pressed on the screen, you will have the following results:

- "Pos", no action is taken
- "Concept", the background is yellow for a better location at the moment of pressing.
- "Type", opens the possibility of selecting records as a filter. By default, all are active. To deactivate all with one touch, you must click on the title of the concept to be filtered.

Clicking on the titles "files" and "results" will indicate the position that is wanted at the moment of obtaining the results with "Visualize".

If only titles are highlighted, you will get vertical data lists.

Pos	Concept	Type	Title	File	Result
T1	Ejercicio / mes	All			
T2	Cliente	All			
T3	Contrato	All			
T4	Importe en moneda local	All			
5	Centro de coste	All			
6	Clase de documento	All			
7	Cuenta de mayor	All			
8	Division	All			
9	Fe. Contabilizacion	All			
10	Fecha de documento	All			
11	Moneda local	All			
12	Num Documento	All			

Number	Ejercicio / mes	Cliente	Contrato	Importe en moneda local
1	2013/01	999999	165P	-110.00
2	2013/01	999999	165P	-110.00
3	2013/01	999999	165P	-12.00
4	2013/01	999999	165P	-138.00
5	2013/01	999999	165P	-180.00
6	2013/01	999999	165P	-180.00
7	2013/01	999999	165P	-195.00
8	2013/01	999999	165P	-195.00
9	2013/01	999999	165P	-205.00
10	2013/01	999999	165P	-32.00
11	2013/01	999999	165P	-33.00
12	2013/01	999999	165P	-36.00
13	2013/01	999999	165P	-46.00
14	2013/01	999999	165P	-488.00
15	2013/01	999999	165P	-608.00
16	2013/01	999999	165P	-72.00
17	2013/01	999999	165P	-81.00
18	2013/01	AEPAZ	EROP	-700.00
19	2013/01	AEPAZ	EROP	-700.00
20	2013/01	AEPAZ	EROP	700.00
21	2013/01	ALENT	06AA	-1,926.00
22	2013/01	ALENT	06AA	-2,456.88
23	2013/01	ALENT	06AA	-3,080.00
24	2013/01	ALENT	06AA	-4,203.41
25	2013/01	ALENT	06AA	15.00
26	2013/01	ALENT	06AA	15.00

If only concepts in the column "files" are highlighted, the data will be displayed horizontally.

Pos	Concept	Type	Title	File	Result	Number	1	2	3	4	5	6	7	8	9	10	11	
F1	Ejercicio / mes	All				Ejercicio / mes	2013/01	2013/01	2013/01	2013/01	2013/01	2013/01	2013/01	2013/01	2013/01	2013/01	2013/01	2013/01
F2	Cliente	All				Cliente	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999
F3	Contrato	All				Contrato	165P	165P	165P	165P	165P	165P	165P	165P	165P	165P	165P	165P
F4	Importe en moneda local	All				Importe en moneda local	-110.00	-110.00	-12.00	-138.00	-180.00	-180.00	-195.00	-195.00	-205.00	-32.00	-33.00	

If you choose only concepts in the results column you will get sums or data counts.

Selection of data						Cantidad	Suma
Pos	Concept	Type	Title	File	Result		
1	Cliente	All			R1	1109	
2	Ejercicio / mes	All			R2	1109	
3	Importe en moneda local	All			R3	1109	-539,529.18
4	Contrato	All					
5	Centro de coste	All					
6	Clase de documento	All					
7	Cuenta de mayor	All					
8	Division	All					
9	Fe. Contabilizacion	All					
10	Fecha de documento	All					
11	Moneda local	All					
12	Num Documento	All					

By selecting "titles", "files", and "results", you will have a table.

Selection of data						Contrato	Importe en moneda local	2013/01	2013/01	Total	Total
Pos	Concept	Type	Title	File	Result			Cantidad	Suma	Cantidad	Suma
T1	Ejercicio / mes	All				999999	165P	17.00	-2,721.00	17.00	-2,721.00
F1	Cliente	All				AEPAZ	EROP	3.00	-700.00	3.00	-700.00
F2	Contrato	All				ALENT	06AA	10.00	-7,581.29	10.00	-7,581.29
4	Importe en moneda local	All			R1	ALENT	06CC	1.00	-225.00	1.00	-225.00
5	Centro de coste	All				ALENT	06FF	1.00	-350.00	1.00	-350.00
6	Clase de documento	All				ALENT	38BC	6.00	-1,083.04	6.00	-1,083.04
7	Cuenta de mayor	All				ALIAR	340F	1.00	-1,150.00	1.00	-1,150.00
8	Division	All				ALIAR	34AR	4.00	-638.85	4.00	-638.85
9	Fe. Contabilizacion	All				ALIKA	21CC	4.00	-1,123.46	4.00	-1,123.46
10	Fecha de documento	All				ALIKA	21PP	1.00	-1,247.50	1.00	-1,247.50
11	Moneda local	All				ALIKA	950P	8.00	4,243.68	8.00	4,243.68
12	Num Documento	All									

The display screen shows the options for "Start", "Additional", "Less", "Mas" and "Return". The utility has already been indicated for all the options mentioned above, to the exception of "Additional", which we will proceed to explain.

"Additional" option, allows to make additional calculations with the information obtained. In the

Contrato	Importe en moneda local	2013/01	2013/01	Total	Total
		Cantidad	Suma	Cantidad	Suma
999999	165P	17.00	-2,721.00	17.00	-2,721.00
AEPAZ	EROP	3.00	-700.00	3.00	-700.00
ALENT	06AA	10.00	-7,581.29	10.00	-7,581.29
ALENT	06CC		-225.00	1.00	-225.00
ALENT	06FF		-350.00	1.00	-350.00
ALENT	38BC		-1,083.04	6.00	-1,083.04
ALIAR	340F		-1,150.00	1.00	-1,150.00
ALIAR	34AR		-638.85	4.00	-638.85
ALIKA	21CC		-1,123.46	4.00	-1,123.46
ALIKA	21PP		-1,247.50	1.00	-1,247.50
ALIKA	950P		4,243.68	8.00	4,243.68

"Sums x Columns" and "Sum by files" you get total results, as their names indicate them, by columns and files. In a practical way you can establish the subtotals that will provide accumulated information of each of the items shown.

The "Colors x Group" option marks the files with

colors so that group visualization is easier.

Examples of these displays are shown below.

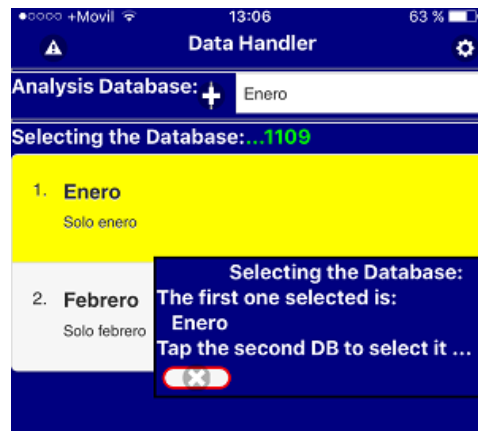
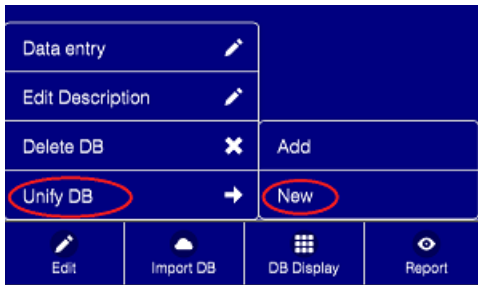
Contrato	Importe en moneda local	2013/01	2013/01	Total	Total	SubTotal-Contrato 2013/01	SubTotal-Contrato 2013/01	SubTotal-Contrato Total	SubTotal-Importe en moneda local 2013/01	SubTotal-Importe en moneda local 2013/01	SubTotal-Importe en moneda local Total	Contrato	Importe en moneda local	2013/01	2013/01	Total	Total	SubTotal-Contrato 2013/01	SubTotal-Contrato 2013/01	SubTotal-Contrato Total	SubTotal-Importe en moneda local 2013/01	SubTotal-Importe en moneda local 2013/01	SubTotal-Importe en moneda local Total			
		Cantidad	Suma	Cantidad	Suma	Cantidad	Suma	Cantidad						Cantidad	Suma	Cantidad	Suma	Cantidad	Suma	Cantidad	Suma	Cantidad	Suma	Cantidad	Suma	
9999	99SP	17.00	-2,721.00	17.00	-2,721.00	17.00	-2,721.00	17.00	17.00	-2,721.00	17.00	9999	99SP	17.00	-2,721.00	17.00	-2,721.00	17.00	-2,721.00	17.00	-2,721.00	17.00	-2,721.00	17.00	-2,721.00	17.00
PAZ	91OP	3.00	-700.00	3.00	-700.00	3.00	-700.00	3.00	3.00	-700.00	3.00	PAZ	91OP	3.00	-700.00	3.00	-700.00	3.00	-700.00	3.00	-700.00	3.00	-700.00	3.00	-700.00	3.00
ENT	05AA	10.00	-7,581.29	10.00	-7,581.29				10.00	-7,581.29	10.00	ENT	05AA	10.00	-7,581.29	10.00	-7,581.29	10.00	-7,581.29	10.00	-7,581.29	10.00	-7,581.29	10.00	-7,581.29	10.00
ENT	06CC	1.00	-225.00	1.00	-225.00				1.00	-225.00	1.00	ENT	06CC	1.00	-225.00	1.00	-225.00				1.00	-225.00	1.00	-225.00	1.00	-225.00
ENT	06FF	1.00	-350.00	1.00	-350.00				1.00	-350.00	1.00	ENT	06FF	1.00	-350.00	1.00	-350.00				1.00	-350.00	1.00	-350.00	1.00	-350.00
ENT	38BC	6.00	-1,083.04	6.00	-1,083.04	18.00	-9,239.33	18.00	6.00	-1,083.04	6.00	ENT	38BC	6.00	-1,083.04	6.00	-1,083.04	18.00	-9,239.33	18.00	-9,239.33	18.00	-1,083.04	6.00	-1,083.04	6.00
IRI	340F	1.00	-1,150.00	1.00	-1,150.00				1.00	-1,150.00	1.00	IRI	340F	1.00	-1,150.00	1.00	-1,150.00				1.00	-1,150.00	1.00	-1,150.00	1.00	-1,150.00
IAR	34AR	4.00	-638.85	4.00	-638.85	5.00	-1,788.85	5.00	4.00	-638.85	4.00	IAR	34AR	4.00	-638.85	4.00	-638.85	5.00	-1,788.85	5.00	-1,788.85	4.00	-638.85	4.00	-638.85	4.00
KA	21CC	4.00	-1,123.46	4.00	-1,123.46				4.00	-1,123.46	4.00	KA	21CC	4.00	-1,123.46	4.00	-1,123.46				4.00	-1,123.46	4.00	-1,123.46	4.00	-1,123.46
KA	21PP	1.00	-1,247.50	1.00	-1,247.50				1.00	-1,247.50	1.00	KA	21PP	1.00	-1,247.50	1.00	-1,247.50				1.00	-1,247.50	1.00	-1,247.50	1.00	-1,247.50
KA	95OP	8.00	4,243.68	8.00	4,243.68				8.00	4,243.68	8.00	KA	95OP	8.00	4,243.68	8.00	4,243.68				8.00	4,243.68	8.00	4,243.68	8.00	4,243.68
KA	95OT	1.00	-10,260.00	1.00	-10,260.00	14.00	-8,387.28	14.00	1.00	-10,260.00	1.00	KA	95OT	1.00	-10,260.00	1.00	-10,260.00	14.00	-8,387.28	14.00	-8,387.28	14.00	-10,260.00	1.00	-10,260.00	1.00
ICLA	03AA	156.00	-75,768.54	156.00	-75,768.54				156.00	-75,768.54	156.00	ICLA	03AA	156.00	-75,768.54	156.00	-75,768.54				156.00	-75,768.54	156.00	-75,768.54	156.00	-75,768.54
ICLA	03SS	24.00	276.50	24.00	276.50	180.00	-75,492.04	180.00	24.00	276.50	24.00	ICLA	03SS	24.00	276.50	24.00	276.50	180.00	-75,492.04	180.00	-75,492.04	180.00	24.00	276.50	24.00	276.50

Unifying Databases. –

One of the most powerful options that the application has is the unification of databases, which is on the initial screen within the "Edit" option.

"Unify DB's" is the option that allows to have an incremental database, adding information to an existing one or creating a new one from two existing databases.

To add the databases or unify them as new, click on the database that you want to join the first one selected.



Pressing the second database will enter the data unification screen.

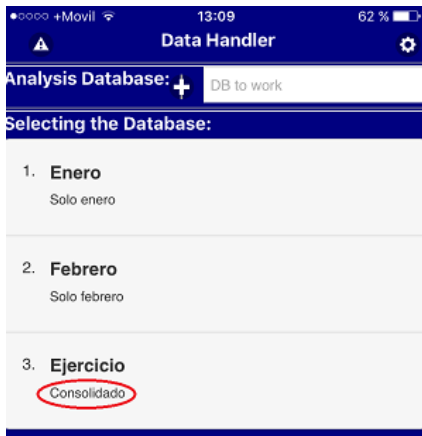


In the unification screen the concepts should be matched accordingly. The paired concepts will be displayed at the top so that you can visualize the work being done.

There are two ways to complete the pairing of data. The first is when the databases that you want to unify have the same amount of data, where if the last concept matches, the background of the last line of "Concepts to be paired" will be painted green. Another way to complete data pairing is by using the "Forced" button that allows you to crop database concepts by reducing them if it's necessary. Forcing cannot be

applied to initial Databases resulting from a "Consolidated" in the case of cutting concepts whenever you can increase concepts, but not reduce. If you want to reduce concepts in a consolidated, you can do it, but by editing concepts in the data entry screen.

Once the data pairing has been completed, you will be prompted to enter the name of the resulting database, if it has not been previously done. Having the name and the concepts paired we proceed to use the button that initiates the data unification process.

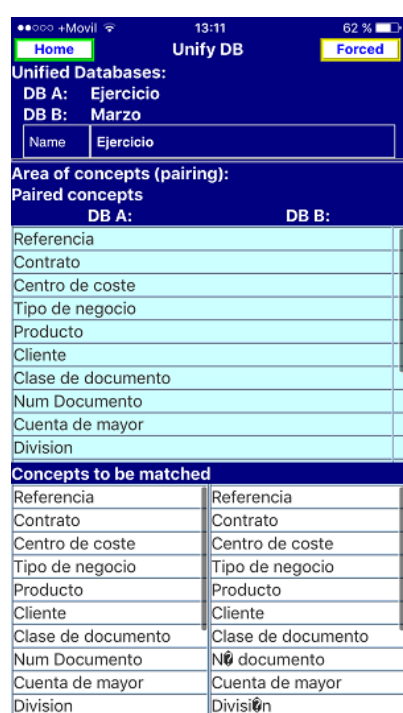


The resulting database will have a description with the name "Consolidated", constituting a word reserved for the use of the application.

In a consolidated you can add or delete information by data entry groups. For example, if you had information from January and February and generated a consolidated, you can add March and if you want you can erase February and enter again without difficulty.

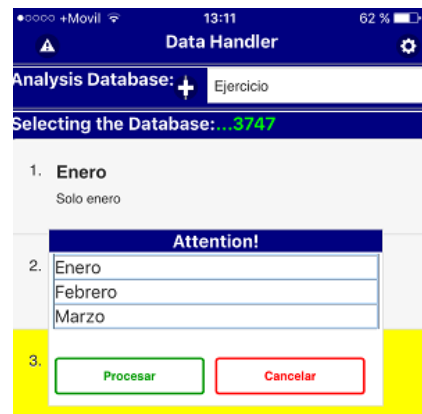
erases the database like any other, while the option of partial erasure shows the databases that have been

Deleting a "Consolidated" database presents the option of deleting all or part of the data. The option of total erasure,



previously added in a way that indicates the one to be deleted from the consolidated.

In the case of the "Add" option, it works similarly, but preload the name and concepts of the first database selected to prevent it from being altered. It is most often used to add information to a "Consolidated".



Note: It should be noted that in this option "Unification of DBs" is done a name control to avoid duplication of the databases that are entered so that in each case must be entered different names of Databases.

KEY WORDS

“DB” Database

“DB’s” Databases

"Consolidated" Word Reserved in the application

Manual subject to change without notice.

The Manual combines the most salient options so it should be only a reference to the application.

The graphics are based on Smart Phones however the manual also applies to Tablets. The tablets present greater options for the difference in size, however, they are only mentioned.