**Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamenteLogin**

In this page, please input your username and password, after completing this, please hit the sign in button.

**Dashboard**

Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

The initial page you'll encounter is the dashboard, offering comprehensive insights on all created templates, the daily count of published documents, and an accessible list to effortlessly access the latest published documents.

Located on the left-hand side of the interface, you will discover a user-friendly menu tailored to your specific needs. At the very top, your personalized username will be prominently displayed, ensuring a personalized touch to your navigation experience.

Beneath your username, you will find an array of carefully curated menus, each granting you access to various essential features and functionalities of the software. These menus have been meticulously organized to streamline your interactions and make your usage journey seamless.

Throughout this comprehensive manual, we will guide you through each menu individually, providing clear and concise instructions on how to leverage the diverse tools and options at your disposal. With this systematic approach, you can effortlessly explore the software's capabilities, empowering you to make the most out of its impressive range of features.

By the end of this user manual, you will have gained a profound understanding of the software's interface, functionalities, and how to optimize your workflow efficiently.

**Users administration menu**

Captura de pantalla de computadora

Descripción generada automáticamente

Within the administrative user menu, you will find a suite of powerful functionalities designed to manage user accounts efficiently. This centralized hub empowers administrators to take full control over user access and permissions.

One of the key capabilities at your disposal is the ability to create new user accounts effortlessly. This process enables you to define custom roles for each user, tailoring their access levels and responsibilities according to your specific requirements. By assigning roles thoughtfully, you can ensure that users have precisely the right amount of access and functionality necessary to fulfill their duties effectively.

Furthermore, the administrative user menu allows you to maintain a well-organized and up-to-date user base. In situations where a user's responsibilities have changed or they are no longer part of the organization, you can swiftly manage their status. With just a few clicks, you can disable an existing user, restricting their access to the system. On the other hand, when a user returns or their access is reinstated, the menu facilitates the seamless reactivation of their account, enabling them to resume their duties promptly. This can be achieved by clicking on the slider button that is under the Actions column.

**Rol administration menu**

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

On the left-hand side of the screen, you have the ability to create new roles, assign or remove privileges as needed. Meanwhile, on the right-hand side, you can access a list of pre-existing roles, which you can activate or deactivate at your convenience.

**User administration menu**

Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

On the User Administration screen, you will have the capability to perform several essential tasks. You can create new user accounts and assign specific roles to each user as needed. Additionally, you have the ability to enable or disable users directly from the list below, providing seamless user management. Furthermore, you can also change user passwords as required, ensuring a comprehensive and secure user administration experience.

**Create Variable**

**Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamenteInterfaz de usuario gráfica, Aplicación

Descripción generada automáticamente**

From this screen, you will have the capability to create various variables according to your requirements, which are essential for crafting templates tailored to your specific needs. You can choose from a range of variable types available in the system, including numbers, text, dates, image pages, images, and PDFs. This flexibility empowers you to design templates that align precisely with your desired variables and data types.

Next, it will be explain the different types of variables that can be created within the software:  
  
1) number: This kind of variable will only accept numbers in the explorer input.

2) text: This variable will accept all kind of characters.

3) date: This variable will save the data in a date format inside the database.

4) image\_page: This variable will have a maximum of 6 images per page.

5) image: This variable will expect only one image at the export screen.

6) pdf: This special variable will expect a pdf file that is going to be merge always at the end of the document created, this variable can be use too put some last notes or attach annexes to the document.

**Create Comparable**

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

The "Create Comparable" screen is dedicated to the creation and integration of data into the database, forming the cornerstone for a multitude of analyses. This interface provides the capability to input diverse types of data, accommodating a broad spectrum of information. Additionally, you can include an image of the property, ensuring that your data collection process is comprehensive and versatile, thus laying the groundwork for in-depth and multifaceted analyses in the future.

It's important to note that the variables created here are distinct from those generated on the "Create Variable" screen. The variables created on this screen serve a specific purpose for the subsequent screen, "Create Analysis," allowing for a more tailored and comprehensive approach to data analysis.

When you press the ‘+’ button, a new row will be created. You can have as many rows as you need and clicking the ‘-’ button will delete the row.

**Create Analysis**

Tabla

Descripción generada automáticamente con confianza media

On this screen, you will have the capability to search for analyses that you've previously created. To open a previously created analysis, simply click on the analysis input field and search by name for the desired analysis.

Furthermore, for adding variables from a specific comparable, you can click on the comparable input field and search by name for the preferred comparable. Once selected, all the variables associated with that comparable become available for use within the matrix below.

Within each of the cells of the matrix, you will have the freedom to choose, by clicking on them, whether to add your own custom text or directly input data from any variable you desire. Additionally, you can perform various numerical calculations, including percentage calculations, directly within the matrix. This provides you with a powerful and flexible platform for data manipulation and analysis, all within a user-friendly interface.

**Example**

Pantalla de computadora

Descripción generada automáticamente con confianza media

Let's consider that we've created this matrix. If we want to obtain the result of the sum of the percentages in cell C8 and cell C11, we can use the following formula:

=percentage(C8+C11);

However, if we now wish to add our result from column C13 to our dollar data located in column B4, then we should use the following formula:

($)=calculation(B4+C13);

These formulas allow for efficient calculations within the matrix, making it easy to perform various numerical operations and obtain desired results based on the data in the specified cells.

**Create Document Template**

**Interfaz de usuario gráfica, Texto, Aplicación, Correo electrónico

Descripción generada automáticamente**