

Monitoring eAuction/Tender (eRFx)

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Monitoring eAuction / Tender (eRFx)

This section describes the event monitoring activities that a user can perform once a Tender/eRFx or eAuction has been reviewed, approved and published. Upon publishing the event, the invited suppliers receive automated notifications to respond to the negotiation.

In the case of the eRFx suppliers can start submitting their responses once they receive a notification. In the case of an eAuction, bids can only be submitted on the eAuction open date and time.

There are several areas within the Sourcing application that can facilitate the management and progress monitoring of an eRFx, and an eAuction. These areas are:

- Monitoring Tab – eAuction
- Monitoring Tab – eRFx
- Analysis Tab

1.0 Monitoring eAuction

The monitoring of an open eAuction is time critical activity. The monitoring tab is available before the open time and date. For the ease of use, the monitoring screen allows a number of critical activities to be monitored from one single screen. There is an additional screen that allows to drill down into the line level detail of the auction structure, if required.

1.1 Overview of eAuction Monitoring Screen

Below is the monitoring screen of a Published, live eAuction. The screen is split into three main areas:

- Alerts – shows alerts, team and supplier activity and eAuction status.
- Live Participating Suppliers – shows a list of participating suppliers, their live status and activity summary within the system once logged in.
- Auction structure and bid summary – displays the auction structure and summarizes Lots, Groups, individual lines and bidding details.

Auction Management

Dashboard > Auctions > BIC02 > New Auction

Time Remaining: 02 Days, 18 Hours, 48 Minutes [17:25:52]

Header Attachments Lines Email Templates Suppliers Team Controls Messaging **Monitoring** Surrogate Awarding Journal

Close Auction Pause Auction Extend to 3 minutes View Opening Bids Open in New Window Export Auction Data

1 Alerts

- Andressa Neves from Test has entered the auction 17:01
- Auction resumed at 17:01:03 17:01
- Andressa Neves surrogate for Test has entered the auction 16:59
- Auction paused at 16:46:15 16:46
- Auction resumed at 16:45:44 16:45
- Auction paused at 16:45:40 16:45

2 Live Participating Suppliers

- Test

3

Description	Bids	Historic / Current Price	Quantity	Lead Bid	Total Line Value	Lead Vendor	Saving
Group: Group 1	0						View
3: Lot: Lot 1	0		1.00				View
4: Green Biro	0	0.50	2,000.00				View
5: Black Biro	0	0.50	2,500.00				View
6: Red Biro	0	0.50	2,000.00				View

4

1. Alerts and event status and activity information.
2. List of Invited Suppliers and the connection status.
3. Lot / Group / Line summary information and Bid summary information.
4. Drill Down into individual bid details and Graphical view of the live eAuction activity.

1.2 eAuction Monitoring Tab (Live Auction)

Once the eAuction is published and open, the countdown clock on the top right corner of the screen will display Time Remaining and additional functions become active on the monitoring tab. The functions that are available to the negotiation owner, editor and Super User are:

- Close Auction – Closes the auction on all lines and all participants.
- Pause Auction – Pauses the time remaining until auction close. No bids can be placed.
- Resume Auction – Only available on a paused auction. Reopens the auction to bidding and releases the time remaining to count down to auction close.
- Extend by X minutes – Extends the closing time of auction by the time set in the controls tab. This is only valid when the final time period is entered.
- Open in New Window – Opens the auction monitoring screen in another window.
- Export Auction Data – Exports all received bids and auction summary information.
- Close Line – This is only visible via the view link next to each line on the monitoring screen. This closes the line to any further bids.

Auction Management

Dashboard > Auctions > BIC02 > New Auction

Time Remaining: 02 Days, 18 Hours, 48 Minutes [17:25:52]

Header | Attachments | Lines | Email Templates | Suppliers | Team | Controls | Messaging | **Monitoring** | Surrogate | Awarding | Journal

Close Auction | Pause Auction | Extend to 3 minutes | View Opening Bids | Open in New Window | Export Auction Data

Alerts		Live Participating Suppliers	
Andressa Neves from Test has entered the auction	17:01	Test	
Auction resumed at 17:01:03	17:01		
Andressa Neves surrogate for Test has entered the auction	16:59		
Auction paused at 16:46:15	16:46		
Auction resumed at 16:45:44	16:45		
Auction paused at 16:45:40	16:45		

Description	Bids	Historic / Current Price	Quantity	Lead Bid	Total Line Value	Lead Vendor	Saving
Group: Stationery and Office Supplies List	1449	3,515.65		2,554.41	89,275.30	Staples	-25.29% View
001: BX10 LYRECO DVD+RW 4.7GB 1-4X JEWELCASE	8	10.04	100.00	8.55	855.00	Lyreco	-14.84% View
002: KENSINGTON 1500109 VALUE KEYBOARD QWERTY	6	7.02	250.00	6.22	1,555.00	Lyreco	-11.40% View
003: KENSINGTON VALUEMOUSE WIRED 3-BUTTON	6	9.13	250.00	8.92	2,230.00	Atos Stationery	-2.30% View
004: MICROSOFT 600 WIRED KEYBOARD QWERTY BLK	7	12.88	150.00	11.02	1,653.00	Lyreco	-14.44% View
005: DELL 592-10316 INK 926/V305 MK990 BLK	8	15.89	100.00	14.05	1,405.00	Lyreco	-11.58% View
006: DELL M4646 I/JET CART 9X2/9X4 H/Y 3 COL	9	34.02	50.00	22.25	1,112.50	Staples	-34.60% View
007: HP 51645A INKJET CART DESKJET BLK	12	12.01	40.00	8.55	342.00	Staples	-28.81% View

1.3 eAuction Alerts

Examples of the possible auction alerts are displayed below.

Alerts	
Paul Jones from Atos Stationery has entered the auction	04 Sep 10:47
Paul Jones from Atos Stationery has entered the auction	18 Aug 20:12
Auction closed at 12:00:00 on 11 Jul	11 Jul 12:00
Auction extended by Staples to 3 minutes due to a bid on item DELL M4646 I/JET CART 9X2/9X4 H/Y 3 COL (006)	11 Jul 11:49
Auction extended by Lyreco to 3 minutes due to a bid on item BX10 LYRECO DVD+RW 4.7GB 1-4X JEWELCASE (001)	11 Jul 11:44
Auction extended by Lyreco to 3 minutes due to a bid on item DELL 592-10316 INK 926/V305 MK990 BLK (005)	11 Jul 11:41

1.4 Line or Lot level view

By moving from a summary overview of the auction structure to a line level view further actions are possible:

- Close line.
- Graphical display of bids by Line, Group Total, Lot Total or auction Total.
- Delete supplier bids.

NOTE: you cannot delete supplier bids from the secondary window, which is opened by clicking **Open in New**.

By placing the mouse cursor over the supplier's bid on the graph, the value and date/time of the bid will be displayed.

Header Attachments Lines Email Templates Suppliers Team Controls Messaging Monitoring Awarding Journal

[Open in New Window](#) [View Auction](#)

Line / Group Information

Group: Stationery and Office Supplies List

Item/Lot: Show Group Totals

Current / Historical Price: 119,501.63	Start Price: N/A
Quantity: N/A	Bids: 1449
Lead Bid: 2,554.41	Total Line Value: 89,275.30
Lead Vendor: Staples	Saving vs Historical Price: -25.29%

Alerts

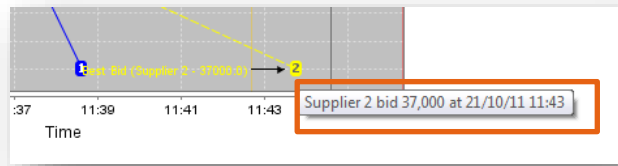
- + Paul Jones from Atos Stationery has entered the auction 04 Sep 10:47
- + Paul Jones from Atos Stationery has entered the auction 18 Aug 20:12
- Auction closed at 12:00:00 on 11 Jul 11 Jul 12:00
- Auction extended by Staples to 3 minutes due to a bid on item DELL M4646 IJET CART 9X2.9X4 HY 3 COL (006) 11 Jul 11:49
- Auction extended by Lyreco to 3 minutes due to a bid on item BX10 LYRECO DVD+RW 4.7GB 1-4X JEWELCASE (001) 11 Jul 11:44

Graph Small Legend Position Right Group Graph Supplier's & Overall Best Bids Show: Latest Bid Lead Bid Current Time Number Legend

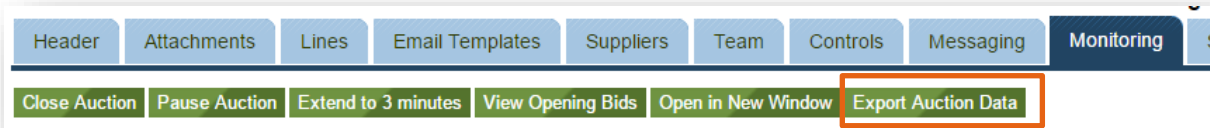
Stationery and Office Supplies eAuction - Totals

Show all bids Refresh

Vendor	Bid	Transformed Bid	Unit Price (GBP)	Quantity	Line Value (GBP)	Time	Delete
Staples	13.89	13.89	0.69	20	277.80	11/07/2013 11:49:41	✕
Lyreco	14.99	14.99	0.75	20	299.80	11/07/2013 11:44:00	✕
Lyreco	15.85	15.85	0.79	20	317.00	11/07/2013 11:41:36	✕
Lyreco	18.22	18.22	0.91	20	364.40	11/07/2013 11:31:57	✕
Atos Stationery	18.22	18.22	0.91	20	364.40	11/07/2013 11:29:58	✕
Office Supplies	20.00	20.00	1.00	20	400.00	11/07/2013 11:26:00	✕
Staples	19.02	19.02	0.95	20	380.40	11/07/2013 11:23:58	✕

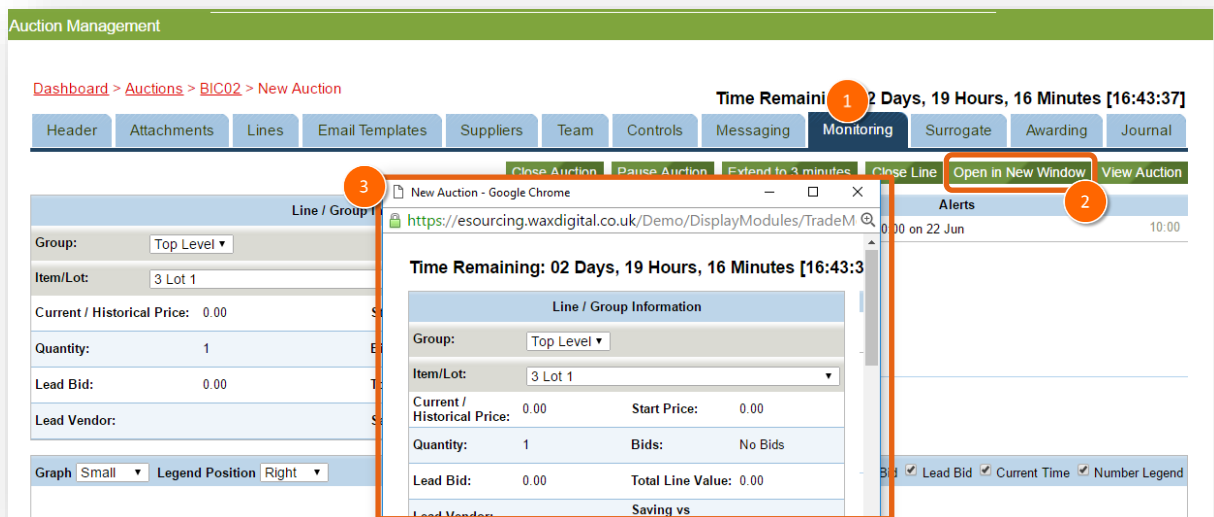


In the bid table detail, you can choose which bids to show in the table. All bids submitted in the auction can be downloaded in an Excel format at any point during or after the auction period by clicking **Export Auction Data**.



To open eAuction monitoring tab in a new window:

1. Navigate to the **Monitoring** tab.
2. Click **Open in new Window** button.
3. The new window will open.



The current view you are on will be replicated in the New Window.

To modify the Control settings during an auction:

1. Navigate to the controls tab.
2. Modify the required parameters.
3. Click **Save Control Changes**.

To Pause and Resume an auction:

1. In an open auction **Monitoring** tab click **Pause Auction** button.
- Note:** Whilst the auction is paused, no bids can be made.
2. To re-open auction to complete the remaining auction time, click on the **Resume Auction** button.

The first screenshot shows the 'Auction Management' interface with the 'Controls' tab selected. The 'Pause Auction' button is highlighted with a red box and a circled '1'. The time remaining is '02 Days, 19 Hours, 14 Minutes [16:46:01]'. The second screenshot shows the same interface with the 'Resume Auction' button highlighted with a red box and a circled '2'. The time remaining is 'Auction is Paused [16:46:18]'.

To extend the close time of an Auction:

1. Click **Extend to X minutes** button in the auction **Controls** tab
2. Set the close time to the required time in the future.
3. Click **Save Control Changes** button.
4. The auction will close when the additional remaining time is zero.

The screenshot shows the 'Auction Management' interface with the 'Controls' tab selected. The 'Extend to 3 minutes' button is highlighted with a red box. The time remaining is '02 Days, 19 Hours, 14 Minutes [16:46:01]'.

To Close an Auction:

1. Click **Close Auction** button.
2. Confirm close of auction in the popup, **OR**, Navigate to the **Controls** tab.
3. Set the close time to a short time in the future.
4. Ensure the **Automatically extend by** option is unchecked.
5. Click **Save Control Changes** button.
6. The auction will close when the remaining time is zero.

The screenshot shows the 'Auction Management' interface with the 'Controls' tab selected. The 'Close Auction' button is highlighted with a red box. The time remaining is '02 Days, 19 Hours, 14 Minutes [16:46:01]'.

2.0 Monitoring an eRFx

The monitoring tab provides an overview and status of the supplier responses to the questionnaire.

The eRFx Monitoring facility is an effective way to monitor supplier participation throughout the tender process where there are no regulatory [EU or other governmental regulations], process [Sealed Tender] or procedural [company policy and procedures] bars to viewing a summary of suppliers' responses prior to the close of the tender.

Note: Certain version of Wax Digital web3 eSourcing will not allow the buyer to view supplier responses until the eRFx close date and the electronic release of the tender responses.

2.1 Monitoring an eRFx with no question scoring or sections with weightings

The monitoring tab provides an overview of the completeness of any eRFx responses submitted by suppliers, even if no question scoring or section weightings have been applied within the questionnaire.

If a supplier has submitted a response, the Responded column will be displayed as ticked.

If a Mandatory question and/or a Required Answer or a Single Check Box question has been set, the supplier's response will be summarised.

If a supplier fails to respond to a mandatory question this will be highlighted in the Unanswered Mandatory Questions column.

If the supplier has not responded with a Required Response "OUT" status will be displayed.

RFP Management

Dashboard > Full eSourcing Process > Stationery and Office Supplies RFP

RFP is closed and has been awarded [17:54:35]

Header Attachments Lines Questionnaire Email Templates Suppliers Team Reminders Communication **Monitoring** Analysis Journal

This document is 1st in a sequence of 1 questionnaires

Document Pass Mark: 60 %

Search Supplier Name: Search Clear Search Results

1 Calculated Scores Shown Items per page: 20

Name	Score	Marks	2 Responded?	Unanswered Mandatory Questions	Award
Atos Stationery	68.73 %	(137.47/200) *	OUT	0	PDF Scoring <input checked="" type="checkbox"/>
Lyreco	74.00 %	(148/200) *	<input checked="" type="checkbox"/>	0	PDF Scoring <input checked="" type="checkbox"/>
Office Supplies	72.50 %	(145/200) *	<input checked="" type="checkbox"/>	0	PDF Scoring <input checked="" type="checkbox"/>
Rymans	53.00 %	(106/200) *	<input checked="" type="checkbox"/>	0	PDF Scoring <input type="checkbox"/>
Staples	79.00 %	(158/200) *	<input checked="" type="checkbox"/>	0	PDF Scoring <input checked="" type="checkbox"/>

Create Savings Record Create Contract Score Matrix Export RFx data Download All Responses

Go To Award Notifications

1. Click to view supplier's response.
2. **OUT** – if the supplier has not submitted a Required Answer or the required Single Answer Check Box response has been left out.

To download All Suppliers Responses and Attachments:

1. Go to the **Monitoring** Tab.
2. Click **Download All Responses** button.
3. Confirm **OK** in the Pop-up window.
4. Then click **OK** on the confirmation pop up.

The screenshot shows the 'RFi Management' interface. At the top, there is a breadcrumb trail: 'Top Level Folder > Clients > Demo > BIC02 > Test Addressa'. A status message reads 'RFi has not yet been published [16:54:33]'. Below this is a navigation bar with tabs: Header, Attachments, Lines, Questionnaire, Email Templates, Suppliers, Team, Reminders, Communication, **Monitoring**, Analysis, and Journal. A 'Document Pass Mark: 0 %' is displayed. A search bar for 'Search Supplier Name' is present. Below the search bar, a table lists suppliers with columns: Name, Score, Marks, Responded?, and Unanswered Mandatory Questions. Two suppliers are listed: 'ALPLA UK LIMITED' and 'Test'. The 'Download All Responses' button is highlighted with a red circle '2'. At the bottom of the interface, there are buttons for 'Score Matrix', 'Export RFX data', 'Download All Responses', and 'Preview Supplier's View'.

This is a confirmation dialog box titled 'esourcing.waxdigital.co.uk says:'. The message reads: 'All supplier responses will be collated and an email will be sent to you (a.neves@waxdigital.com) containing a link to download the files. Are you sure you wish to generate this file?'. There are 'OK' and 'Cancel' buttons. A red circle '3' is placed over the 'OK' button.

This is a confirmation dialog box titled 'esourcing.waxdigital.co.uk says:'. The message reads: 'Your request has been queued and you will receive an email shortly containing the responses.' There is an 'OK' button. A red circle '4' is placed over the 'OK' button.

5. Await automated e-mail containing the link with all supplier responses.

The screenshot shows an email from 'helpdesk@transaxions.co.uk' with the subject 'Wax eSourcing Demo Event (Test Addressa)'. The email content includes: 'Dear Addressa Neves, You have requested to download response details for Test Addressa'. Below this is a 'Negotiation Details' section with fields: Negotiation Name: Test Addressa, Description: test, Folder: BIC02, Owner: Addressa Neves. A link is provided to download the zip file: 'https://esourcing.waxdigital.co.uk/Demo/DisplayModules/TradeModules/Negotiations/Sourcing/DownloadResponse.aspx?ApplicationInstanceId=274dc69e-0cb2-4b51-9bcl-34061f10156f&file=48e3ef2d-9438-e611-a683-d89d671b6d97.zip'. The email footer includes the Wax eSourcing Demo logo and the text 'web3 intuitive eProcurement Software Your key to effective Spend Management'. A disclaimer at the bottom states: 'Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of Wax Digital Ltd. The information contained in this email is intended for the named recipient only. It may contain confidential information. If you are not the intended recipient you must not copy, distribute or take any action based upon the contents. If you have received this email in error or have any difficulties, please contact the sender. Please do not reply to this email as it has come from an automated system'.

Click on active link in the email. A new browser window will open. When prompted enter your username and password. Click **Download** button.

Note: Allow file downloads in your browser window. Save the zip file to your local drive.

2.2 To view supplier responses that include attachments:

1. Click on the **PDF** button to view a PDF version of the supplier's response, OR, Click on the **Suppliers Name** button (First column).
2. Click **Download Response** button – This will generate a download file just for this supplier response. Follow the steps as above.

RFI Management

Top Level Folder > Clients > Demo > BIC02 > Test Addressa

RFI has not yet been published [16:54:33]

Header Attachments Lines Questionnaire Email Templates Suppliers Team Reminders Communication Monitoring Analysis Journal

Document Pass Mark: 0 %

Search Supplier Name: Search Clear Search Results

* Calculated Scores Shown Items per page: 20

Name	Score	Marks	Responded?	Unanswered Mandatory Questions
ALPLA UK LIMITED		(None/0) *	<input type="checkbox"/>	0
Test		(None/0) *	<input type="checkbox"/>	0

Score Matrix Export RFx data Download All Responses Preview Supplier's View

3. View supplier attachments by clicking **View Attachments** button next to the attached file you wish to view.

Please upload your signed NDA

A document named 'Supplier NDA.pdf' has been attached to this question by the event owner

View Attachment

Note: Highlight the selected answer types: Unanswered Mandatory Questions, Required Answer Failure or Requires Manual Scoring.

2.3 Monitoring an eRFx with question scoring or sections with applier weightings

Where scores have been assigned to questions and/or responses, the summary of the monitoring information available is as follows:

- Score – The supplier's total score as a percentage of the maximum total score available.
- Marks – Total number of marks scored over the maximum total score available.
- Responded? – A tick box shows a supplier has submitted a response.
- Passed (score) – Supplier has passed the Document Pass Mark [set as a % in the Header tab].
- OUT – If a supplier has not given a required response.
- Unanswered Mandatory Questions – Shows the number unanswered mandatory questions.
- PDF – View a PDF version of the supplier's response.
- Scoring – Scores can be given for question responses requiring manual scoring. This is covered in the subsequent sections of this User Guide.

RFP Management

[Dashboard](#) > [Full eSourcing Process](#) > Stationery and Office Supplies RFP

RFP is closed and has been awarded [17:54:35]

Header Attachments Lines Questionnaire Email Templates Suppliers Team Reminders Communication **Monitoring** Analysis Journal

This document is 1st in a sequence of 1 questionnaires

Document Pass Mark: 60 %

Search Supplier Name: [Search](#) [Clear Search Results](#)

* Calculated Scores Shown Items per page: 20

Name	Score	Marks	4	Responded?	Unanswered Mandatory Questions	2	3	Award
Atos Stationery	68.73 %	(137.47/200) *	OUT	✓	0	PDF	Scoring	✓
Lyreco	74.00 %	(148/200) *		✓	0	PDF	Scoring	✓
Office Supplies	72.50 %	(145/200) *		✓	0	PDF	Scoring	✓
Rymans	53.00 %	(106/200) *		✓	0	PDF	Scoring	☐
Staples	79.00 %	(158/200) *		✓	0	PDF	Scoring	✓

[Create Savings Record](#) [Create Contract](#) [Score Matrix](#) [Export RFx data](#) [Download All Responses](#)
[Go To Award Notifications](#)

1. Click **name** link to see the supplier response.
2. Click **PDF** button to see PDF version.
3. Click **Scoring** button to input manual scores.
4. Supplier **OUT** due to not providing a required answer to a question.

To view a summary of Suppliers scores:

1. Click on **Score Matrix** button.
2. Select Group By display option: **Section** or **Level 2 Header**.
3. The results table displayed can be exported to excel by clicking **Export Results** button.

[Create Savings Record](#) [Create Contract](#) [Score Matrix](#) [Export RFx data](#) [Download All Responses](#)
[Go To Award Notifications](#)

Header Attachments Lines Questionnaire Email Templates Suppliers Team Reminders Communication **Monitoring** Analysis Journal

[Back to Monitoring](#) [Export Results](#)

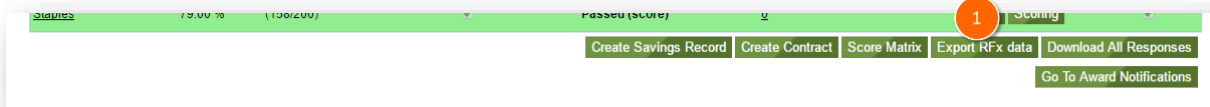
Calculated Scores Shown

Group By: Section Elements Display as weighted score

Supplier	Financial (20%)		Service (10%)		Pricing (50%)		Product Management (5%)		Implementation (5%)		Overall (90%)		Rank	
	Score / 20	Weighted Score / 40	Score / 66	Weighted Score / 20	Score / 62	Weighted Score / 100	Score / 39	Weighted Score / 10	Score / 4	Weighted Score / 10	Score / 200	Weighted / 180	Score	Weighted
Atos Stationery	20.80	28.69	37.67	11.41	50.00	80.65	27.00	6.92	2.00	5.00	137.47	132.67	4th	4th
Lyreco	24.00	33.10	45.00	13.64	51.00	82.26	26.00	6.67	2.00	5.00	148.00	140.66	2nd	2nd
Office Supplies	24.00	33.10	39.00	11.82	49.00	79.03	31.00	7.95	2.00	5.00	145.00	136.90	3rd	3rd
Rymans	24.00	33.10	21.00	6.36	33.00	53.23	24.00	6.15	4.00	10.00	106.00	108.85	5th	5th
Staples	24.00	33.10	49.00	14.85	52.00	83.87	31.00	7.95	2.00	5.00	158.00	144.77	1st	1st

To Export RFx Data:

1. Click **Export RFx data** button.
2. Click **Save** to save the file to your local drive and Click **Open** to view the data.



The Excel download example is shown below.

This is a Request for Proposal for Company ABC for Stationery

Time of Report: 22 June 2016 17:01:23

RFx Answers

Number	Question	Max Score	Behalf Of :	Atos Stationery	Lyreco	Office Supplies	Rymans	Staples
1.1	Brief							
1.2	Company background							
1	Number	0	Answer	No answer submit	No answer submitted	No answer submitted	No answer submitted	No answer submitted
2			Score					
3			Rank	1	1	1	1	1
3.7	Questionnaire							
7 - 1.	That you are willing and able to participate in the procurement process via an e-Sourcing platform in line with the timescales indicated?		Answer	YES	YES	YES	YES	YES
4			Score	4	4	4	4	4
5		4	Rank	1	1	1	1	1
6			Answer	YES	YES	YES	YES	YES
7 - 2.	That you are willing and able to participate in an e-Auction as part of the procurement process?		Answer	YES	YES	YES	YES	YES
7			Score	2.40000032	4	4	4	4
8		4	Rank	2	1	1	1	1
9			Answer	YES	YES	YES	YES	YES
7 - 3.	That you agree to the Company ABC proposed contract Terms and Conditions attached?		Answer	YES	YES	YES	YES	YES
0			Score	4	4	4	4	4
1		4	Rank	1	1	1	1	1
2			Answer	YES	YES	YES	YES	YES
7 - 4.	That you able to supply and agree to our Scope of Requirements in Section 5 above.		Answer	YES	YES	YES	YES	YES
3			Score	4	4	4	4	4
4		4	Rank	1	1	1	1	1
5			Answer	YES	YES	YES	YES	YES
7 - 5.	Can you meet and do you agree to the SLA's outlined in section 5.11		Answer	YES	YES	YES	YES	YES
6			Score	4	4	4	4	4
7		4	Rank	1	1	1	1	1
8			Answer	No answer submit	No answer submitted	No answer submitted	No answer submitted	No answer submitted
9			Score	0				
0		5	Rank	1	2	2	2	2
1			Answer	YES	YES	YES	YES	YES
7 - 7.	That your company agrees to nominate a		Answer	YES	YES	YES	YES	YES

3.0 Analysis Tab

Navigate to the Analysis tab to view and download the Tender results. There are a number of predetermined filters that can be applied from the Analysis screen and users can choose to view the results in different graph formats. It is also possible to export all the reports as .png and .xls. file formats.

